

2018 Virginia Department of Education Pupil Transportation Training Schedule

We are pleased to announce the 2018 year classes for the School Bus Driver Instructor Training. This program is provided by the *Virginia Department of Education's Pupil Transportation Services*.



- **When and where are the classes?**

Detailed information on classes can be viewed via the “School Bus Driver Instructor Certification” application on VDOE’s “SSWS” web service site. <https://p1pe.doe.virginia.gov/ssws/login.page.do>

Train the Trainer class schedules are 8:00am to 4:00pm Monday through Thursday. Recertification webinar information will be available through the email address provided to VDOE.

- **Do I need to bring anything to the class?**

Please bring your driver’s license. We suggest that you bring a laptop or a tablet, along with a flash drive. You can download the curriculum prior to attending class and bring it with you.

<http://www.doe.virginia.gov/support/transportation/training/index.shtml>

- **Are there any requirements?**

Yes! New behind-the-wheel driver trainers are required to have maintained a class B CDL for at least two years prior to taking the training class per the following regulation:

8VAC20-70-411. Driver trainers. Behind-the-wheel driver trainers must meet the requirements of 8VAC20-70-280 and 8VAC20-70-350 and must have maintained a Class B license for two years prior to functioning as a behind-the-wheel driver trainer.

- ****New Directors / Supervisor Training****

8VAC20-70-350. Training; in part states:

3. New transportation directors/supervisors employed by school divisions shall complete the "Train the Trainer" class conducted by the Department of Education within a year after being employed in this position.

- **How do I register for the classes?**

Registration must be done through VDOE’s “SSWS” web service. Users must have access to the “School Bus Driver Instructor Certification” application in order to complete registration. Please contact your local pupil transportation administration for registration. Registration must be completed and paid in full before attending the class <https://p1pe.doe.virginia.gov/ssws/login.page.do> There is a \$40 non-refundable registration fee for each individual who will be attending the Certification “Train the Trainer” class as well as a \$25 non-refundable registration fee for those attending the webinar for “Re-Certification” and a \$50 non-refundable fee to attend the New Directors/Supervisors class. A check made payable to “Treasurer of Virginia” should be sent to the Office of Fiscal Services, Department of Education, P.O. Box 2120, Richmond, VA. 23218.

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START DATE	Time	LOCATION	ADDRESS	END DATE	Time	CLASS TYPE
Monday, April 2	8:00	Frederick County Public Schools Transportation	2261 Front Royal Pike, Winchester Va. 22602	Thursday, April 5	4:00	Certification Train the Trainer
Monday, June 11	8:00	Roanoke County Public Schools Transportation	701 5637 Cove Road Roanoke Va. 24019	Thursday, June 14	4:00	Certification Train the Trainer
Monday, June 25	TBA	Richmond Va.	ONLINE Webinar	Thursday June 28	TBA	Re-certification
Monday, July 9	8:00	Virginia Beach Public Schools Transportation	1677 Harpers Road Virginia Beach Va. 23454	Thursday, July 12	4:00	Certification Train the Trainer
Monday, July 16	8:00	Harrisonburg City Public Schools Transportation	475 E. Washington Harrisonburg Va. 22802	Thursday, July 19 th	4:00	Certification Train the Trainer
Monday, July 23	TBA	Richmond Va.	ONLINE Webinar	Thursday, July 26	TBA	Re-certification
Monday, July 30	8:00	Henrico County Public Schools Transportation	7701 East Parham Rd. Richmond Va.23223	Thursday, August 2	4:00	Certification Train the Trainer
<i>Wednesday, August 8</i>	<i>8:00</i>	<i>Hanover Co. Public Schools Transportation</i>	<i>11375 N Lakeridge Pkwy Ashland Va. 23005</i>	<i>Thursday August 9</i>	<i>4:00</i>	<i>New Directors/Supervisors</i>
Monday August 13	8:00	Fairfax Co. Johnie Forte Jr Support Center	6800 B Industrial Rd Springfield Va. 22151	Thursday, August 16	4:00	Certification Train the Trainer
Monday August 20	TBA	Richmond Va.	ONLINE Webinar	Thursday, August 23	TBA	Re-certification

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For more information, please contact Jackie Herring at (804)786-0174 or email

Jackie.herring@doe.virginia.gov