
Continuing Education for Utah School Bus Drivers Certification Renewal Instructions

Basic Definition and Purpose

Continuing Education is a program designed to educate an individual and give him/her further skills and knowledge to be applied in his/her line of work. These programs are intended to educate persons on new advancements and build upon a person's expertise in a given field and are required to maintain certification.

Acceptable Course Content

The content of all courses of Continuing Education must be relevant to the practice of school bus driving and pupil transportation. Learning experiences are expected to enhance the knowledge of the certified bus driver at a level above that required for licensure. Courses and classes must be related to the knowledge and/or technical skills required for the practice of school bus driving or be related directly and/or indirectly to transporting students.

Courses related to the knowledge of school bus driving include basic and advanced bus driving in general or specialty areas of pupil transportation. Acceptable content includes the application of knowledge applicable to transporting students as well as advanced bus driving courses in specialty areas of bus driving and pupil transportation practices.

Courses in bus driving administration, management, education, research or other functional areas of bus driving relating to transporting students would be acceptable.

PLEASE NOTE: Although the Utah State Board of Education approves Continuing Education Providers (CEPs), such approval does not constitute endorsement of course content. If you have concerns about a specific course and whether its content is appropriate to the practice of the certified bus driver, please contact the Continuing Education Program at the Utah State Board of Education at 801-538-7577.

Recertification Form

The School Bus Driver Recertification form requires prior review by supervisors to verify and approve the 50 credits required. Recertification must be completed and submitted at the time of the driver's license renewal. Utah school bus drivers are required to keep original documentation as evidence to support their renewal, in the event the recertification records are reviewed.

Supervisors

Supervisors will verify that the total certification renewal credits are valid and appropriate and coordinate the training program to meet the needs of the Local Education Agency (LEA) and its drivers. Supervisors may assign specific course topics to be completed by school bus drivers to improve their ability to transport students safely.

Experience and Review Credits

Based on director approval, drivers may be awarded a maximum of two credits per year for exemplary performance reviews. This may include exemplary driving history and / or exemplary public relations service.

Course Credits

The number of credits per course is determined by the LEA director, not to exceed one credit per course hour.

LEAs may award fewer credits per hour to meet their safety needs.

Acceptable Courses

Home Study Courses or Online Courses

There is no limit to the number of credits that can be completed through independent or home study courses with prior approval by directors.

Basic and Advanced Courses

Classroom Course Examples:

- Vehicle components
- Loading and unloading
- Emergency procedures
- Behavior management
- Defensive driving
- Activity/field trips
- Public relations
- Special education
- Operation Lifesaver

Behind the Wheel Course Examples:

- Basic vehicle familiarization and movement
- Precision backing and turning procedures
- Transmission control and shifting procedures
- Loading and unloading
- Emergency procedures
- Defensive driving
- Special education

Courses Offering Higher Education Agency Credits

Continuing Education credits may be awarded for courses completed for higher education, provided the course will benefit the professional performance of the school bus driver.

Approved Courses Offered by Other Entities

Continuing Education credits may be awarded for State, Regional and National conferences associated with the pupil transportation industry.

- Utah Association of Pupil Transportation (UAPT) Directors' Conference
- Professional Development Courses
- Utah School Bus Driving Skills Program / School Bus Rodeo
- Transporting Special Needs Program
- Child Safety Restraint Systems (CSRS)
- Transporting Students with Disabilities (TSD) Conference
- School Transportation News (STN) Conference
- National Association of Pupil Transportation (NAPT) Conference
- National Association of State Directors of Pupil Transportation Services (NASDPTS) Conference

Examples of Content Related Directly to Student Transportation

- Advanced school bus driving courses
- Skills courses
- Courses on any type of school bus equipment
- Certification/re-certification skills such as: first aid, CPR, operation lifesaver, instructor certification/re-certification
- Interpersonal relationship skills with students/public
- Courses in any specialty area of bus driving practice
- Instruction required for students with special needs
- Presenting and instructing students at schools, safe kids fair, county fair, etc.
- Presenting and instructing school bus drivers
- Instruction presented to school teachers that applies to pupil transportation

Examples of Content Related Indirectly to Pupil Transportation

- Bus driving administration or management
- Bus driving education or bus driving research
- Statistics
- Quality assurance
- Legal aspects of bus driving
- Teaching multi-ethnic students and staff
- Retention of bus drivers in pupil transportation, including cross training employees
- Current trends in bus driving and pupil transportation
- Publishing for professional journals or books
- Instructor courses in first aid, CPR, operation lifesaver

Unacceptable Course Examples

- Courses which deal with self-improvement, changes in attitude, self-therapy, self-awareness, weight loss and yoga
- Economic courses for financial gain, e.g. investments, retirement, preparing resumes, techniques for job interviews, etc.

- Courses designed by lay people
- Orientation programs - orientation meaning a specific series of activities designed to familiarize employees with the policies and procedures of an institution
- Courses which focus on personal appearance
- A course with identical content and objectives taken twice during the same school year will have its contract hours counted only once.

Reviews of Bus Driver Records

All bus drivers are subject to random reviews of Continuing Education compliance with random reviews conducted regularly. Bus drivers are required to keep certificates and/or training documentation as evidence of Continuing Education compliance for a period of five years.

Renewal Documentation

The Utah School Bus Driver Recertification Form is submitted at the time of CDL license renewal. The form is submitted to the Utah State Board of Education (USBE) through MoveIt, the USBE secure file transfer program. This form requires driver and supervisor verification signatures.

Bus Drivers Renewing for the First Time

If you obtained your initial school bus driver license by passing the base instruction requirements, or this is your first renewal, you are required to meet the 10 annual credits for the years under the continuing education program when your CDL license is renewed.

Exemption from Continuing Education

Requests for exemption from Continuing Education requirements can also be made, if:

- the licensee is requesting inactive status for the license
- the licensee can show evidence satisfactory to the Board that:
 - he/she has been employed out of state for a period of one year or more, or a resident out of state for a period of one year or more and currently employed; or
 - he/she is employed by a Federal Institution or Agency or one of the Military Services (USA), where that person is practicing bus driving outside of the State of Utah on a Utah license or,
 - he/she has had hardship of one or more years' duration, if:
 - there is a total physical disability for one year or more and verification of readiness or ability to return to duty; or
 - there is a total disability of a member of the immediate family for whom the licensee has total responsibility for one year or more