



SCHOOL BUS INSTRUCTOR DEVELOPMENT TRAINING PROGRAM

*We are pleased to announce that NHSTA is offering a special edition of this popular program. **We must attain a class size of at least 20 participants to host the program.***

Tuesday, April 23 – Friday, April 26, 2019

DoubleTree by Hilton Nashua, 2 Somerset Drive, Nashua, NH (Exit 8 off of Everett Turnpike)

(The Friday, April 26 session will take place at Manchester Transit Authority Facility.)

ABOUT THE COURSE: This intensive four-day training program is conducted by the New Hampshire School Transportation Association in conjunction with Trooper First Class Stephanie Bosch, Supervisor of Pupil Transportation for the NH State Police. New Hampshire school bus fleets (**public and private**) are invited to register staff interested in becoming instructor trainers. Transportation personnel from private schools are eligible to participate. Satisfactory completion of this course will satisfy the state requirement for 32 hours of training in an approved curriculum. A participant may then apply to the NH Department of Safety to sit for the certification exam. The curriculum for the 2019 program will include both classroom and hands-on training. Each student will be required to demonstrate the skills and theories learned by presenting a lesson to a small group of peers on Thursday, April 25. On Friday, April 26, students will assemble at Manchester Transit Authority facility for a live Pre-Trip Inspection demonstration. Students will learn what is required to pass the Pre-Trip part of the CDL exam.

INSTRUCTORS: Cynthia Fournier, First Student, Inc.
Marc Raposo, Community Transportation
Su Brobst, Instructor Trainer
Doris Nichols – Durham School Services
Trooper First Class Stephanie Bosch, Supervisor, Pupil Transportation Office
with presentations by other personnel from the state of NH

COURSE SIZE WILL BE LIMITED TO THE FIRST 40 PERSONS WHO REGISTER WITH PAYMENT (20 person minimum). Register early to ensure a spot in this professional development workshop. Please email or fax your registration form to us right away and follow up with payment.

This course meets the requirements for state certification and is open to any person holding a valid NH school bus driver certificate.

COST: \$575 NHSTA members/\$725 non-members which includes four days of instruction (Tuesday – Friday), daily beverage breaks and lunch, a copy of the NH School Bus Instructor Manual, and all necessary handouts.

THE DEADLINE TO REGISTER IS FRIDAY, MARCH 29, 2019!

PROGRAM SCHEDULE: You MUST attend the complete 32 hours of instruction, including the evening workshops on Tuesday and Wednesday.

Tues., April 23 – Check-in	7:30 - 8:45 a.m.
Tues. Instruction	9:00 a.m. – 5:30 p.m. & 7:00 – 9:00 p.m.
Wed., Apr. 24 Instruction	8:00 a.m. – 5:00 p.m.
Wed. night Workshop	7:00 p.m.-- Midnight
Thurs., Apr 25 Instruction	8:00 a.m. -- 5:00 p.m.
Fri. Apr. 26 Instruction*	9:00 a.m. – 5:00 p.m.

* Training exercises held at Manchester Transit Authority site

OVERNIGHT ROOMS: A block of hotel rooms has been reserved at the DoubleTree by Hilton in Nashua for attendees. Cost is \$125 per room plus state tax (single/double/triple). Reservations must be made directly with the hotel by calling **603-886-1200 by Monday, March 25, 2019** to be assured a room. (After that date, rooms are on an availability basis.) Due to the Tuesday and Wednesday evening classes and the amount of out-of-classroom work to be done, it is highly recommended that all attendees stay overnight at the hotel all three nights (Tuesday, Wednesday, and Thursday). Be sure to mention the New Hampshire School Transportation Association to receive the special group rate.

CURRICULUM TO BE USED: The instructor training curriculum has been revised to meet current state needs and a copy will be provided to each registered student. Instructor training techniques for small groups and one-on-one teaching will also be provided, as well as more use of the Instructor Manual, Rules and Regulations. A stronger emphasis on instructing drivers of special needs vehicles has been added.

Important Considerations and Reminders for Participants

1. **Although not required, it is strongly recommended that all students plan to stay overnight at the host hotel on Tuesday, Wednesday, and Thursday vs. traveling to and from home.** This will provide the maximum opportunity for learning, sharing of ideas, participation in scheduled evening activities, and to learning about related training resources and opportunities.
2. Lodging costs can be reduced by sharing a room with a fellow classmate. The NHSTA executive office will gladly provide a list of enrollees for that purpose.
3. Hotel check-in is at 3:00 p.m.
4. The New Hampshire School Bus Instructor's Manual, handouts, and course outline will be distributed at the check-in table which will be open at 8:00 a.m. on Tuesday, April 23rd.
5. Students are required to bring their own supplies to facilitate note taking. (paper, pens, pencils, etc.)
6. You may wish to bring materials that you are currently using for driver training such as videos, CDs, posters and a laptop, etc. Please note that laptops may not be used during instruction time. They may be used during your practice teaching presentation.
7. **REMEMBER** that this program is designed to help improve your TEACHING AND COACHING SKILLS, **it will not include driving skills.** One of the best tools used will be your participation in the "Practice Teaching" workshops.
8. **Cancellation Policy.** No cancellations or refunds will be accepted/made after Friday, March 29, 2019. Substitutions will be accepted after that date. No registrations will be considered complete until all fees are paid in full.
9. AFTER YOU HAVE REGISTERED AND PAID FOR THE TRAINING, you will receive a confirmation, Cynthia Fournier will send a tentative daily schedule, and additional information concerning the teaching exercise which all participants will take part in.

If registering more than one student, please copy the enclosed registration form and participant questionnaire* for each registrant.

*** The participant questionnaire (ONLY) should be returned as INDICATED ON THE QUESTIONNAIRE and NOT to NHSTA.**

For directions to the DoubleTree by Hilton Nashua, please visit

<https://bit.ly/2CyVnZz>



STUDENT REGISTRATION FORM

SCHOOL BUS INSTRUCTOR DEVELOPMENT TRAINING PROGRAM

April 23-26, 2019

DoubleTree by Hilton Nashua and Manchester Transit Authority

Send this completed application with the appropriate registration fee to:
NH School Transportation Association
53 Regional Drive, Suite 1
Concord, NH 03301 or fax form to 603-228-2118 or email form to info@nhsta.org

(Please use a separate sheet for each applicant.)

Please register the following person for the 2019 School Bus Instructor Development Program. A check for \$ 575 (members) or \$725 (non-members) is enclosed. (Please make the check payable to the NH School Transportation Association.)

REGISTRANT NAME _____

REGISTRANT
EMAIL _____

COMPANY NAME or SCHOOL DISTRICT _____

TERMINAL LOCATION: _____

FLEET ADDRESS _____

CITY/STATE/ZIP _____

FLEET TELEPHONE _____

DRIVER LICENSE NUMBER _____

SCHOOL BUS CERTIFICATE NUMBER _____ EXP. DATE _____

EMAIL ADDRESS
(FOR STUDENT'S SUPERVISOR/MANAGER): _____

PARTICIPANT QUESTIONNAIRE

NEW HAMPSHIRE SCHOOL TRANSPORTATION ASSOCIATION
SCHOOL BUS SAFETY INSTRUCTOR TRAINING PROGRAM
April 23-26, 2019

The following information will be given to the lead instructor(s) to allow for preparation of the course and to assist in assignment to the breakout sessions on Thursday, April 25.

Name _____ Employer/sponsor _____

1. How long have you held a NH school bus certificate? _____

2. Your title and function with your employer _____

3. Are you presently a NH certified school bus instructor? Yes _____ No _____

4. If you answered yes to question #3, have you instructed this school year? Yes _____ No _____

What types of classes? _____

5. Have you taught outside the school bus industry? Yes _____ No _____ If so, what and where?

PERSONAL INFORMATION (OPTIONAL, BUT HELPFUL):

1. What would you say is your weakest skill as an instructor?

2. What would you say is your strongest skill as an instructor?

3. What do you do for FUN and ENJOYMENT away from work?

Please DO NOT return this form with your registration. It should be faxed to 603-893-6017 or scanned and emailed to cynthia.fournier@firstgroup.com. Your cooperation is appreciated. We are looking forward to meeting and working with you!