

Best Practices for the Development and Facilitation of Utah State Annual 8-hour In-Service

(updated December 2018)

Prepared by the Utah State Board of Education (USBE), in partnership with members of the Utah Association for Pupil Transportation (UAPT), to offer best practice proposals to assist districts accommodate facilitation of annual 8-hour In-Service.

The development and implementation of the annual statewide in-service training for school bus drivers, mechanics, and attendants began in 1997. This in-service training is still an essential part of the instruction program which permits pupil transportation personnel to maintain a high degree of competency and knowledge of their duties.

The goal is to instruct consistently and with integrity all transportation personnel, or any other provider that operates school buses in the State of Utah, in the safe transport of students, whether students are located in school districts, charter schools, private schools, or head start programs.

Curriculum for the annual eight-hour In-Service is developed by the Utah State Certified Pupil Transportation Instructor (USCPT) In-service Committee as well as USBE. This training will give school bus drivers instruction time toward their required 1800 minutes for recertification. A topic of importance is chosen by the UAPT Directors, and all information must meet or exceed expectations of the USBE.

The curriculum, handouts, and resources should be submitted by the In-service Committee to USBE for editing and quality assurance a minimum of two weeks before it is to be presented at in-service/professional development at four locations: Weber, Jordan, Sevier, and Alpine.

All District or State Level Instructors who may be used by their district to facilitate in-service training must attend a development training at least one of these locations. Personnel who are not district level instructors must attend one of these trainings in order to assist in their district only (under the direction of the District Level or State Level facilitator). If no one from a district attends at least one of these trainings to receive instruction, handouts, and resources, no one from that district may facilitate in-service training.

Note: The Instruction/Certification Specialist, upon request from a district, may request a state or district level instructor who attended one of the locations, to facilitate in-service for a non-attending district. This is subject to approval by the Director/Supervisor of that instructor.

Some larger districts may struggle with interactive training. It is recommended that these large groups be broken up into smaller groups of 60 people or less to enable adequate involvement and participation. Scheduling more than one presentation may be necessary. Interaction is part of adult learning tools. In-service should include all types of teaching methods to accommodate differences in personalities and learning.