



School Transportation Association of Massachusetts
76 North Bedford Street - East Bridgewater, MA 02333

President

ROBERT TRAINQUE

Heritage Truck & Transit, Inc.

Executive Director

FRANK C. UNDERHILL

**BASIC School Bus Driver Instructor Course
scheduled for December 9 - 11, 2011**

A **BASIC School Bus Driver Instructor Course** will be held on **Friday, December 9th through Sunday, December 11th, 2011**, at **The Best Western Royal Plaza Hotel**, 181 Boston Post Road West, Marlborough, MA 01752 **Directions:** Take exit 24B off Interstate 495. The Best Western Royal Plaza Hotel is located one mile on the right.

To attend the course, **the only requirement is applicants must be licensed school bus drivers for AT LEAST TWO FULL YEARS.** Enclosed is information about the course and hotel arrangements, along with a cut-off registration form to be used to enroll your applicant(s) for the course. If you believe that you will require the certification of an instructor, you should enroll individuals in this course as soon as possible, as class size is limited.

As a result of several suggestions, this course will include a session on preparing drivers for the New Restricted School Bus Driver Certificate. Instructor candidates enrolled in this course will therefore "bring home" valuable information to share with colleagues. Practice teaching presentations and instructional techniques learned will help to improve the confidence of future license applicants and to improve the percentage of applicants successfully passing the test on the first try.

The hours of the instructor course are Friday, with registration from 5:30 p.m. to 5:45 p.m., and class from 5:45 p.m. to approximately 9:30 p.m., and Saturday and Sunday, 7:30 a.m. to 4:00 p.m. Students must be present at all sessions to be considered for certification.

There have been many changes in laws and regulations affecting school transportation and the media have carried extensive articles about greater enforcement of school transportation laws. If you have any concerns about the nature of your training programs or general operations, this would be a good time to send your school bus drivers to this course.

Although it is not required, it is strongly recommended that attendees stay at The Best Western Royal Plaza Hotel. We have arranged a block of rooms at reduced rates for attendees. Hotel room rates and information are enclosed. Staying at the hotel allows the enrollee time to concentrate on the course materials and prepare for the practice teaching presentation. In addition, it provides maximum opportunity for sharing techniques and ideas with other students.

We have quite a few drivers waiting to enroll in the instructor course. Therefore, as class size is strictly limited, early registration is encouraged. Recent enforcement campaigns by the Registry of Motor Vehicles and Department of Public Utilities have called attention to the importance of proper training programs resulting in increased demand for instructor training. Please use the registration form on the back of this page to reserve a place in the December BASIC School Bus Driver Instructor Course.

Managing Director

LYNELL J. PETERSON

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(Over, please)

MA Only: 1.800.368.0440

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Affiliated with The National School Transportation Association

Affiliated with The Massachusetts Association of School Committees



SCHOOL TRANSPORTATION ASSOCIATION OF MASSACHUSETTS

Course Information & Registration Form December 9-11, 2011 The Best Western Royal Plaza Hotel Basic (Certification) School Bus Driver Training Instructor Course

INFORMATION: Upon receipt of this completed form, details of the course will be sent directly to the enrollee at his or her home address as provided below on this registration form. **Please detach and mail** the registration form below and retain the top of this page for your reference.

Except for lunches and breaks on Saturday and Sunday, enrollees or their employers are responsible for the cost of meals and lodging during the course. Two luncheons and all breaks are included in the registration fee for the course. The meals will be attractive, healthful choices, but persons with special dietary requirements should notify the STAM office at the time of registration, so that proper alternative arrangements may be made.

Students or their employers must make individual hotel arrangements. This may be done by calling **The Best Western Royal Plaza Hotel at (508) 460-0700**. Please be sure to mention you are attending the School Transportation Association of Massachusetts School Bus Driver Instructor Course to receive the special discounted room rate of \$89.00 per night, single or double, plus applicable state and local taxes. Reservations must be made **before November 29, 2011** in order to receive the special discounted rate.

The course begins **promptly** at 5:45 p.m. on Friday. Enrollees must complete the brief on-site registration process anytime between 5:30 and 5:45 p.m., prior to the start of the first session. The course will end promptly at 4:00 p.m. on Sunday.

In order to be certified as having completed the course, students must be present for all sessions. The critical activity of the course is the presentation of a practice teaching lesson on Sunday morning, which will demonstrate the instructional skills and techniques presented in Saturday's sessions. There is no written examination involved in the course. The only materials to be supplied by the student are notebooks for notetaking and writing tools such as pens and pencils.

Confirmation of enrollment and complete information for enrollees

will be sent directly to the registrant's HOME ADDRESS UPON RECEIPT OF THIS FORM.

**The Registration Fee of \$495.00 per enrollee includes all course materials,
And lunches and breaks on Saturday and Sunday.**

Other meals and hotel costs are the responsibility of the attendee or the employer.

**Please complete this form, detach and mail with check or Purchase Order in the amount of \$495.00 -
Checks are to be made payable to STAM.**

Please make photocopies of this form for additional enrollees.

NOTE: Registration Deadline - December 2, 2011. Space is limited & early registration is advised.

MAIL \$495.00 and this form to: STAM, 76 North Bedford St., East Bridgewater, MA 02333

Name AS IT APPEARS on Driver's License: _____

Email: _____ **License No:** _____

[A class attendance list will be available. If you DO NOT want your information published, check here: email _____ phone: _____]

Company or School Dept. or Agency: _____ **Phone:** _____

Street: _____ **City:** _____ **State:** _____ **Zip:** _____

HOME address of Applicant - Street: _____

City: _____ **State:** _____ **Zip:** _____ **Phone:** _____

Please enroll the above-named applicant in the instructor course on December 9-11, 2011.

We certify that this applicant has been licensed to drive a school bus for at least two full years.

Signature of Applicant: _____

Signature of Employer Representative: _____