



Department of Education
Jim Horne, Commissioner

TECHNICAL ASSISTANCE NOTE

No. T-04-03

Contact:
Mike Starzinski

Chief Education Financial Officer

School Support Services

School Transportation Management Section

(850) 245-9795
SC 205-9795

DATE: November 18, 2003

TO: School District Transportation Directors and Service Managers

FROM: Bill Schroyer, Program Director, Fleet Management

SUBJECT: School Bus Safety Inspector Certification Testing Schedule

This letter is to inform your district of the new Statewide School Bus Inspector Testing Schedule. This new schedule contains dates and locations where the Department will be conducting school bus safety inspector certification testing through December 2004.

This schedule provides districts with certification test event scheduling information in advance of test dates, allowing efficient planning and work scheduling to accommodate initial certification testing of personnel.

Please refer to the following information regarding class seat reservations and testing procedures.

Morning testing sessions will start at 8:00 a.m. and end at 12:00 p.m. (noon), and afternoon testing sessions will start at 1:00 p.m. and end at 5:00 p.m. Reservations for available seats will be made on a "first come, first served" basis. When calling to make reservations please identify candidates you are scheduling for a re-test, and if re-testing, which test(s) they will be taking. Candidates are not eligible to be re-tested during the same week they fail any school bus safety inspector certification test.

Please call Ms. Katrina Bond at (850) 245-9795 or SC 205-9795 to reserve seats for testing sessions as soon as possible. Seating reservations will not be accepted within one week of the published start date at each test location. If all days of a testing series are full, we will put your district on a waiting list and will call you if there are cancellations.

If applicable, please inform Ms. Bond at the time you call of those candidates who need to have the written test read to them in English or Spanish.

The following are three prerequisites testing candidates must meet in order to attend these testing sessions:

- 1) Your candidate must have a minimum of two years of automotive, truck, heavy equipment, or bus (school or transit) mechanical (wrench turning) experience and be employed as a journeyman level technician, in order to qualify for certification.
- 2) Your candidate must study the current edition of the School Bus Safety Inspection Manual thoroughly and use the latest School Bus Inspection Form while performing several practice school bus inspections.
- 3) Your candidate must attend training classes conducted by either your district's Certified School Bus Inspection Trainer or training classes conducted by a Certified Trainer in another school district. A Certified Trainer must also sign the candidate's inspector certification application, indicating that the candidate meets all qualifications and has attended the required training classes.

Through past experience we have determined that prerequisites number two and three above should be completed just prior to attending the testing session. Your candidates cannot be certified as School Bus Inspectors unless they have the required professional credentials and pass both the written and hands-on tests.

Candidates must come to the test site prepared to take their certification test(s). Candidates must have the following items with them on the day of the test(s):

- 1) First-time test candidates must present a completed "Application for State of Florida School Bus Safety Inspector Certification" and a copy of their current job description at the test site on the day of their test. These candidates will not be tested unless they bring a completed application form to the test site that is signed by the applicant, a Certified School Bus Inspector Trainer, and their Transportation Director (or designee).
- 2) Re-test candidates must present a copy of their current job description at the test site on the day of the test. The test administrator will bring to the test site the applications of those individuals who were identified as re-test candidates during sign-up.

Note: *Failure of an applicant to provide a current job description may result in a significant delay in processing the application and/or withholding of certification.*

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- 3) Your candidates must bring a copy of the current School Bus Safety Inspection Manual to their test session to use during the hands-on test, as they will be allowed to use the manual during that portion of testing.
- 4) Your candidates must bring a photo ID to the test site. Candidates without photo ID's will not be tested.
- 5) Your candidates must bring pens or pencils with them, as no pens or pencils will be provided at the test site.
- 6) One portion of each test session will be hands-on, so please inform your candidates to dress accordingly.

All other tools and equipment your candidates will need to use during the hands-on test will be provided at the test site.

A blank "Application for State of Florida School Bus Safety Inspector Certification" is enclosed. Please copy the application as needed; however, we request that you distribute only two-sided copies for applicants to fill out.

If you have any comments, questions, or need any further assistance, please contact Mr. Michael Starzinski by email at: Michael.Starzinski@fldoe.org or by phone at: (850) 245-9795, or SC 205-9795.

Attachments: School Bus Safety Inspector Certification Testing Schedule
Blank Application Form

WRS/ms

2004

Florida School Bus Safety Inspector Certification Testing Schedule

Host District	<i>Test Dates</i>
Pinellas	January 27 through 30, 2004
Orange	February 10 through 13, 2004
Escambia	March 16 through 19, 2004
Clay	May 4 through 7, 2004
Highlands	June 8 through 11, 2004
Suwannee	June 15 through 18, 2004
Hillsborough	July 20 through 23, 2004
Orange	August 31 through September 3, 2004
Broward	November 30 through December 3, 2004

Notes: *Dates and locations are subject to change.
Districts will be promptly notified of any changes made to this schedule.*

