

Assessment Training Clarification **(8-10-10 Version – No Changes from 12/7/09 Version)**

Use this document when checking driver files in Section 1, Item 1A-1C. This should help provide clarification in determining the minimum training requirements.

When checking driver files for original school bus driver initial training records, the following should be present:

1. There must be evidence of 6-6-6 or 12-6-6
 - a. Must show dates and number of hours of training
 - i. 6 hours of classroom from July 1985 to November 2, 2004
 - ii. 12 hours of classroom from November 3, 2004 forward
 - iii. LAST CLASS should have evidence of the 31 training units for "CURRENT" determination in the Final Assessment
 1. All classes taught since 1-1-08 should have evidence of the 31 training units being taught
 2. If no class has been taught since 1-1-08 then the local system gets a pass in this partial area (31 units) of 1A-1C
 - iv. 6 hours driving WITHOUT students
 1. 2 hours may be observation or demonstration
 2. 4 hours must be on the road or range driving
 - v. 6 hours driving WITH students
 1. 2 hours may be observation or demonstration
 2. 4 hours must be on the road

If no original training records or partial original training records exist on a currently employed school bus driver, then the following should be utilized as a guide to meet minimum requirements for 1A-1C:

1. There must be evidence of classroom training (dates & hours)
 - a. If original classroom documentation DOES NOT EXIST
 - i. 12 hours is required
 - b. If original classroom documentation DOES EXIST
 - i. 6 hours is required if original classroom records are dated 11/2/04 & earlier
 - ii. 12 hours is required if original classroom records are dated 11/3/04 & later
2. If these are school bus drivers currently employed and have logged significant hours of driving with students – After meeting classroom requirements if there is no evidence of the 6 hours empty and 6 hours with students, at a minimum there must be a completed driver skill evaluation WITH students (may use the one contained in the portal under Evaluation/Tests)

- a. The local system may choose to strongly consider/require more than the minimum skill evaluation w/students if the currently employed driver has had limited driving time or limited loading/unloading on the street/road

If a driver comes to a system without a break in service and has been trained in a different county or state, what is required?

1. Evidence of 6-6-6 or 12-6-6 from another GA school system based on date of training (date & hours) if the other school system has records and is willing to provide
 - a. A minimum of a skill evaluation with students is recommended. The local school system may choose to require more.
2. Evidence of 12-6-6 (dates & hours) provided by new school system if from out of state or if evidence is not provided by another GA school system

How does a break in service affect training requirements?

1. Based upon regulation, someone with a break in service with evidence of 6-6-6 (July 1985 to 11/2/04) or 12-6-6 (11/3/04 & later) would be required to have attended the last Annual Driver Safety Renewal Education meeting or receive 12-6-6 prior to going back to work as a school bus driver
2. If no 12-6-6 is required (the Driver Safety Meeting requirement is met), a minimum of a skill evaluation with students is recommended. The local school system may choose to require more.

Section 1 from Q & A

1. Q – Are training record requirements the same for all school bus drivers?
A – No. It depends upon their date of employment (Prior to July 1985 the required training and documentation were not specified. From 7-1-85 forward = 6-6-6 & from 11/3/04 forward = 12-6-6).
2. Q – Does a new coach wanting to drive a school bus in my system have to have documentation of the 6-6-6 or 12-6-6?
A – Yes, if he is going to transport public school students on a school bus.
3. Q – Does a school bus driver who came to work in 1984 have to have documentation of 6-6-6?
A – No. Any documentation of training on this driver should be on file, but requirements are not specified prior to July 1985 when 6-6-6 began.
4. Q – When did the 6-6-6 requirement start?
A – 7/1/85
5. Q – When did 12-6-6 start?
A – 11/3/04

6. Q – The Annual Driver Safety Renewal Meeting is held in a system on September 1. Does a driver that starts their training on September 15 have to make up the meeting?
A – No. Their 12-6-6 will work for the first school year.
7. Q – What happens if a coach or driver who drives a bus does not come to the Annual Driver Safety Renewal Meeting or any make up meetings and all make up meetings are over?
A – They cannot drive unless they go back through the 12-6-6 training.
8. Q – How far back will consultants check for the written (covers regular and special needs) and two skill exams?
A – Systems should have documentation from 1-1-08 forward. Consultants will focus on August 2009 forward in the final assessment.
9. Q – What should we do if we have not been doing written and skills evaluation on new drivers?
A – Even though this is a recommended best practice, you should start now. Develop a plan to go back and do those evaluations from 1-1-08 forward.
10. Q – What can I do if I do not have training records on all drivers?
A – Start keeping records now. On existing drivers one option is to provide the 12 hours of classroom and then complete the Driver Skills Examination with students (contained in the portal Model Units under Evaluations/Tests).
11. Q – A driver has driven for 7 years. She quits over the summer and comes back next April to drive for the same system. She did not attend the Annual DOE Safety Meeting. What can we do? Does she have to have the 6 & 6 as well as the 12?
A – Yes, she would need the full 12-6-6.
12. Q – Are coaches and teachers who do not have a CDL, but drive a 14 passenger school bus on activity/field trips required to do the 12-6-6 and attend the annual DOE training?
A – Yes. Additionally, they would require a physical, etc. The only requirements they would not have to meet are CDL and the Federal drug and alcohol.
13. Q – If my consultant performs the GaDOE Annual Safety Renewal Program in the month of July and a new driver class is completed later in the fall, should you not attempt for the new drivers to go to another meeting in another county? If so how far in distance should you send them?
A – This is a local system decision. Their 12-6-6 will meet the requirement, but sending them somewhere else would be beneficial if feasible.

14. Q – If a driver did not attend the DOE safety meeting, can they still drive while doing the 12-6-6?
A – Yes, but only if the training is provided prior to the date of the last offered make-up meeting. After that last meeting they should no longer drive unless/until they have the 12-6-6.
15. Q – Is a written and signed document from another system stating that your new driver has completed required initial training all you need?
A – No, you would need originals or copies of the actual training documents showing dates and times.
16. Q – What date do you go by for training a driver if the other system does not have or will not share their initial training records?
A – If the other system will not share then you must provide the training to meet current requirements for new drivers (12-6-6).
17. Q – How often during employment does a driver have to repeat the 12-6-6?
A – They do not. However, on-going in-service training is recommended for existing drivers.
18. Q – Can an employee always do the 12-6-6 in place of the state meeting?
A – The 12-6-6 should be the last resort, not the primary plan.
19. Q – When are the written and 2 skill exams recommended in the initial training process for a new driver?
A – The written exam should come at the end of the 12 hours of classroom training. The 1st skill exam should come after the 6 hours without students and the 2nd skill exam should come upon completion of the 6 hours with students. These have been improved from the training manual, so be sure to use what is in the Portal.
20. Q – Is GaDOE talking about the LSS providing samples on section 1, item 2 on page 8?
A – Yes.
21. Q – If a driver does not attend the Safety Meeting this year and will not do the 12-6-6, can they attend the Safety Meeting next year and start driving again?
A – Yes, that would meet the requirement of the law, but the LSS could consider/require the 12-6-6 before they drive again.
22. Q – Is the written exam required and if so where can I obtain and who should administer?
A – The exam is a recommended best practice to be administered at the end of the 12 hours of classroom. Within the Model Units inside the GaDOE Portal under

“Evaluations/Tests” there is a multiple choice 75 question exam for regular education and a 25 question exam for special needs that may be utilized or you can develop your own written questions from the 31 units. The exams can be administered by any staff, but if you have an Instructor/Trainer they would be your best resource or they should at a minimum, supervise the administration of the written exam(s).