

Texas Association

**For Pupil Transportation**

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**Professional Certification  
And Training Program**

***Certified Texas  
Pupil Transportation Master Official***

***Certified Texas  
Pupil Transportation Official***

***Certified Texas  
Special Needs Pupil Transportation Supervisor***

***Certified Texas  
Special Needs Transportation Specialist***

***Certified Texas  
Pupil Transportation Supervisor***

***Certified Texas  
Pupil Transportation Specialist***

***Certified Texas  
Pupil Transportation Trainer***

***Published by***  
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# Introduction

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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...

**Master Official, Official, Supervisor, Specialist, Special Needs Supervisor, Special Needs Specialist, 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**

Forms

# ***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 provide current and accurate information related to pupil transportation.
3. To serve as a resource for all pupil transportation personnel through newsletters, conferences, electronic media and class instruction.
4. To warrant standards for varying levels of performance and attainment for school districts to consider when employing school transportation personnel.
5. To establish and promote a “network” of trained school transportation professionals readily available to assist each other as the needs arise across Texas.

## **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, unless specified otherwise.
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(s) 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. Course Fees – Fees for Certification Courses are established by the Executive Committee.

Application fee – \$25.00 for each certification level except Master Official Certification

Master Official Certification Application Fee – \$50.00

Credit fee for approved courses taught outside TAPT event – (6 hour) - \$50.00  
(3 hour) - \$30.00

Membership Dues: Must be paid annually, Membership year is July 1-June 30

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 the individual's certification.

## Certification Categories and Requirements

### **PUPIL TRANSPORTATION TRAINER**

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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.
3. Have a high school diploma or equivalent.
4. Be a TAPT member in good standing.

#### **Course Requirements for Trainer (CTPTT)**

- (1) Three full day courses or equivalents must be taken from the official published TAPT Certification and Training catalogue. The three full day courses must be approved by the Director of Transportation or other school official to whom the applicant reports directly.
- (2) Complete TAPT course #0.5 "Orientation to TAPT".
- (3) Successful completion of a School Bus Driver Trainer Course that has been approved by the TAPT Executive Committee. The School Bus Driver Trainer Course is to include but not limited to: terminology and driving maneuvers which discuss and demonstrate proper mirror usage for backing and turning maneuvers utilizing reference point driving. The School Bus Driver Training Course does not include the DPS School Bus Driver Certification Courses.
- (4) Upon completion of course work, submit an application and proof of course work to the TAPT Executive Secretary for review and verification.

***\*Full Day Course is 6 hours. Two ½ day courses equal 1 full day course. ½ day course is any course listed with .5***

## **PUPLIL TRANSPORTATION SPECIALIST**

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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.
3. Have a high school diploma or equivalent.
4. Be a TAPT member in good standing.

### **Course Requirements for Specialist (CTPTS)**

- (1) Four full day courses must be taken from the official published TAPT Certification Catalogue.
- (2) All four full day courses must be in the area of transportation. One course must be TAPT Transportation #01, "Introduction to Transportation."
- (3) One TAPT approved comparable TASBO transportation course may be substituted.
- (4) Complete TAPT course #0.5 "Orientation to TAPT".
- (5) Upon completion of course work, submit an application and proof of course work to the TAPT Executive Secretary for review and verification.

***Required courses completed and credited longer than seven (7) years from date of application are not acceptable and must be taken again to receive credit and meet the course requirements.***

***\*Full Day Course is 6 hours. Two ½ day courses equal 1 full day course. ½ day course is any course listed with .5***



## **SUPERVISOR OF PUPIL TRANSPORTATION**

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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.
3. Have a high school diploma or equivalent.
4. Be a TAPT member in good standing.

### **Course Requirements for Supervisor (CTPTS)**

- (1) Six full day courses must be taken from the official published TAPT Certification Catalogue.
- (2) All six full day 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 TAPT approved comparable TASBO transportation course may be substituted.
- (4) Complete TAPT course #0.5 "Orientation to TAPT".
- (5) Upon completion of course work, submit an application and proof of course work to the TAPT Executive Secretary for review and verification.

***Required courses completed and credited longer than seven (7) years from date of application are not acceptable and must be taken again to receive credit and meet the course requirements.***

***\*Full Day Course is 6 hours. Two ½ day courses equal 1 full day course. ½ day course is any course listed with .5***

## **SPECIAL NEEDS TRANSPORTATION SPECIALIST**

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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.
3. Have a high school diploma or equivalent.
4. Be a TAPT member in good standing.

### **Course Requirements for Specialist (CTSNTS)**

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

- (1) Six full day courses must be taken from the official published TAPT Certification Catalogue.
- (2) Required courses are TAPT Transportation #11, "Special Transportation" and TAPT \*Transportation #25, "Child Passenger Restraints in School Buses", TAPT #28 "Training the Special Needs Team"
- (3) Three courses from the following courses:  
TAPT Transportation #01, "Introduction to Transportation"  
TAPT Transportation #02, "Student Management: A Behavioral Perspective"  
TAPT Transportation #05, "Routing & Scheduling"  
TAPT Transportation #14 "Advanced Student Management: A Behavioral Perspective"  
TAPT Transportation #16 "Emergency Awareness"
- (4) One TAPT approved comparable TASBO transportation course may be substituted.
- (5) Complete TAPT course #0.5 "Orientation to TAPT".
- (6) Upon completion of course work, submit an application and proof of course work to the TAPT Executive Secretary for review and verification.

***Required courses completed and credited longer than seven (7) years from date of application are not acceptable and must be taken again to receive credit and meet the course requirements.***

***\*Full Day Course is 6 hours. Two ½ day courses equal 1 full day course. ½ day course is any course listed with .5***

***\*Documentation from the applicant is required and a \$40.00 administrative fee will be charged for Course #25 if not taken through TAPT.***

## **SUPERVISOR OF SPECIAL NEEDS TRANSPORTATION**

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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.
3. Have a high school diploma or equivalent.
4. Be a TAPT member in good standing.

### **Course Requirements for Special Needs Supervisor (CTSNTS)**

- (1) Eight full day 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", \*TAPT Transportation #25, "Child Passenger Restraint for School Buses", and #28, "Training Special Needs Team"
- (3) Three 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"  
TAPT Transportation #14, "Advanced Student Management: A Behavioral Perspective"  
TAPT Transportation #16 "Emergency Awareness"  
Course credit (6 hour) from any two of the following 3 hour courses:  
#33.5A "Communication Skills: Interaction with Parents/Guardians"  
#33.5B "Communication Skills: School District Staff"  
#33.5C "Communication Skills: Community/Media"  
#20.5 "Student Safety Management"  
#30.5 "Communication with a Diverse Public"
- (4) One TAPT approved comparable TASBO transportation course may be substituted.
- (5) Complete TAPT course #0.5 "Orientation to TAPT".
- (6) Upon completion of course work, submit an application and proof of course work to the TAPT Executive Secretary for review and verification.

***Required courses completed and credited longer than seven (7) years from date of application are not acceptable and must be taken again to receive credit and meet the course requirements.***

***\*Full Day Course is 6 hours. Two ½ day courses equal 1 full day course. ½ day course is any course listed with .5***

***\*Documentation from the applicant is required and a \$40.00 administrative fee will be charged for Course #25 if not taken through TAPT.***

## **TRANSPORTATION OFFICIAL**

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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.
3. Have a high school diploma or equivalent.
4. Be a TAPT member in good standing.

### **Course Requirements for Official (CTPTO)**

- (1) Ten full day courses must be taken from the official published TAPT Certification Catalogue.
- (2) Three of the ten 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 TAPT approved related courses may be substituted for two courses.
- (4) National Association for Pupil Transportation approved related courses may be substituted for one course.
- (5) Complete TAPT course #0.5 "Orientation to TAPT".
- (6) Upon completion of course work, submit an application and proof of course work to the TAPT Executive Secretary for review and verification.

***Required courses completed and credited longer than seven (7) years from date of application are not acceptable and must be taken again to receive credit and meet the course requirements.***

***\*Full Day Course is 6 hours. Two ½ day courses equal 1 full day course. ½ day course is any course listed with .5***

## **MASTER OFFICIAL CERTIFICATION REQUIREMENTS**

Certification as a Master Official of Pupil Transportation is available to individuals who have successfully served as the top administrator or at a level near the top administrator of a pupil transportation operation in Texas school districts. To qualify for this advanced certification, applicants must have experience providing leadership in establishing programs and policies, setting standards, achieving designated goals, competently managing day-to-day transportation operations, communicating effectively and focusing on providing exemplary transportation services to all students.

Applicants must have completed the years of experience as stated below in requirement 4. Note: In situations where the district contracts with a third party to administer and/or manage the district's transportation operations, the district person titled Transportation Director or equivalent would be considered the Assistant Director as pertaining to Master Official Certification eligibility. The district person titled Assistant Director or equivalent and under the supervision of the district's Transportation Director would not meet the standards of this requirement for Master Official Certification.

### **Applicant must meet the following requirements:**

1. Hold active TAPT Official Certification.
2. Be a TAPT member in good standing.
3. Desire to be the "best of the best" - accepting the responsibility of upholding the highest of standards as a leader in pupil transportation.
4. Have completed three (3) years of experience as transportation Director or equivalent or five (5) years as Assistant Director or equivalent in Texas school districts within last seven (7) years. (Please see note above regarding districts in which transportation is outsourced to a contracted managing company.)
5. Have successfully completed and be credited with sixty (60) hours of required courses and twelve (12) hours of elective courses.
6. Required courses completed and credited longer than seven (7) years from date of application are not acceptable and must be taken again to receive credit and meet the course requirements.
7. Have completed Course #.5 Orientation to Transportation.

### **Course Requirement for Master Official (CTPTMO)**

(1) **Sixty hours** (equivalent of ten full day six hour courses) must be taken from the official published TAPT Certification Catalogue. Required Courses shall include the following:

TAPT #01 "Introduction to Transportation"

TAPT #08 "Personnel Management"

TAPT #12 "State Reporting"

TAPT #13 "Presentation Skills"

TAPT #22 "Documentation in Transportation"

TAPT #23 "Introduction to Leadership: Necessary Lessons"

TAPT #26 "Technology for the Transportation Department"  
TAPT #33.5A "Communication Skills: Interaction with Parents/Guardians"  
TAPT #33.5B "Communication Skills: School District Staff"  
TAPT #33.5C "Communication Skills: Community/Media"  
TAPT #11 "Special Transportation" or TAPT #28 "Special Transportation: Training the Special Needs Team"

**Plus:** One of the following (3) hour Leadership Courses:

TAPT #23.5 "Leadership: Change and Transition"  
TAPT #23.5A "Leadership: Becoming a Leader"  
TAPT #23.5B "Leadership: Styles and Qualities"  
TAPT #23.5C "Leadership: Team Building"  
TAPT #23.5D "Leadership: Board Relations"

**And:** Have completed TAPT #0.05 Orientation to Transportation

**Twelve Hours of Electives:**

- (1) The 12 hours of Elective Courses must be TAPT approved and published in this TAPT Certification Catalogue
- (2) Texas Association for School Business Officials (TASBO) transportation related courses that are TAPT approved may be substituted for two (2) courses.

Upon completion of course work, the Master Official Application, letter of recommendation and proof of course work is to be submitted to the TAPT Executive Secretary for review and verification.

An application fee of \$50.00 shall accompany the application.

Approved recipients will receive a TAPT Master Official Certificate and pin at the following State Conference.

***\*Full Day Course is 6 hours. Two ½ day courses equal 1 full day course. ½ day course is any course listed with .5***

## REQUIREMENTS FOR ADVANCEMENT

### To advance from Trainer Certification to Specialist Certification

1. One additional full day course must be taken from the official published TAPT Certification and Training Catalogue for a total of four 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.

### To advance from Specialist Certification to Supervisor Certification

1. Two additional full day courses must be taken from the official published TAPT Certification and Training Catalogue for a total of six 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.

### To advance from Special Needs Specialist Certification to Special Needs Supervisor Certification

1. Two additional full day 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. One course 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."

### To Advance from Supervisor Certification to Official Certification

1. Four additional full day courses must be taken from the official published TAPT Certification and Training Catalogue for a total of ten 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 course 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.

***\*Full Day Course is 6 hours. Two ½ day courses equal 1 full day course. ½ day course is any course listed with .5***

## REQUIREMENTS FOR CONTINUING EDUCATION

(In each three year period)

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 MEMBERSHIP
2. Specialist	30 Hours	TAPT CURRENT MEMBERSHIP
3. Special Needs Specialist	30 Hours	TAPT CURRENT MEMBERSHIP
4. Special Needs Supervisor	45 Hours	TAPT CURRENT MEMBERSHIP
5. Supervisor	45 Hours	TAPT CURRENT MEMBERSHIP
6. Official	60 Hours	TAPT CURRENT MEMBERSHIP
7. Master Official	60 Hours	TAPT CURRENT MEMBERSHIP

- 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. REGION IV TRAINER ACADEMY
  - 10 Hours – Attendance
- VI. CHAPTER MEETINGS
  - 2 Hours – Attendance
- VII. 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 completed continuing Education Attendance Report to the TAPT Executive Secretary who keeps all certification records. The report must be completed each three years prior to certification expiration date. 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.



### **Requirements 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 of (3) hour courses require that participants be present for the three hours to receive ½ day 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.

7. For credit to be granted for TAPT Certification and/or continuing education to maintain TAPT Certification status, any course taught outside a TAPT Event must be a TAPT approved course and taught by a TAPT Certified Instructor. Written approval of the credit shall be required from the TAPT Certification Committee Chairperson(s). TAPT Events include annual conference and off-site TAPT scheduled courses. Courses taught outside a TAPT Event (usually in a school district) are open enrollment only to host school district’s employees. No registration fee shall be assessed the participants of the course. The host school district shall bear all expenses of providing the course. It may be permissible for two or more small school districts to cooperatively host an outside TAPT Event if approved by the TAPT Certification Committee Chairperson(s).

8. A fee of \$50.00 for a 6 hour course and \$30.00 for a 3 hour course is to be assessed for recording course credit with the Executive Secretary for courses taught outside a TAPT Event, with the exception of the Texas Association of Business Officials (TASBO) courses and National Association for Pupil Transportation (NAPT) courses. Course credit for (TASBO) courses and (NAPT) workshops/courses will be granted as substitution for TAPT courses as specified in the TAPT “Professional Certification and Training Program Catalogue”. A TAPT alternate course certificate will be issued for substitute courses or courses taught outside a TAPT Event.



# **Area Two**

**TAPT Curriculum**

**Revised 6/10/17**

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

**Transportation #0.5**

*ORIENTATION TO TAPT*

Introduce individuals to the Texas Association for Pupil Transportation and the benefits of membership.

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**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.

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**Transportation #02**

*STUDENT MANAGEMENT: A BEHAVIORAL PERSPECTIVE*

The search for new programs that address student misbehavior is ongoing. This course puts a focus on the need for driver training regarding student management and presents a look at student management from the perspective of the behavioral tendencies of the students on the bus as well behavioral tendencies of people in general.

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**Transportation #03**

*PURCHASING OF TRANSPORTATION EQUIPMENT*

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

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**Transportation #04**

*INTRODUCTION TO ACCIDENT INVESTIGATION*

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

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**Transportation #04A**

*ADVANCED ACCIDENT INVESTIGATION*

This is an advanced course in accident investigation. It will cover transportation operations policies and procedures, give you a thorough process to investigating accidents, and dive into the NTSB. Discussions will also cover current trends in regards to safety. You should already have some basic knowledge in school bus accident investigation.

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**Transportation #05**

*ROUTING AND SCHEDULING*

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

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**Transportation #06**

*BUS INSPECTION AND MAINTENANCE*

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

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**Transportation #07**

*RISK MANAGEMENT: WORKER'S COMPENSATION*

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

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**Transportation #08**

*PERSONNEL MANAGEMENT*

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

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**Transportation #08A.5**

*ADVANCED PERSONNEL MANAGEMENT (asst. directors/directors only)*

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**Transportation #09***TECHNOLOGY in TRANSPORTATION (for competent users)*

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

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**Transportation #10***EVALUATION OF TRANSPORTATION*

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

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**Transportation #11***SPECIAL TRANSPORTATION*

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

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**Transportation #12***INTRODUCTION TO 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.

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**Transportation #12A***ADVANCED STATE REPORTING***Transportation #12.5R***STATE REPORTING REFRESHER***Transportation 12B***BUDGETING (6 hr)***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.

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**Transportation #13***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.

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**Transportation #13A***PRESENTATION SKILLS: IN PRACTICE***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.

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

This course is a continuation of the concepts of the Transportation # 02 Course with additional focus on self-analysis of human behavioral tendencies and perceptions. A general overview is provided of the effects of brain development on behavior, gender differences, behavior patterns and communication styles as well as progressive attitude toward student management.

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**Transportation #14A***STUDENT MANAGEMENT: THREE DIMENSIONAL PERSPECTIVE APPROACH*

## **Transportation #15**

### *EXIT INTERVIEW*

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:

- Current National School Transportation Specifications and Procedures
  - Current Texas Specifications for School Buses
  - 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.

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## **Transportation #17**

### *WAGE AND LABOR LAWS*

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

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## **Transportation #18**

### *LEGAL ISSUES IN TRANSPORTATION*

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.

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## **Transportation #19**

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

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

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## **Transportation #19.5**

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

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

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## **Transportation #20.5**

### *STUDENT SAFETY MANAGEMENT*

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

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## **Transportation #21.5**

### *THE DISPATCHERS'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.

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## **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.

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## **Transportation 22A.5**

*ADVANCED DOCUMENTATION IN TRANSPORTATION (asst. directors/directors only)*

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## **Transportation #23**

### *INTRODUCTION TO LEADERSHIP: NECESSARY LESSONS*

The most successful and effective leaders understand the “essentials” of leadership and that development and enhancement of leadership skills is a continuing process. Great leaders master many leadership skills by learning “necessary lessons”, some through their own life experiences. Awareness, attention and in-depth focus will be afforded to some of these “necessary lessons”.

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## **Transportation #23A**

### *LEADERSHIP: CHANGE AND TRANSITION*

Teaches the student that Leadership is not about position 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.

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## **Transportation #23.5**

### *LEADERSHIP: CHANGE AND TRANSITION*

Tradition may be wise, but leaders face situations each day that call for new solutions. Bringing about change calls for transitions which in turn have an effect on the behavior of persons directly and indirectly involved. Successful leaders focus on the process of making the changes

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## **Transportation #23.5A**

### *LEADERSHIP: BECOMING A LEADER*

An overview of some of the “Fundamentals” of being a leader and the enhancement of leadership skills as the individual finds oneself in a leadership role within a group or organization.

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## **Transportation #23.5B**

### *LEADERSHIP: STYLES AND QUALITIES*

This course will define what leadership is, discuss various leadership styles, and discuss qualities an effective leader should display and utilize.

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## **Transportation #23.5C**

### *LEADERSHIP: TEAM BUILDING*

Teaches the student how Leadership and Team Building works to inspire others to higher levels of performance by realizing what a Leader must Know, Be and Do.

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## **Transportation #23.5D**

### *LEADERSHIP: BOARD RELATIONS*

The Board of Trustees, commonly called “the School Board” set policies for their school district. Leadership within the district may have opportunities to provide feedback to the School Board and have an impact on policies. A successful leader will strive to maintain a most positive relationship with the Board and develop strategies of promoting that relationship.

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## **Transportation #23.5E**

### *LEADERSHIP: PROBLEM SOLVING (asst. directors/directors only)*

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## **Transportation #24**

### *TRANSPORTATION: AN EFFECTIVE & EFFICIENT BUSINESS*

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

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## **Transportation #25**

### *CHILD PASSENGER RESTRAINT SYSTEMS IN SCHOOL BUSES*

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

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**Transportation #26***TECHNOLOGY AND TRANSPORTATION WORKING TOGETHER*

Acquaints the attendees with the relationship of how Technology and Transportation work together. Discussions may include what is currently being used in Transportation; ex: video/camera devices, the operating systems, technology terms, application software, steps that will need to be addressed from purchase to implementation and annual support.

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**Transportation #26.5***AWARENESS OF TECHNOLOGY IN TRANSPORTATION (A BEGINNERS CLASS)*

Discuss how Technology and Transportation work hand in hand together. Discuss technology terms (firewall, applications, database, GPS/RFID, DVR, digital cameras). Identify the steps taken from purchasing to implementing any devices/software. Identify different devices transportation uses on buses, in offices, in schools and how this helps with accountability and control

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**Transportation #27.5A***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.

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**Transportation #27.5B***TRANSPORTATION OF TOMORROW: ASSESSING AND INTERPRETING DRIVER RECORDS*

Learn to obtain the complete record from the TX DPS and interpret the codes and assess points according to the Penalty Point chart.

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**Transportation #27.5C***TRANSPORTATION OF TOMORROW: EVACUATION PROCEDURES and RECOMMENDATIONS***Transportation #28***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.

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**Transportation #29***NO CHILD LEFT BEHIND*

An overview of current federal and state requirements and best practices regarding the transportation of students who qualify under No Child Left Behind legislation

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**Transportation #30.5***COMMUNICATING WITH A DIVERSE PUBLIC***Transportation #31.5***TERRORISM AWARENESS***Transportation #32.5***PRESENTING A POSITIVE PUBLIC IMAGE***Transportation #33.5A***COMMUNICATION SKILLS: INTERACTION WITH PARENTS/GUARDIANS*

You will learn your communication style and with this knowledge you will discover dramatic improvement as you interact with parents and guardians. Hands-on and interactive learning will help you gain new perspectives and a good understanding of the importance of respecting the parent's point of view. In addition, you will learn the value of active listening and effective tools to positively represent your district.

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**Transportation #33.5B***COMMUNICATION SKILLS: SCHOOL DISTRICT STAFF*

You will learn a two-fold approach to assist transportation staff in communicating with district staff internally with subordinates as well as employees outside of the transportation department. You will



also learn great communications skills as we reveal a variety of bad communication habits and techniques on how to overcome those habits.

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**Transportation #33.5C**

*COMMUNICATION SKILLS: COMMUNITY/MEDIA*

This course covers a variety of crisis/media situations involving school transportation related incidents and provides tools transportation professionals can use if they are faced with a media event. You will also have a hands-on activity proving how communication affects the relationship of your district with your community.

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**Transportation #34.5**

*GRAPHIC ARTS IN TRANSPORTATION*

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**Transportation #35**

*TRANSPORTATION COMPLIANCE ROADMAP*

Presents a timeline for when reports are due and other requirements in the law.

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**Transportation #35.5**

*TRANSPORTATION COMPLIANCE ROADMAP*

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**Transportation #36**

*LIABILITY IN TRANSPORTATION*

This course will examine liability for Texas public school districts, specifically in student transportation. The purpose of this course is to ascertain potential liability for public schools for incidents that occur beyond vehicular accidents (i.e., vehicle crashes and collisions), such as incidents at a school bus stop, walking to the school bus stop, and student incidents on the bus not directly resulting from a vehicular collision, which may result in injury.

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**Transportation #37.5**

*Business Skills for Transportation*

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**TAPT TRANSPORTATION #0.5**

***Orientation to TAPT***

Introduce transportation personnel to the Texas Association for Pupil Transportation including history of the organization, benefits of membership, and service opportunities. This course is a requirement for all levels of certification.

**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 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 contract transportation with a public or commercial company or system.
11. To become familiar with the general qualifications and requirements for CDL for Texas public school bus drivers.
12. To become familiar with general information and requirements for purchasing and selling school buses.

## **TAPT TRANSPORTATION #02**

### ***Student Management: A Behavioral Perspective***

1. Introduction/philosophy of student safety management
2. Need for continuing bus driver training
3. Characteristics of an effective school bus driver education participants
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 procedures for writing specifications for parts, gasoline, diesel, and alternative fuels
4. Establish procedures for advertising for bids
5. Quotations versus formal bids and telephone quotations
6. Discuss bidding laws
7. 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 consideration
17. Analyzing and assembling the investigation
18. Post-test

#### **TAPT TRANSPORTATION #04A**

##### ***Advanced Accident Investigation***

1. Understand the ISD and Liability
2. Become familiar with the Driver Responsibility Program
3. Be able to breakdown accident investigation
  - a. Policies and Procedures
  - b. Chain of events in a collision
  - c. Steps to accident investigation
  - d. Understand accident reports
4. Understand various rules of the road
5. Become familiar with the NTSB
6. Discuss current trends in accident investigation

#### **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 vehicle 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: Worker's Compensation***

1. To develop a basic understanding of Workers' Compensation.
2. To learn about the timelines, 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. Change 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 #08A.5**

***Advanced Personnel Management (asst. directors/directors only)***

**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
  - i. Review fuel storage tanks and review procedures the district uses when handling toxic chemicals
  - ii. 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 knowledge of general guideline and requirements for routing and scheduling of special transportation bus routes
10. To develop 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**

### ***Introduction to 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 services
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 #12A**

### ***Advanced State Reporting***

## **TAPT TRANSPORTATION #12.5R**

### ***State Reporting Refresher***

## **TAPT TRANSPORTATION 12B**

### ***Budgeting (6 hour)***

## **TAPT TRANSPORTATION #12.5B**

### ***Budgeting***

1. To become familiar with all parts of an account code.
2. To develop an understanding of the 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**

### ***Presentation Skills(6-hr)***

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 #13.5**

#### ***Presentation Skills: in practice***

### **TAPT TRANSPORTATION #14**

#### ***Advanced Student Management: A 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 #14A**

### ***Student Management: Three Dimensional App***

## **TAPT TRANSPORTATION #15**

### ***Exit Interview***

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:

- 2015 National Standards for School Transportation
- 2015 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 grievance
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**

### ***Field Trips & Extra Curricular Travel***

1. To provide options to planning field trips and extracurricular 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 #19.5**

### ***Field Trips & Extra Curricular Travel***

6. To provide options to planning field trips and extracurricular events
7. To initiate discussion related to scheduling options (seniority, alpha rotations, bidding, etc.)
8. Explore the various software programs available; discuss automation vs. manual methods
9. Review related district policy on field trips (parents, equipment, compensation, ect.)

## 10. 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 (currently not offered as full day class)**

#### ***Dispatcher: Role and 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 improving controlling emergency situations
5. To learn procedures to follow in emergency situations
6. Classroom interaction – discussion of emergency scenarios

### **TAPT TRANSPORTATION #21.5**

#### ***Dispatcher: Role and Responsibility***

7. To become familiar with the general functions of dispatching
8. To discuss proper radio procedures including pertinent FCC regulations
9. To develop techniques for improving listening skills
10. To improve techniques for improving controlling emergency situations
11. To learn procedures to follow in emergency situations
12. 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 and employee's inappropriate behavior and practices.

### **TAPT TRANSPORTATION #22A.5**

#### ***Advanced Documentation in Transportation (asst. directors/directors only)***

### **TAPT TRANSPORTATION #23**

#### ***Introduction to Leadership: Necessary Lessons***

1. Introduction/Experience as a Leader
2. Necessary Lesson: Understanding Leadership Basics
3. Necessary Lesson: Communication
4. Necessary Lesson: Ongoing Self-Analysis
5. Necessary Lesson: Perceptions and Behavior
6. Necessary Lesson: Tell the Story
7. Necessary Lesson: It's All in the Presentation
8. Necessary Lesson: Visualize Success/Share Vision
9. Necessary Lesson: Responsibility
10. Necessary Lesson: Passion and Compassion
11. Necessary Lesson: Change and Transition
12. Necessary Lesson: Look at Details -- See Big Picture
13. Closing

### **TAPT TRANSPORTATION #23A**

#### ***Leadership: Change and Transition***

1. Introduction/Transitions of Positions as A Leader
2. Understanding the Behavior of People
3. Perceptions of What Is Real and Not Real
4. Change Versus Traditions
5. Role of Vision and Goals
6. Identifying the Need for Change
7. Aspects of Change
8. Overcoming the Difficulties of Change
9. Relationship of Change and Transitions
10. Managing Transitions

11. Continuing a Learning Environment Within The Organization
12. Power of Behavior When In Leadership Role
13. Closing

#### **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 #23.5A**

##### ***Leadership: Becoming a Leader***

1. Introduction/Positions As A Leader
2. The Essence of Leadership
3. Understanding the Behavior of People Based on Perceptions
4. Assuming a Role of Leadership
5. Visualize Success/Share Vision
6. Dealing With Problems and Distractions
7. Passion and Compassion
8. Documentation and the Leader
9. Leading and Decision Making
10. Visibility and Accessibility
11. Staying Calm
12. Cautions Regarding Being In Role as Leader
13. Power of Behavior When In Leadership Role
14. Closing

## **TAPT TRANSPORTATION #23.5B**

### ***Leadership: Styles and Qualities***

1. General Leadership Information
2. Leadership Styles
3. Leadership Qualities
4. Group Exercise
5. General Review
6. Test/Critique

## **TAPT TRANSPORTATION #23.5C**

### ***Leadership: Team Building***

- Show how leaders evaluate themselves and their effectiveness as a Leader
- Discuss Importance of Communicating effectively and appropriately
- Importance of building and improving relationships
- Model behaviors that build positive atmospheres and working environments.

## **TAPT TRANSPORTATION #23.5D**

### ***Leadership: Board Relations***

#### **Understanding the School Board**

1. Purpose of School Board
2. Individual School Board Member's Authority
3. Organizational Structure and School Board
4. Relations of Departments Within the District and School Board

## **TAPT TRANSPORTATION #23.5E**

### ***Leadership: Problem Solving (asst. directors/directors only)***

## **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 your 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 Restraint Systems on the School Bus***

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**

### ***Technology for the Transportation Department***

1. Become familiar with today's technology
2. Orientation to the various technology applications utilized in student transportation
3. Understand technology terminology
4. Be familiar with the purchasing process
5. Gain ability to account for and maintain technology products
6. Discuss current transportation and technology trends
7. Discuss current/future transportation technology products

## **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 #27.5A**

### ***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 #27.5B**

### ***Transportation of Tomorrow: Assessing and Interpreting Driver Records***

1. Discuss penalty point system
2. Discuss tables used to score MVR's
3. Discuss how to read MVR's to determine driver eligibility
4. What disqualifies an employee from driving a school bus
5. How to read MVR to determine self-certification status

## **TAPT TRANSPORTATION #27.5C**

### ***Transportation of Tomorrow: Evacuation Procedures and Recommendations***

## **TAPT TRANSPORTATION #28**

### ***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

#### **TAPT TRANSPORTATION #29**

##### ***No Child Left Behind***

- Homelessness
- In district students
- Out of district students
- Contracted services
- Public School Choice
- Failure to make Adequate Yearly Progress (AYP)
- Victims of Violent Crimes
- Unsafe Schools

#### **TAPT TRANSPORTATION #30.5**

##### ***Communicating with a Diverse Public***

#### **TAPT TRANSPORTATION #31.5**

##### ***Terrorism Awareness***

#### **TAPT TRANSPORTATION #32.5**

##### ***Presenting a Positive Public Image***

#### **TAPT TRANSPORTATION #33.5A**

##### ***Communication Skills: Interaction with Parents/Guardians***

#### **TAPT TRANSPORTATION #33.5B**

##### ***Communication Skills: School District Staff***

#### **TAPT TRANSPORTATION #33.5C**

##### ***Communication Skills: Community/Media***

#### **TAPT TRANSPORTATION #34.5**

##### ***Graphic Arts in Transportation***

## **TAPT TRANSPORTATION #35**

### ***Transportation Compliance Roadmap***

1. To develop a chronological schedule preparing for the start and ending of school year to include federal, state and local compliance requirements.
2. To become familiar when reports are required.
3. To develop a timeline for submitting reports.
4. To develop a checklist for hiring new drivers.
5. To become aware of Special Needs in Transportation.
6. To be aware of the budgeting process.
7. To develop an understanding of fleet maintenance, preventive maintenance, and maintenance documentation requirements.

## **TAPT TRANSPORTATION #35.5**

### ***Transportation Compliance Roadmap***

## **TAPT TRANSPORTATION #36**

### ***Liability in Transportation***

- Overview of the Texas Tort Claims Act and Sovereign Immunity
- Review and analysis of court cases
- Analysis of the data from case briefs
- Findings and recommendations

## **TAPT TRANSPORTATION #37.5**

### ***Business Skills in Transportation***

# **Area Three**

**Certificate Application Form**

**Master Official Application Form**

**Continuing Education Form**

**Instructor Application Form**

**Request for Duplicate Certificates**

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

**TAPT APPLICATION FOR PROFESSIONAL CERTIFICATION**

**PLEASE ONLY SUBMIT BETWEEN JULY 1 AND MARCH 31.**

**PLEASE SELECT ONE OF THE DESIGNATIONS BELOW AND SUBMIT A SEPARATE FORM FOR EACH LEVEL.**

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

**(Master Official Form - See Next Page)**

**Mail To: TAPT Certification/Marisa Weisinger**  
**P.O. Box 488**  
**Kemah, TX. 77565**

This is a letter of transmittal accompanying my application for the level of certification checked above. I have enclosed with this letter of application the following:

- Current TAPT membership
- Certificate fee (\$25.00)
- Letter of Recommendation from Supervisor
- List of required courses and date taken:

REQUIRED COURSES / DATE	REQUIRED COURSES / DATE	REQUIRED COURSE / DATE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Note:** You must also have credit for the **0.5 Orientation to TAPT Course** in addition to the required course credits.

---

Please print your name clearly as it will be on the Certificate: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

District: \_\_\_\_\_ Certification Number (Required, if you have one) \_\_\_\_\_

Position: \_\_\_\_\_ Years in Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Contact phone: \_\_\_\_\_

District **Mailing** Address (for mailing Certificate): \_\_\_\_\_

---

I have read the requirements in the TAPT Course Catalog. By my signature below, I signify that I meet all the requirements for the Certification I have applied for.  All required documentation enclosed.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Revised 9/2017**

**TAPT MASTER OFFICIAL PROFESSIONAL CERTIFICATION APPLICATION**

**(Please only submit between July 1 and March 31)**

This is a letter of transmittal accompanying my application for the level of certification checked above. I have met the following requirements:

- Current TAPT Membership
- Certificate fee (\$50.00)
- 0.5 Orientation to TAPT
- Classes taken within last 10 years
- Attained Official Certification? Number: \_\_\_\_\_
- Listed required course credits below:
- Letter of Recommendation (*verifying requirements*)  
From immediate supervisor

**List 10 Required Credits/Dates**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
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\_\_\_\_\_

**12 Hours of Electives/Date**

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Please print your name clearly as it will be on the Certificate: \_\_\_\_\_

Contact phone: \_\_\_\_\_ Email address: \_\_\_\_\_

District: \_\_\_\_\_ Certification Number (Mandatory) \_\_\_\_\_

Position: \_\_\_\_\_ Years in Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Superintendent: \_\_\_\_\_

District Mailing Address for mailing Certificate: \_\_\_\_\_  
\_\_\_\_\_

I have read the requirements in the TAPT Course Catalog. By my signature below, I signify that I meet all the requirements for the Certification I have applied for.  All required documentation enclosed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Mail To: TAPT Certification  
Marisa Weisinger  
P.O. Box 488  
Kemah, TX 77565**

Revised 9-1-17

**Texas Association of Pupil Transportation**

**Continuing Education Credit Hours**

(For Certified Members Only)

A report of continuing education credit hours shall be submitted as applicable to the Certification and Training Program of the Texas Association for Pupil Transportation and as set forth in the Certification Course Catalog.

Continuing Education Report(s) must be submitted each three years prior to expiration of current certification.

**NOTE: Minimum 50 minutes of attendance is required for each hour.**

Name \_\_\_\_\_ Date Submitted: \_\_\_\_\_

District/Employer \_\_\_\_\_

TAPT Certification Number (required) \_\_\_\_\_

**ACTIVITIES ATTENDED**

DATE	EVENT	LOCATION	CEU CREDIT HOURS

(A second copy may be used for more space if needed.)

Copies of this attendance form verifying required CEU credit hours must be retained by the Certified TAPT member for three years.

Please complete this form and mail with substantiating documentation (certificates, agendas, reference to chapter meeting sign in forms, etc.) to:

**Texas Association for Pupil Transportation**  
**ATTN: Certification Program**  
**P.O. Box 488**  
**Kemah, TX 77565**  
**www.tapt.com**

**Revised 11/2016**



**Request for Duplicate Certificates**  
**Submit a Separate Form for Each Certificate Requested**  
**(Please Print)**

**Class Certificate Duplication Fee: \$5.00 for first. \$10.00 each for each additional**

Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

District **Mailing** Address to Mail Certificate: \_\_\_\_\_

**Please indicate which duplicate you are requesting:**

Course Name and Number: \_\_\_\_\_

Date Course Taken: \_\_\_\_\_ Location of class: \_\_\_\_\_

Reason for replacement: \_\_\_\_\_

**Certification Level Certificate (\$25.00 each)**

Name on Certificate: \_\_\_\_\_

Level of Certification: \_\_\_\_\_

Certificate Number: \_\_\_\_\_ Date Received: \_\_\_\_\_

**Please complete this form and mail with check or money order to:**

TAPT Certification  
PO Box 488  
Kemah, Tx 77565

**Revised 9-1-17**



