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MEMORANDUM

TO: School District Transportation Directors
School District Driver Trainers

FROM: Ronnie H. McCallister, Program Director
School Transportation Management Section

DATE: February 10, 2004

SUBJECT: 15th Annual Training Meeting, March 29-April 1, 2004
Lake Yale Baptist Assembly, Eustis, Florida

We have reserved meeting dates for this year's staff in-service opportunity for driver trainers, route managers, and others at Lake Yale Baptist Assembly. The theme for this year is "**Safely Routing Our Future.**" Topics for this year's meeting were selected from the planning committee's suggestions, and we believe the sessions will be interesting, informative, and relevant for district transportation personnel. We have attached a "draft" agenda.

There is no limit to the number of participants who can attend this training. We believe there is sufficient space available to accommodate all district participants wishing to attend. The registration form is attached.

The Florida Association for Pupil Transportation (FAPT) is charging a \$50 registration fee to cover the cost of materials and all lunches. The registration fee will be the only amount collected for those participants who commute to Lake Yale each day. Confirmation of a participant's registration will be based upon receipt of the completed registration form and a check (district/personal) or purchase order made out to FAPT.

CHARLIE HOOD
Director, School Transportation

Lake Yale Announcement
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For those participants who plan to stay at Lake Yale, the following costs are in addition to the \$50 registration fee and are based on double occupancy:

Sunday – Thursday Motel Room (4 nights)	Monday – Thursday Motel Room (3 nights)
\$189.00	\$161.00

These costs cover lodging for the nights indicated, breakfast each morning (lunch is included in the registration fee), and dinner each night, as indicated on the agenda. All room rates are based on double occupancy. Participants arriving Sunday will not receive dinner; however, a Monday breakfast will be prepared for a minimum of 25 persons.

Please complete the attached questionnaire for information on each participant. A map with directions to the Lake Yale Baptist Assembly is provided. Nightly planned activities include an Ice Cream Social on Monday, dinner on your own in Eustis on Tuesday, Movies and Popcorn and Karaoke on Wednesday for those who are interested.

Because we must guarantee participant count, there can be no refunds for cancellations; however, substitutions can be made prior to camp. Prepayment via check or purchase order is required for participation; please ensure that all participant payments have been completed prior to attending Lake Yale. In order to properly account for all payments addressed to FAPT, please print on your check or purchase order the words "Lake Yale" to reference the Lake Yale meeting.

There will be door prizes daily. District donations of door prizes are greatly appreciated.

For further information on registration or content of this exciting program, please contact Herman Carter, Kay Kanupp, or me at (850) 245-9795 or by e-mail to Ronnie.McCallister@fldoe.org.

RHM/lkk

Enclosures: Registration Form
Questionnaire Form
Draft Agenda
Map

cc: Dr. Cathy Wooley-Brown, USF
Trinity Colson, Choice Schools Office
Dr. Nancy Scowcroft, Director, Independent Public Education

Registration Form

		<i>Select One Column for Each Person Staying at Lake Yale</i>			
		Sunday - Thursday	or	Monday - Thursday	
Participant's Name & Position	Reg. Fee \$50 (1)	Motel* \$189 (2)		Motel* \$161 (3)	Total (4)
1.					
2.					
3.					
4.					
5.					
6.					
Check or POs Made Out to FAPT Enclosed For (TOTAL):					(5)

- (1) Includes materials and lunches and must be paid by ALL participants.
- (2) Cost for persons staying in a motel room at Lake Yale (Sunday - Thursday; four nights)
- (3) Cost for persons staying in a motel room at Lake Yale (Monday - Thursday; three nights)
- (4) Add costs across the row for each participant.
- (5) Add costs for all participants down the column (mandatory).
- (6) Make multiple copies of this form if more than six (6) participants are attending.

Because we must guarantee participant count, there can be no refunds for cancellations; however, substitutions can be made prior to camp. Prepayment is required for participation; please ensure that all participant payments have been completed prior to attending Lake Yale. In order to properly account for all payments addressed to FAPT, please imprint onto your check or purchase order the wording "Lake Yale" to reference the Lake Yale meeting.

ALL CHECKS AND POs MUST BE MADE OUT TO FAPT AND RETURNED TO THE ADDRESS BELOW.

Please complete the registration and questionnaire form and return no later than February 28, 2004, to:

Attn: Rick Rothberg
 Florida Association for Pupil Transportation
 PMB 517
 1699 Apalachee Parkway
 Tallahassee, FL 32301
 Fax No. (305) 251-8502

**Please note that ALL persons staying at the camp will be expected to share lodging (double occupancy) unless other arrangements are specified. Private single room rates per person including registration: Sunday–Thursday (\$327) / Monday–Thursday (\$277).*

Director's Signature: _____

District _____

QUESTIONNAIRE

To be completed for each participant and returned with Registration Form

Name: _____

District: _____

Position: _____

Lake Yale Lodging: Motel _____ None _____

Name of preferred roommate: _____

(If not completed, a roommate will be assigned)

Special needs: _____

Special dietary needs: _____

Smoking: Yes _____ No _____

**2004 15th Annual Leadership Workshop Agenda
Lake Yale Baptist Assembly
Eustis, Florida**

March 29 - April 1, 2004

“SAFELY ROUTING OUR FUTURE”

Monday, March 29, 2004

9:00 - Noon	Registration (Fellowship Hall)
Noon - 1:15 pm	<p>Lunch, Introduction, Welcome, and Invocation (Dining Room) <i>Presenters: Ms. Pam Saylor, Superintendent of Lake District Schools; Mr. Phil Lucas, Director of Transportation, Lake District Schools; Kay Kanupp, Program Specialist, Julie Wammack, Program Specialist, and Herman Carter, Program Specialist, DOE</i></p> <p>Lunch in the dining room will be preceded by a welcome from the Superintendent and Director of Transportation of the host district.</p>
1:30 - 2:45 pm	<p>“How To Leave Your Footprints Without Too Much Damage To Your Mouth” (330 Activities Wing) <i>Presenter: Mr. Fred Murphy, Assistant Superintendent, Polk District School; and Ms. Kay Kanupp, Program Specialist, DOE</i></p> <p>Mr. Murphy will share with us some insights he has learned this past year. Mr. Murphy always has a delightful way of expressing life as it should be, not as it is.</p>
2:45 - 3:15 pm	Break
3:15 - 4:30 pm	<p>Better Communication Skills For Substitute, Utility and Relief Drivers (330 Activities Wing) <i>Presenters: Mr. Johnny Milton, Sr. Transportation Coordinator, and Mr. Jamie Warrington, Sr. Transportation Coordinator, Palm Beach School District; and Mr. Herman Carter, Program Specialist, DOE</i></p> <p>Developing ways to instruct new substitute, utility, and relief drivers in the necessary policies and rules to prevent students from ending up miles from their home and bus stop.</p>
5:30 - 6:30 pm	Dinner (Dining Room)
7:00 - 8:00 pm	<p>Old Fashioned Ice Cream Social (Fellowship Hall). Once again we are having an ice cream social. This is the time we meet and greet our newcomers and our neighbors we haven't seen in a while. It is an opportunity to learn what is happening in the other districts and to share new ideas with each other. Assorted games and movies are also available.</p>

Tuesday, March 30, 2004

8:30 - 9:30 am	<p>What Constitutes a Safe Stop? Who Determines Stop Criteria? (330 Activities Wing) <i>Presenters: Ms. Kay Kanupp, Program Specialist, DOE; Ms. Vicki Creech, Training Representative, Orange District Schools; and Ms. Diane Bennett, Retired Assistant Director, Volusia District Schools</i> How do you determine a safe stop? Is a stop always safe? Is it necessary to revisit a stop to access whether it is still considered safe? How often do you review a stop?</p>
9:30 - 9:45 am	<p>Break</p>
9:45 - 10:45 am	<p>Placement of Bus Stops and How Safe Are They? (330 Activities Wing) <i>Presenters: Ms. Kay Kanupp, Program Specialist, DOE, Ms. Vicki Creech, Training Representative, Orange District Schools; and Ms. Robin Staggs, Dispatcher, Osceola District Schools</i> The following stop safety considerations will be discussed: student stops at intersections; controlled or not controlled; cul-de-sacs; curves; rail-way grade crossings; two-lane, four-lane, six-lane highways. What do the Florida Statutes and other legal sources have to say about student stops?</p>
10:45 am - Noon	<p>Participants may choose one of the following sessions, which will be repeated once. These sessions will be limited to 80 participants in any one session. Sign-up sheets will be posted outside each classroom.</p> <p>Dogs, Drugs and Cops (340-342 Room) <i>Presenters: Ms. Louette Smith, Transportation Assistant, Bradford District Schools; and Mr. Herman Carter, Senior Program Specialist, DOE</i> The Lake County Sheriff's Office will offer the latest in safety and security for school buses.</p> <p>Vehicle Familiarization Unit Two, Basic School Bus Driver Curriculum (Room 345-347) <i>Presenter: Ms. Kim DeLora, Driver/Trainer, Lee District Schools</i> Ms. DeLora will cover the various ways to teach this unit, with an emphasis on the essential knowledge each class participant should learn from this unit of the curriculum.</p> <p>How to Develop a Creative In-Service (Room 341-343) <i>Presenter: Ms. Rucell Nesmith, Safety Specialist, Hernando District Schools</i> In this session, Ms. Nesmith will discuss various ways to spark up your in-service to get the participation level at an all time high -- the participants will not call them boring any longer!</p>
12:00 - 1:00 pm	<p>Lunch</p>
1:00 - 2:15 pm	<p>Repeat Concurrent Sessions Above (please choose one of the topics from above.)</p>
2:15 - 2:45 pm	<p>Break</p>

Tuesday, March 30, 2004 (continued):

2:45 - 4:00 pm	Weapons, Fights, Hostages, Parents, Road Rage (330 Activities Wing) <i>Presenters: Ms. Jackie Cihlar, Manager Safety & Training, and Ms. Jill Mead, Driver/Trainer, Charlotte District Schools</i> This session will focus on different scenarios of daily bus management and how to deal with these everyday issues.
4:30 - 7:30	Dinner On Your Own in the Eustis Area
7:30 - 9:30 pm	Night Driving - The Darkness of The Night and How It Affects Our Driving (Room 330 Activities Room) <i>Presenter: Kay Kanupp, DOE</i>
7:30- until	Movies in the Activities Wing - Mr. Herman Carter

Wednesday, March 31, 2004

8:00 - 9:00 am	<p>The Latest and Greatest From the Department of Education (Room 330 Activities Wing) <i>Presenter: Mr. Charlie Hood, Director, School Transportation Management Section, Department of Education</i> The latest changes that affect school transportation and an update on upcoming events.</p>
9:00 - 9:15 am	Break
9:15 - 10:30 am	<p>Safety and Security for School Bus Transportation (Room 330 Activities Wing) <i>Presenter: Ms. Julie Collins, Program Specialist, DOE</i> Are our buses as safe as they can be? Do we need to adjust the level of security? Is there any help for individual bus drivers? What steps do we take to make our buses safer for the occupants?</p>
10:30 - 10:45 am	Break
10:45 - Noon	<p>CPI and New Videos (330 Activities Wing) <i>Presenters: Ms. Shirley Higgins, Operations Manager, and Ms. Carlene Varnes, Area Manager, Highlands District Schools</i> The purpose of this session is to learn how to develop a non-violent crisis intervention program. You will learn to see the signs of a potential problem and how to de-escalate a situation before it develops further.</p>
Noon - 1:00 pm	Lunch
1:00 - 2:30 pm	<p>Participants may choose one of the following. Sessions will be repeated once. These sessions will be limited to 80 participants in any one session. Sign-up sheets will be posted outside each classroom.</p> <p>Curb to Curb, Door to Door, ESE Terms (340-342 Room) <i>Presenter: Ms. Cheryl Salgueiro, Supervisor of ESE, Pasco District School; and Ms. Julie Wammack, Program Specialist, DOE</i> In this session you will learn the real meaning of many ESE terms that are often used and how they relate to school transportation.</p> <p>Car Seats & Safety Vests: Installation and Cleaning (344-346 Room) <i>Presenters: Ms. Daphney Krause, Route Specialist, Mr. Shawn Tucker, Transportation Coordinator, Osceola District Schools; and Ms. Jill Mead, Driver/Trainer, Charlotte District Schools</i> This will be a “hands-on” session where participants will learn the correct way to install and properly clean car seats and safety vests on school buses.</p> <p>Wheelchairs, New, Kidcart, Zippy, Tilt & Space for Transit Options (345-347 Room) <i>Presenter: Mr. George Francey, Driver Safety & Training Specialist, Pinellas District Schools</i> This session discusses new wheelchairs on the market and the best way to transport these sometimes “difficult to handle” chairs.</p>

Wednesday, March 31, 2004 (continued):

2:30 - 3:00 pm	Break
3:00 - 4:30 pm	Repeat Concurrent Sessions Above
6:00 pm	Dinner (Dining Room)
7:00 - ???	An Evening of Karaoke and Movie Night with Popcorn (Fellowship Hall and Activities Wing) Come and join us for an old time sing-along with your favorite music. If you choose, you can enjoy a movie for the evening. Come and enjoy Herman's wonderful popcorn!

Thursday, April 1, 2004

8:30 - 10:00 am	Communication (ESE and Regular) (Activities Wing-Room 330) <i>Presenters: Ms. Harla Haynes, Training, Recruitment and Safety Specialist, Martin District Schools; and Ms. Jill Mead, Driver/Trainer, Charlotte District Schools</i> How to improve communications between school, home and transportation concerning the transportation of regular and special needs students.
10:00 - 10:30 am	Break
10:30 - 12:00 am	New Look at Bus Evacuations (Activities Wing-Room 330) <i>Presenters: Ms. Shirley Higgins, Operations Director, and Ms. Carlene Varnes, Area Manager, Highlands District Schools</i> How effective are bus evacuations in your school district? Should there be a statewide procedure for them? How does your district do them? Are the schools responsible for them?
Noon - 1:00 pm	LUNCH
1:00 - 2:00 pm	Humor and Motivation (Activities Wing-Room 330) Miss Beulah will be in the house for a motivational and uplifting presentation.
2:00 - 3:00 pm	Session Wrap-up and Presentation of Workshop Certificates (Dining Room) <i>Presenters: Mr. Herman Carter, Program Specialist, DOE, Ms. Kay Kanupp, Program Specialist, DOE, and Ms. Julie Wammack, Program Specialist, DOE</i> Before starting on the road for home, plan on attending this wrap-up session that will provide participants with a recap of the week's activities, addresses and phone numbers of presenters, and workshop certificates.

All districts are asked to bring door prizes, three from each district if possible, which will be given away daily.

We will also be having an Easter Egg Hunt.

Anyone wishing to participate in any of the above mentioned activities or with ideas to share, please notify Kay Kanupp or Herman Carter. Thank you.

Directions to Lake Yale Baptist Assembly Eustis, FL

