

Texas Association
For Pupil Transportation

Professional Certification
And Training Program

*Certified Texas
Pupil Transportation Official*

*Certified Texas
Pupil Transportation Supervisor*

*Certified Texas
Pupil Transportation Specialist*

*Certified Texas
Pupil Transportation Trainer*

*Certified Texas
Special Needs Transportation Specialist*

*Certified Texas
Special Needs Transportation Supervisor*

Published by

Texas Association for Pupil Transportation
Certification and Training Committee

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Introduction

The Texas Association for Pupil Transportation (TAPT) Certification and Training Program was developed to emphasize the importance of professional leadership in the field of pupil transportation. This catalogue is provided to give you the information needed to become professionally certified as a Texas Association for Pupil Transportation

Official, Supervisor, Specialist, Special Needs Specialist, Special Needs Supervisor and Driver Trainer.

The catalogue will give you a step by step guide through the certification process. Sample forms and applications are provided to assist you with any additional information you may need.

The catalogue is divided into three specific areas as follows:

Area One

Purpose, Procedures and Requirements

Area Two

Curriculum

Area Three

Sample Registration Form
Sample Continuing Education Attendance Report

Area One

Purpose

Procedures

Requirements

Texas Association for Pupil Transportation **Professional Certification and Training Program**

Purpose

The Texas Association for Pupil Transportation (TAPT) is an organization that is committed to providing professional leadership through its State Certification and Training Program. TAPT recognizes the importance of an educational program that continues to improve the quality of pupil transportation professionals and the services they provide.

Goals

The goals of the TAPT Certification and Training Program are:

1. To promote leadership through professional competence for pupil transportation leaders in Texas.
2. To strive to provide current and accurate information related to pupil transportation.
3. To serve as a resource for all pupil transportation through newsletters, conferences, and class instruction.

Eligibility

All members of TAPT are eligible to apply for the certification and training program. Members who meet the standards and qualifications for certification as established by the Executive Committee of TAPT are encouraged to apply.

Procedures

1. The TAPT Executive Committee shall establish all policies, rules and regulations governing the certification and training program. Policies, rules and regulations will be recommended to the Board for approval by the Certification and Training Committee. The Certification and Training Committee shall serve as advisory and resource on all matters related to certification.
2. All applications for certification will be reviewed and evaluated by the Executive Secretary. If all requirements are met, the application will be approved and a certificate will be issued for the level of certification for which application was made.
3. Information provided as part of the application for professional certification shall be used only for the purpose of evaluating the qualifications of the applicant.
4. Members holding certification as a Certified Texas Pupil Transportation Supervisor, Specialist, Special Needs Specialist, Special Needs Supervisor or Trainer may apply for the higher level of Official upon meeting the criteria established.
5. All questions about the certification program shall be addressed to the chairperson of the Certification and Training Committee or the Executive Secretary.

Requirements

All applicants applying for the certification under the Texas Association for Pupil Transportation Professional Certification and Training Program must meet the following requirements:

1. Course work – Applicant must complete the required course work.
2. Application – Upon completion of course work, applicant must complete the application for certification status on the form provided by the TAPT office.

3. Membership – Applicant must become a member of TAPT prior to applying for certification.
4. Fees – Fees are established by the Executive Committee annually.

Certification Class (6 hour) - \$75.00 each for current members

Certification Class (3 hour) - \$40.00 each for current members

Application Fee - \$25.00 for each certification

Membership Dues:

Active - \$40.00 annually

Associate - \$20.00 annually

5. Certification Requirements – Upon application for certification, applicants will be informed by the Executive Secretary that they have been assigned a certification number. This number will be used for all correspondence regarding your certification.

Certification Categories and Requirements

PUPIL TRANSPORTATION TRAINER

Certification as a Pupil Transportation Trainer is available for those individuals qualified to function at this technical level of the pupil transportation system. To qualify for this certification, applicants must demonstrate appropriate classroom teaching skills, hands-on ability to teach behind-the-wheel training to prospective school bus drivers, and/or any necessary retraining. Applicants for this certification must have a knowledge and interest in pupil transportation positions with responsibility commensurate with the category of certification.

Applicant must:

1. Demonstrate the ability to perform functions of the pupil transportation program.
2. Have the interest and experience in the operation of a pupil transportation program and have a high school diploma or equivalent.

Course Requirements for Trainer (CTPTT)

- (1) Two courses or equivalents must be taken from the official published TAPT Certification and Training catalogue. The two courses must be approved by the Director of Transportation or other school official to whom the applicant reports directly.
- (2) Successful completion of “Train the Trainer” presented by the Texas Engineering Extension Service, Texas A&M University.
- (3) Upon completion of course work, submit an application and proof of course work to the TAPT Executive Secretary for review and verification.

PUPIL TRANSPORTATION SPECIALIST

Certification as a Pupil Transportation Specialist is available for those individuals who qualify as Support Services Personnel in the pupil transportation industry. To qualify for this certification, applicants must demonstrate the ability to carry out responsibilities at the operations level and have experience in a pupil transportation position with responsibility commensurate with the category of certification.

Applicant must:

1. Demonstrate the ability to perform functions of the pupil transportation program.
2. Have interest or experience in the operation of a pupil transportation program; have a high school diploma or equivalent.

Course Requirements for Specialist (CTPTS)

- (1) Three courses must be taken from the official published TAPT Certification Catalogue.
- (2) All three courses must be in the area of transportation. One course must be TAPT Transportation #1, "Introduction to Transportation."
- (3) One comparable TASBO transportation course may be substituted.
- (4) Upon completion of course work, submit an application and proof of course work to the TAPT Executive Secretary for review and verification.

SUPERVISOR OF PUPIL TRANSPORTATION

Certification is available to those individuals qualified to function at the highest technical level of the pupil transportation system. To qualify for this certification, applicants must have the ability to carry out policy and program directives of the officials. Applicants are expected to administer programs, provide leadership, and engage in the development of programs and materials within limitations established by their management.

Applicant must:

1. Be a person capable of handling the responsibilities for one or more areas of pupil transportation
2. Desire to serve in a position that assists an individual who has responsibility for the total district pupil transportation operation

Course Requirements for Supervisor (CTPTS)

- (1) Five courses must be taken from the official published TAPT Certification Catalogue.
- (2) All five courses must be in the area of transportation. Two of the courses must be TAPT Transportation #01, "Introduction to Transportation" and TAPT Transportation #08, "Personnel Management".
- (3) One comparable TASBO transportation course may be substituted.
- (4) Upon completion of course work, submit an application and proof of course work to the TAPT Executive Secretary for review and verification.

SPECIAL NEEDS TRANSPORTATION SPECIALIST

Certification as a Special Needs Transportation Specialist is available for those individuals who qualify as Support Services Personnel in the pupil transportation industry. To qualify for this certification, applicants must demonstrate the ability to carry out responsibilities at the operations level and have experience in a pupil transportation position with responsibility commensurate with the category of certification.

Applicant must:

1. Demonstrate the ability to perform functions of the special needs pupil transportation program.
2. Have interest or experience in the operation of a pupil transportation program; have a high school diploma or equivalent.

Course Requirements for Specialist (CTSNTS)

Three courses must be taken from the official published TAPT Certification Catalogue.

- (1) Required courses are TAPT Transportation #11, "Special Transportation" and TAPT *Transportation #25, "Child Passenger Restraint in School Buses"
- (2) One course from the following courses:
TAPT Transportation #01, "Introduction to Transportation"
TAPT Transportation #02, "Student Management: A Behavioral Perspective"
TAPT Transportation #05, "Routing & Scheduling"
- (3) One comparable TASBO transportation course may be substituted.
- (4) Upon completion of course work, submit an application and proof of course work to the TAPT Executive Secretary for review and verification.

*Documentation from the applicant is required and a \$25.00 administrative fee will be charged for Course #25 is not taken through TAPT.

SUPERVISOR OF SPECIAL NEEDS TRANSPORTATION

Certification is available to those individuals qualified to function at the highest technical level of the pupil transportation system. To qualify for this certification, applicants must have the ability to carry out policy and program directives of the officials. Applicants are expected to administer programs, provide leadership, and engage in the development of programs and materials within limitations established by their management.

Applicant must:

1. Be a person capable of handling the responsibilities for one or more areas of pupil transportation
2. Desire to serve in a position that supervises the special needs transportation in a district and assists an individual who has responsibility for the total district pupil transportation operation

Course Requirements for Supervisor (CTSNTS)

- (1) Five courses must be taken from the official published TAPT Certification Catalogue.
- (2) Required courses are TAPT Transportation #08, "Personnel Management", TAPT Transportation #11, "Special Transportation", and *TAPT Transportation #25, "Child Passenger Restraint for School Buses"
- (3) Two courses may be selected from the following:
TAPT Transportation #01, "Introduction to Transportation"
TAPT Transportation #02, "Student Safety: A Behavioral Perspective"
TAPT Transportation #05, "Routing & Scheduling"
TAPT Transportation #18, "Legal Issues"
- (4) One comparable TASBO transportation course may be substituted.
- (5) Upon completion of course work, submit an application and proof of course work to the TAPT Executive Secretary for review and verification.

*Documentation from the applicant is required and a \$25.00 administrative fee will be charged for Course #25 is not taken through TAPT.

TRANSPORTATION OFFICIAL

Certification as an Official of Pupil Transportation is available to all individuals who are qualified to serve as the top administrator of a pupil transportation system. To qualify for this certification, applicants must demonstrate that they are capable of handling a position that involves establishing programs and policies, setting standards, developing materials, and providing leadership to achieve designated goals.

Applicant must:

1. Be a person capable of administering the overall operation of pupil transportation.
2. Desire to serve in a position that has responsibility of the total district pupil transportation operation.

Course Requirements for Official (CTPTO)

- (1) Eight courses must be taken from the official published TAPT Certification Catalogue.
- (2) Three of the eight courses must be TAPT Transportation #01, "Introduction to Transportation", TAPT Transportation #08, "Personnel Management", and TAPT Transportation #15, "Official's Exit Course".
- (3) Texas Association for School Business Officials (TASBO) transportation related courses may be substituted for two courses.
- (4) National Association for Pupil Transportation Workshop may be substituted for one course.
- (5) Upon completion of course work, submit an application and proof of course work to the TAPT Executive Secretary for review and verification.

REQUIREMENTS FOR ADVANCEMENT

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1. One additional course must be taken from the official published TAPT Certification and Training Catalogue for a total of three certification courses.
2. All courses must be in the area of transportation. One course that must be taken is TAPT #01 “Introduction to Transportation.”
3. One comparable TASBO transportation courses may be substituted.
4. Upon completion of course work, submit an application and proof of course work to the TAPT Executive Secretary for review and verification.

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1. Two additional courses must be taken from the official published TAPT Certification and Training Catalogue for a total of five certification courses.
2. All courses must be in the area of transportation. Two courses that must be taken are TAPT Transportation #01, “Introduction to Transportation” and TAPT Transportation #08, “Personnel Management.”
3. One comparable TASBO transportation courses may be substituted.
4. Upon completion of course work, submit an application and proof of course work to the TAPT Executive Secretary for review and verification.

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1. Two additional courses must be taken from the official published TAPT Certification and Training Catalogue for a total of five certification courses.
2. All courses must be in the area of transportation. One courses that must be taken is TAPT Transportation #08, “Personnel Management”
3. The remaining course may be selected from TAPT Transportation #01, “Introduction to Transportation”, TAPT Transportation #02, “Student Management: A Behavioral Perspective”, TAPT Transportation #05, “Routing & Scheduling” or TAPT Transportation #18, “Legal Issues”.

ଅନ୍ତରାଳାୟନ ଶିକ୍ଷା ପାଇଁ ଅତିରିକ୍ତ ଶିକ୍ଷାକ୍ରମାବଳୀରୁ ଅତିରିକ୍ତ ଶିକ୍ଷାକ୍ରମାବଳୀ

1. Three additional courses must be taken from the official published TAPT Certification and Training Catalogue for a total of eight certification courses.
2. All courses must be in the area of transportation. Three courses that must be taken are TAPT #01, “Introduction to Transportation,” TAPT #08, “Personnel Management,” and TAPT #15, “Official Exit Course.”
3. Two comparable TASBO transportation courses may be substituted.
4. National Association for Pupil Transportation Workshop may be substituted for one course.
5. Upon completion of course work, submit an application and proof of course work to the TAPT Executive Secretary for review and verification.

REQUIREMENTS FOR CONTINUING EDUCATION

(In three year period)

► NEW REQUIREMENT (Effective 7/1/2001)

*Of the continuing education hours currently required to maintain Certification, **AT LEAST 6 HOURS MUST BE A TAPT CERTIFICATION COURSE.***

Continuing education hours are required for all certification categories. For Specialist, Supervisor and Official completed after July 21, 1991, 30, 45, or 60 hours must be completed in a three year period. For Trainers, after July 1, 1996, 30 hours of continuing education must be completed. For Special Needs Specialist and Special Needs Supervisors, after July 1, 2003, 30 or 45 hours must be completed. The following requirements for all levels of continuing education must be achieved.

- | | | |
|-----------------------------|----------|--------------------------|
| 1. Trainer | 30 Hours | TAPT CURRENT MEMEBERSHIP |
| 2. Specialist | 30 Hours | TAPT CURRENT MEMEBERSHIP |
| 3. Special Needs Specialist | 30 Hours | TAPT CURRENT MEMEBERSHIP |
| 4. Special Needs Supervisor | 45 Hours | TAPT CURRENT MEMEBERSHIP |
| 5. Supervisor | 45 Hours | TAPT CURRENT MEMEBERSHIP |
| 6. Official | 60 Hours | TAPT CURRENT MEMEBERSHIP |
-
- | | |
|----------------------------------|---|
| I. TAPT STATE MEETINGS | 10 Hours – Attendance
12 Hours – Moderator
14 Hours – Presenter/Officer |
| II. TAPT/TEEX WORKSHOP (per day) | 4 Hours – Attendance |
| III. NAPT MEETINGS | 5 Hours – Attendance
2 Hours – Committee |
| IV. TEEX TRAIN THE TRAINER | 10 Hours – Attendance |
| V. CHAPTER MEETINGS | 2 Hours – Attendance |
| VI. MISCELLANEOUS MEETINGS | 50 Minutes required for each hour |
-
- | |
|--|
| A. TASBO State Meeting (transportation programs) |
| B. Workshops held by approved organizations (transportation related/mechanical) |
| C. Texas Department of Public Safety |
| D. Meeting held by government official (State Specification/TEA/Regional Service Center) |
| E. Course work after certification that is transportation related |
| F. Any committee approved related transportation meeting |

Send all continuing Education Attendance Reports to the TAPT Executive Secretary who keeps all certification records. The report form is available online and may be printed for use in submitting creditable hours. The form is also printed in the booklet and may be duplicated. This is the only form that is accepted for reporting hours.

Regulations for Certification Classes

1. To obtain credit for a TAPT Certification Course, one must have successfully participated in the course. Testing-Out of a course is not an option
2. All course participants should attend at least six (6) hours of training, including break time, for credit in a full course. Half day or three (3) hour courses require that participants be present for the three hours to receive ½ credit. Exceptions may be made for some emergencies and/or ‘personal needs’, but these exceptions shall be limited. Participants shall notify the instructor or the “Certification Course Coordinator” in the event of an emergency. It shall be the discretion of the instructor to grant credit for the class.
3. Course credit/non credit appeals shall be decided by the Executive Committee. The request for appeal must be made in a letter mailed to the Executive Secretary within 30 days of completion of the course.
4. At least 6 hours of the continuing education hours required to maintain each level of certification, must be a TAPT Certification Course. These hours can be attained by teaching or attending a TAPT Certification Course. Persons who retired from active TAPT and/or honorary TAPT members will maintain their level of certification without the continuing education requirement.
5. To ensure that all courses meet all TAPT requirements, any course, counting for TAPT certification credit, must be approved by the Certification Committee and recommended by that committee to the Executive Committee for final approval. This approval process shall apply to college credit courses as well as courses offered by other organizations. The courses must be available to TAPT for a minimum of two years.
6. If continuing education requirements are not met within the specified time period (3 years), an individual’s certification status will automatically transpose to “inactive” as long as the individual maintains membership in good standing with TAPT. For an individual to regain “active” certification at the level previously held, continuing education requirements must be completed. Twelve (12) hours of the continuing education requirement for that level must be TAPT Certification Courses.

Area Two

TAPT Curriculum

TAPT CURRICULUM

Transportation #01

[INTRODUCTION TO TRANSPORTATION](#)

Introduce duties of Transportation Director including TEA rules and regulations, state reports, school bus and tire purchasing procedures and bus driver requirements.

Transportation #02

[STUDENT MANAGEMENT: A BEHAVIORIAL PERSPECTIVE](#)

Safety training programs for bus drivers, safety equipment, bus rider discipline and development of student safety management plan.

Transportation #03

[PURCHASING OF TRANSPORTATION EQUIPMENT](#)

Procedure for purchasing and selling school buses, writing specifications for school buses, fuel and parts, bid laws and requirements.

Transportation #04

[INTRODUCTION TO ACCIDENT INVESTIGATION](#)

Basic accident investigation techniques, including operator responsibility, on-scene collection of data and post-accident analysis.

Transportation #05

[ROUTING AND SCHEDULING](#)

Requirements for establishing school bus routes, understanding computer programs, extra trip scheduling, and staggered school starting times for multiple bus runs.

Transportation #06

[BUS INSPECTION AND MAINTENANCE](#)

Specifications and equipment for school buses, fleet replacement policies, preventative maintenance programs, parts inventory procedures and cost analysis.

Transportation #07

[RISK MANAGEMENT: WORKERS' COMPENSATION](#)

Workers' Compensation loss prevention, development and implementation of a successful accident prevention program.

Transportation #08

[PERSONNEL MANAGEMENT](#)

Selection of staff, in-service training, job descriptions, wages and benefits, and employee award programs.

Transportation #09

[TECHNOLOGY FOR COMPETENT USERS](#)

Computer equipment, routing and scheduling, fleet maintenance, payroll, inventory control, Power Point and Lotus Cam, GIS, TQM analysis/management tools, internet.

Transportation #10

[EVALUATION OF TRANSPORTATION](#)

Study of evaluation models for school transportation programs. Students will perform an evaluation of transportation programs in their districts.

Transportation #11

[SPECIAL TRANSPORTATION](#)

Detailed study of special transportation programs including rules and regulations, IEP, discipline procedures, routing, training for drivers and monitors and equipment available.

Transportation #12.5A**STATE REPORTING**

Becoming familiar with state reports and funding, including rider eligibility requirements, eligible route service requirements and use of the Foundation School Program Payment System.

Transportation #12.5B**BUDGETING**

Becoming familiar with all parts of an account code, assessing and prioritizing the needs of your department, establishing a procedure for managing funds on an annual basis and protecting your investment.

Transportation #13.5**PRESENTATION SKILLS**

A general overview of tips and strategies of enhancing your performance of delivering a report or making a presentation before both large and small groups.

Transportation #14**ADVANCED STUDENT MANAGEMENT: A BEHAVIORIAL PERSPECTIVE**

Student behavioral training involving disciplinary measures, self analysis, and types of communications styles. A general overview of behavior patterns, human behavior, gender differences, and a progressive attitude toward student management.

Transportation #15**OFFICIAL EXIT COURSE**

Review all operations of transportation services for public schools; discuss elements of routing, scheduling, personnel, purchasing, equipment, budgeting, and public relations, expressing verbally the competence necessary to manage a pupil transportation operation for a public school. A working knowledge of the following:

- 2000 National School Transportation Specifications and Procedures
- Current Specifications for School Buses, A State of Texas
- Senate Bill I – Transportation Laws
- School District Transportation Policies
- Transporting Students with Disabilities
- NAPT Special Transportation Manual
- Emergency & Review Procedures: A Guideline for School Bus Involvement

Transportation #16**EMERGENCY PREPAREDNESS**

Crisis plan development, accident response plan, on route conflict preparedness, dealing with the media, severe weather situations, facility and equipment preparedness, response role in community disaster situations.

Transportation #17**WAGE AND LABOR LAWS**

Legal requirements related to the Fair Labor Standards Act, basic terminology, methods, concepts for recruiting/retaining.

Transportation #18**LEGAL ISSUES**

A comprehensive overview of legal issues in pupil transportation dealing with liability for student injuries, all areas of sexual harassment, employment practices for directors, handling grievances and community relationships

Transportation #19.5**FIELD TRIPS AND EXTRA-CURRICULAR TRAVEL**

Presents options for planning, assigning and executing field trips and extra curricular events, including methods of selecting drivers, district policies relating to student travel and modes of travel

Transportation #20.5

STUDENT SAFETY MANAGEMENT

Covers topics including safe student loading/unloading, safe student ridership, student evacuation procedures, protecting students from further injury following bus accidents and procedures for students in crisis situations such as hostage, weapons, and weather.

Transportation #21.5

THE DISPATCHER'S ROLE AND RESPONSIBILITY

Presents an overview of the general function of the dispatcher, including proper radio procedures, developing listening skills and gaining and maintaining control during emergencies.

Transportation #22

DOCUMENTATION IN TRANSPORTATION

Gives the student a better appreciation of why we document, what to document and how to document in our everyday busy lives of transporting students. The class focuses on employee, training and vehicle documentation through a power point presentation, sample documents and interactive classroom activities.

Transportation #23.5

LEADERSHIP, CHANGE AND TRANSITION

Teaches the student that Leadership is not about position or status; Leadership is everyone's business in a school system. It's an attitude and a sense of responsibility for making a difference in your school district. Leadership is creating an atmosphere of confidence and support when dealing with change and making transitions.

Transportation #24

TRANSPORTATION: AN EFFECTIVE & EFFICIENT BUSINESS

Takes the basic transportation management techniques and shows how to create and evaluate a super efficient business that is focused on customer satisfaction.

Transportation #25

CHILD PASSENGER RESTRAINTS IN SCHOOL BUSES

Trains drivers and monitors in the proper installation and usage of car seats in a school bus. Driver trainers, school administrators and maintenance personnel will also benefit from this class.

Transportation #26.5

AWARENESS OF TECHNOLOGY IN TRANSPORTATION (A BEGINNERS CLASS)

Orientates the novice in technology to the basics of computer usage. Acquaints the student with components of the computer, types of storage drives, output devices, the operating systems and using application software.

Transportation #27.5

TRANSPORTATION OF TOMORROW: FEDERAL EMISSIONS

Prepares the student for what to expect in regard to Federal Emissions Standards, i.e. available fuels, engines emissions, costs and available grants.

Transportation #28.5

TRANSPORTATION OF TOMORROW: TRAINING THE SPECIAL NEEDS TEAM

Provides a practical experience for those who need to be able to plan, provide, and present information to the Special Needs Team. It focuses on the Legal Basis, Special Needs Terminology, Department/District Assessment, Equipment, Personnel and other Resources Available to Transportation Practitioners.

TAPT Transportation #01

Introduction to Transportation

1. To become aware of the specific duties of a Transportation Director.
2. To develop knowledge of the general guidelines and requirements for establishing bus routes in the State of Texas.
3. To increase knowledge of the general requirements and specific requirements in establishing rider eligibility.
4. To develop knowledge of the method for determining student counts
5. To become familiar with the application and usage of the Pupil Transportation Report
6. To become familiar with the method of calculating regular transportation allocation
7. To become aware of the regulations in regard to the use of school buses for extracurricular activities
8. To develop knowledge of the general guidelines for providing special transportation services for handicapped students
9. To develop a knowledge of the general guidelines for private transportation for handicapped students
10. To develop a knowledge of the provisions for service and funding for vocational transportation
11. To develop a knowledge of contract transportation with a public or commercial company or system
12. To become familiar with the general qualifications and requirements for CDL for Texas public school bus drivers
13. To become familiar with general information and requirements for purchasing and selling school buses

TAPT Transportation #02
Student Management: A Behavioral Prospective

1. Introduction/philosophy of student safety management
2. Need for continuing bus driver training
3. Characteristics of an effective school bus driver safety management program
4. Responsibilities of effective bus driver education participants
5. Changes in society affecting people's behavior
6. Types of drivers
7. Becoming the best driver
8. Overview of three dimensional behavioral/safety management program
9. Bus driver's responsibilities:
 - a. Family structure
 - b. Family constellation
 - c. Perceptions
10. Self-analysis (understanding why we do what we do)
11. Closure

TAPT Transportation #03
Purchasing of Transportation Equipment

1. To become familiar with general information and requirements for purchasing
2. Procedure to follow in order to sell used buses
3. Establish procedure for written school bus bids
4. Establish procedure for writing specifications for parts, gasoline, diesel, and alternative fuels
5. Establish procedure for advertising for bids
6. Quotations versus formal bids and telephone quotations
7. Discuss bidding laws
8. Lease purchase of school buses

TAPT Transportation #04

Introduction to Accident Investigation

1. Pre-test and problem identification
2. Notification procedures and operator responsibilities
3. Accident investigator tools
4. Levels of investigation
5. Evidence review/analysis
6. Damage/debris/material analysis
7. Marks on the road interpretations
8. Finding drag factors
9. Speed estimates from skid marks, yaw marks
10. Grades, faulty brakes, super-elevation
11. Drag factor field exercise
12. Sketching
13. Lamp inspection, analysis
14. Interview techniques
15. Photographic techniques, equipment, problems, and solutions
16. System considerations
17. Analyzing and assembling the investigation
18. Post-test

TAPT Transportation #05

Routing and Scheduling

1. To develop knowledge of general guidelines and requirements for establishing bus routes
2. To develop an understanding of computer routing
3. To develop an understanding for bus route scheduling
4. To develop a policy for extra-curricular scheduling
5. To discuss dual or triple routing of buses
6. Adjustment of bell schedules to provide for multiple use of equipment
7. Review of routing, loading, and scheduling annually for the purpose of increasing efficiency and cost effectiveness
8. Available types of computer programs

TAPT Transportation #06

Bus Inspection and Maintenance

1. To become aware of specifications, equipment, and different vehicle types available
2. To develop knowledge of long range plans for purchase/replacement of vehicles and equipment
3. To develop an understanding of the basic considerations necessary for a preventive maintenance schedule
4. To develop an understanding to establish a plan for fleet maintenance, including preventive maintenance
5. To develop an inventory control for parts and supplies
6. Train bus drivers to check the vehicles (including fluid levels) daily and report status to maintenance personnel
7. To develop a system for the yearly recording of maintenance cost for planning and evaluation.

TAPT Transportation #07

Risk Management: Workers' Compensation

1. To develop a basic understanding of Workers' Compensation
2. To learn about the timeliness, legal requirements, and responsibilities associated with claim filing.
3. To understand the concept of "disability" and how it pertains to the claims and payment of benefits.
4. To understand the unemployment compensation system, including the claims and appeal process.
5. To become familiar with how to design a formal discipline and documentation process as a basis for unemployment compensation loss control.
6. To recognize the most common types of unemployment claims and how to effectively manage them.

TAPT Transportation #08

Personnel Management

1. Procedures for staff selection
 - a. District policy
 - b. Departmental procedures
2. To develop in-service training for staff
 - a. Changing laws
 - b. Requirements
 - c. Procedures
3. To develop in-service training for drivers of Special Education students
4. Writing job descriptions and work plans
5. Training and evaluations
 - a. Effective elements
 - b. Ineffective elements
6. Working Conditions
7. Changes in status
8. Transfers
9. Advancement
10. Disciplinary action
11. Termination of services
12. Determining wages and benefits
13. Personnel appreciation and incentives
 - a. Merit systems
 - b. Awards programs
 - c. Employee recognition

TAPT Transportation #09

Technology

1. To develop procedures for routing and scheduling.
2. To develop fleet maintenance scheduling, evaluation, and tracking of parts and fuel.
3. To develop payroll tracking management and control.
4. To become familiar with Power Point and Lotus Cam.
5. To track student demographics, district demographics, school attendance boundaries and school site locations.
6. To learn how to gather and use statistical information.
7. To develop internet skills.

TAPT Transportation #10

Evaluation of Transportation

1. Evaluate district policies for Pupil Transportation
2. Evaluate district procedures for monitoring transportation costs
3. Evaluate district procedures for routing and scheduling of pupil transportation
 - a. Special Education routes
 - b. Regular transportation
 - c. Pre-kindergarten routes
 - d. Extracurricular routes
4. Evaluate district procedure for replacement of equipment, bus replacement, vehicle maintenance
5. Evaluate the procedures used by a district to train the transportation staff
 - a. In safety programs, emergency drills, first aid
 - b. In bus drivers training programs
6. Evaluate procedures the district uses in establishing its student discipline policies and parent complaint policies
7. Evaluate procedures the district uses in evaluating its insurance program
8. Evaluate procedures the district uses for evaluating new sites as they affect transportation
9. Review of modules on evaluation of transportation programs
 1. Review fuel storage tanks and review procedures the district uses when handling toxic chemicals
 2. TEST (conduct a self evaluation)

TAPT Transportation #11

Special Transportation

1. To become familiar with the legal basis for providing special transportation.
2. To become familiar with definitions of handicapping conditions and to gain the knowledge of how these definitions are used by the Special Education Department.
3. To become familiar with the terminology used by the Special Education Department
4. To become knowledgeable of the placement process and what it means to special transportation
5. To become familiar with the Individualized Education Program and how it relates to special transportation
6. To become aware of the communication process which should take place during the placement of a child on special transportation
7. To develop an understanding of the role of the parent in special transportation and to learn how to deal with parent responsibilities
8. To become aware of regulations governing the discipline of handicapped students
9. To develop a knowledge of general guidelines and requirements for routing and scheduling of special transportation bus routes
10. To develop a knowledge of guidelines and requirements governing after-school extracurricular activity
11. To become aware of resources available for in service training of special transportation personnel
12. To become aware of current trends and court rulings affecting special transportation

TAPT Transportation #12.5A

State Reporting

1. To learn keys to accurate state reporting
2. To learn requirements for student rider eligibility
3. To understand what constitutes eligible route service
4. To define program and sub-program types of eligible service
5. To become familiar with report requirements: Route Service (school year) and Operations (Fiscal Year)
6. To gain knowledge in the use of the Foundation School Program Payment System (FSP)

TAPT Transportation #12.5B

Budgeting

1. To become familiar with all parts of an account code.
2. To develop an understanding of proper code to charge an expenditure.
3. To realize the importance of assessing and prioritizing the needs of your departments.
4. To establish a procedure for managing funds on an annual basis.
5. To discuss protecting your investment.
6. To understand the relationship between state reports and state funding.

TAPT Transportation #13.5

Presentation Skills

1. To define a presentation
2. To know the difference between a speech and a presentation
3. To formulate a presentation
4. To consider use of brain/mind principles when developing a presentation
5. To learn about first impressions, dress and perceptions, color, graphics, humor, posters, music
6. To build relationships with the audience
7. To establish presence with the audience
8. To deal with audience participation
9. To handle nervousness
10. To improve a presentation

TAPT Transportation #14

Advanced Student Management: Behavioral Perspective

1. Brief review of course #2
2. Preventive disciplinary measures
 - a. Having a plan
 - b. Development of a plan
3. Self-analysis (looking at ourselves)
 - a. Dress
 - b. Attitude
 - c. Loyalty
 - d. Team Work
 - e. Patience
4. Self-analysis (why we do what we do)
 - a. The brain-how it works
 - b. Perception and brain dominance
 - c. Notions on perceptions
 - d. Perceptions and problem solving
 - e. Perceptions and stereotypes
5. Communication styles
 - a. Non-verbal communication
 - b. Clear, verbal communication
6. Overview of behavioral patterns
7. Basic needs that drive human behavior
8. Components of total behavior
9. Human brain and gender differences
10. Progression toward helplessness
11. Closure

TAPT Transportation #15

Official Exit Exam

Review all operations of transportation services for public schools, discuss elements of routing, scheduling, personnel, purchasing, equipment, budgeting, and public relations, expressing verbally the competence necessary to manage a pupil transportation operation for a public school. A working knowledge of the following:

- 2000 National Standards for School Transportation
- 2000 Specifications for School Buses, A State of Texas
- Senate Bill I – Transportation Laws
- School District Transportation Policies
- Transporting Students with Disabilities
- NAPT Special Transportation Manual
- Emergency & Review Procedures: A Guideline for School Bus Involvement

TAPT Transportation #16

Emergency Preparedness

1. To develop an understanding of crisis plan development.
2. To gain an understanding of an effective vehicle accident response plan.
3. To become aware of on route conflict situation preparedness.
4. To develop knowledge of dealing with the media.
5. To become aware of the need for information and training about severe weather situations.
6. To gain an understanding of facilities and equipment preparedness.
7. To become aware of a transportation department's response role in a community disaster situation.

TAPT Transportation #17

Wage and Labor Laws

1. To develop a basic understanding of legal requirements related to the Fair Labor Standards Act.
2. To become familiar with the history of minimum wage, exemption, timekeeping requirements, enforcement agencies and penalties.
3. To be able to define and calculate overtime.
4. To learn basic pay terminology and methods including definitions of factors used to consider job payment.
5. To understand the concept of turnover and to be able to identify ideas for recruiting and retaining employees.

TAPT Transportation #18

Legal Issues

1. Confidentiality of student records
2. School and employee liability for student injuries
3. Employee Sexual Harassment Test
4. A look at sexual harassment: Employee-to-Employee and Employee-to-Student
5. Case studies of student-to-student sexual harassment
6. Student-to-student sexual harassment
7. Employment 101: An overview for transportation directors
8. A general guide to handling grievances
9. A Level 1 Grievance Guide and script
10. The Transportation Director's Toolbox
11. Keeping your district out of family disputes

TAPT Transportation #19.5

Field Trips & Extra Curricular Travel

1. To provide options to planning field trips and extra curricular events
2. To initiate discussion related to scheduling options (seniority, alpha rotations, bidding, etc.)
3. Explore the various software programs available; discuss automation vs. manual methods
4. Review related district policy on field trips (parents, equipment, compensation, etc.)
5. Passenger van issues vs. new model activity buses

TAPT Transportation #20.5

Student Safety Management

1. To learn proper loading/unloading practices
2. To insure safe student ridership
3. To learn student evacuation procedures
4. To learn procedures for students in a bus accident
5. To learn correct procedures in the following situations
 - a. Hostage
 - b. Weapon
 - c. Severe weather

TAPT Transportation #21.5

The Dispatcher's Role & Responsibility

1. To become familiar with the general functions of dispatching
2. To discuss proper radio procedures including pertinent FCC regulations
3. To develop techniques for improving listening skills
4. To improve techniques for controlling emergency situations
5. To learn procedures to follow in emergency situations
6. Classroom interaction – discussion of emergency scenarios

TAPT Transportation #22

Documentation in Transportation

1. To gain a better understanding of what, why and how we document in public school transportation
2. To review sample documents to implement for documenting training, employees, vehicles and various other aspects of pupil transportation
3. To gain a better working knowledge of employee records (MVR's, physicals and reprimands) through classroom activities and presentation
4. To gain a better understanding of how to successfully correct an employee's inappropriate behavior and practices

TAPT Transportation #23.5

Leadership, Change and Transition

1. Perspectives of where our roots are
2. Role of vision and goals
3. Continuing a learning environment within the organization
4. Aspects of change
5. Perceptions of what is real and not real
6. Understanding the behavior of people
7. Overcoming the difficulties of change
8. Managing transitions
9. Leader's survival tips
10. Power of behavior when in leadership role

TAPT Transportation #24

Transportation: An Effective and Efficient Business

1. To become familiar with analyzing the transportation function using Baldrige Management Techniques
2. How to determine best practices for you district
3. How to design routes to increase efficiency and improve safety
4. Provide techniques to improve driver morale and increase efficiency
5. How to evaluate all aspects of transportation and set up baselines for continuous improvement
6. How to evaluate the maintenance area for efficiency and effectiveness
7. How to use data to monitor and improve daily operations
8. Provide tips to shorten the productivity timeline

TAPT Transportation #25

Child Passenger Safety for School Buses

1. Identify the characteristics of the pre-school population
2. Identify how a school bus provides safety to child passengers
3. Identify how occupant protection systems are used in school buses
4. Properly install child safety restraint systems in school buses
5. Properly secure a child in a child restraint system
6. Learn proper ways to maintain, dispose of and store child restraint systems
7. Learn evacuation procedures for children riding in child restraint systems

TAPT Transportation #26.5

Awareness of Technology in Transportation (for beginners)

1. Orientation to personal computers
2. Identify input devices (keyboard, mouse, etc.)
3. Learn what a word processor is and what it does
4. Store your documents (floppy-disk drive, hard-disc drive, other storage devices)
5. Identify output devices (monitors, printers, modems, sound boards)
6. Learn the operating system (file management concepts)
7. Navigate the Windows survival guide
 - a. Windows Desktop
 - b. Program Manager
 - c. Desktop Organization
 - d. The File Manager
8. Using application software

TAPT Transportation #27.5

Transportation of Tomorrow: Federal Emissions

1. Fuels
 - a. What fuels will be available?
 - b. How do I make the best fuel choice for my fleet?
2. Engines Emissions
 - a. What is changing? When?
 - b. What am I required to do?
3. Economics
 - a. Will all this cost more?
 - b. Budget planning
 - c. Timing
4. Grant Funds

TAPT Transportation #27.5

Transportation of Tomorrow: Training the Special Needs Team

1. To introduce personnel to terminology used by the Special Education Department
2. To familiarize personnel with definitions of handicapping conditions
3. To develop effective behavioral responses in relation to individuals with these conditions in order to provide safe transportation to and from school
4. To become aware of regulations governing the discipline of handicapped students
5. To provide information to transportation personnel about the legal basis for providing transportation as a “related service”
6. To inform transportation personnel of the placement process and what it means to transportation (the communication process which should take place during the placement of a child on special transportation)
7. To provide basic information about the elements of effective adult in-service training
8. To increase knowledge of available resources for in-service training of transportation personnel

Area Three

Application Form

Continuing
Education Form

Instructor
Application Form

CERTIFICATION APPLICATION FORM

- Certified Texas Pupil Transportation Trainer
- Certified Texas Pupil Transportation Specialist
- Certified Texas Special Needs Pupil Transportation Specialist
- Certified Texas Pupil Transportation Supervisor
- Certified Texas Special Needs Pupil Transportation Supervisor
- Certified Texas Pupil Transportation Official

To: TAPT Certification, Jolene Hawkins
P.O. Box 996
Buchanan Dam, Texas 78609

Date: _____

This is a letter of transmittal accompanying my application for the status of Certified Texas Pupil Transportation Official/Supervisor/Specialist or Trainer. I have enclosed with this letter of application the following:

- Evidence of State TAPT membership
- Certification fee (\$25)
- Evidence of course work taken

COURSE

DATE

- Check is enclosed Money order enclosed

Please print how you want your name on Certificate:

Signature: _____

Cert. No. (If known) _____

Name and Address for mailing

TAPT

Texas Association of Pupil Transportation

Continuing Education Attendance Report

(For Certified Members Only)

A report of attendance of continuing education credit hours applicable to the Certification and Training Program of the Texas Association for Pupil Transportation

Name _____

TAPT Certification Number _____

Activity attended _____

Instructor or presenter _____

Date of Attendance _____

Total continuing Education Credit Hours _____

(Attendance of minimum 50 minutes is required for each hour)

Sponsor

Copies of attendance form must be retained by the Certified TAPT member for three years.

Texas Association for Pupil Transportation

Executive Secretary

P.O. Box 996

Buchanan Dam, Texas 78609

*Agenda of meeting must be furnished when mailing in
Continuing Education Registration Form.*

TAPT Application for Teaching Certification Courses
--

Name: _____
 Last First Middle Initial

Current Address: _____
 Street/Box City State Zip

Work Phone: _____ Home Phone: _____

Certification Courses for which applying teach:

_____ _____ _____
 First Choice Second Choice Third Choice



Please provide listing of jobs/positions held last 10 years

School District/Firm	Position/Title	Date Employed

Schools Attended: List All Applicable Information

Name of Schools & Location	Case Study	Diploma, Degree or certificate	Year Graduated

List teaching certification(s) that you currently have:

****Please attach copy of transcript of educational work.**
 On back of form, please write a statement in your own handwriting concerning your reason for desiring to teach TAPT Certification Courses. Return this form to TAPT, P.O. Box 996, Buchanan Dam, TX 78609