TECHNICAL ASSISTANCE NOTE

No. T-05-07

Contact:
Mike Starzinski

School Business Services

School Transportation Management Section

Department of Education
John L. Winn, Commissioner

(850) 245-9795
SC 205-9795

DATE: **March 23, 2005**

TO: **School District Transportation Directors and Service Managers**

FROM: **Charlie Hood, Director, School Transportation Management**

SUBJECT: **School Bus Safety Inspector Certification Testing Schedule**

Providing students with access to educational programs requires that school districts and charter schools employ or contract for an adequate supply of trained, well qualified transportation support personnel. Among the most critical of these persons are certified school bus safety inspectors.

This letter is to inform your district of the new statewide school bus safety inspector certification testing schedule. This new schedule contains dates and locations where the Department of Education will conduct testing through December 2005.

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 noon. 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 the test(s) your candidate(s) will be taking. Candidates are not eligible to be re-tested during the same week that 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. Seating reservations will not be accepted any later than seven days prior to the published start date at each test location. If all days of a testing series are full, a waiting list will be established to fill any possible cancellations.

At the time you call please inform Ms. Bond of those candidates who prefer that the written test be read to them in English or Spanish.

The following are prerequisites candidates must meet in order to attend these testing sessions and qualify for certification:

1) Candidates 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.

2) Candidates 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) Candidates must attend training classes conducted by a certified school bus inspector trainer. 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 a testing session so that information is fresh in a candidate's mind. 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 previously submitted applications of re-test candidates to the test site. Failure of applicants to provide a current job description may result in a significant delay in the processing of their application and/or withholding of their certification.

3) 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 asked to use their manual during that portion of testing.

4) Candidates must bring a photo ID to the test site. Candidates without photo IDs will not be tested.

5) Candidates must bring pens or pencils with them. 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 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.

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

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

CFH/ms

2005

Florida School Bus Safety Inspector

Certification Testing Schedule

Host District	Test Dates
Palm Beach	March 28 through April 1, 2005
Escambia	April 18 through 22, 2005
Clay	May 16 through 20, 2005
Osceola	June 20 through 24, 2005
Collier	July 18 through 22, 2005
Bay	September 19 through 23, 2005
Pinellas	October 17 through 21, 2005
Broward	November 14 through 18, 2005

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

Wr __-____ __-____ __-____

Certification #: _____ - _____ H/O _____ _____ _____

APPLICATION FOR: STATE OF FLORIDA
SCHOOL BUS SAFETY INSPECTOR CERTIFICATION

Please Type or Print

Name: _____ _____ _____
First M.I. Last

_____ _____ _____Florida_____
Home Street Address Apt. # City Zip

_____ ___ / ___ / _____
Driver License Number Birth Date

Education: Check Highest Level Achieved

☐ High School Diploma or GED ☐ 2 yr. College Degree

☐ 4 yr. College Degree ☐ Post Graduate Degree

APPLICATION LEVEL - CHECK ONE:

☐ 1. INSPECTOR ☐ 2. TRAINER ☐ 3. SUPERVISOR I ☐ 4. SUPERVISOR II

MECHANICAL WORK EXPERIENCE or SUPERVISORY EXPERIENCE:

Candidate must document a minimum of 2 years mechanical experience (or a 2 yr. Vo-Tech degree) and Journeyman level professional credentials, for Certification Level #1, #2, or #3 above, in any of the following areas: a) Automotive; b) Truck; c) Heavy Equipment; or d) Buses (transit or school); or a minimum of one year of supervisory experience for Level #4 in school transportation management.

List employers where applicable experience and credentials were gained:

#1) Your current or most recent employer: _____

_____ _____ _____ _____
Street Address City State Zip

Your position or job title: _____

Supervisor's name: _____ Your Supervisor's Title: _____

Tel. #: (___) ____ - _____ Employed From: _____/_____/_____ To: _____/_____/_____

#2) Employer (previous to #1 above): _____

_____ _____ _____ _____
Street Address City State Zip

Your Position or Job Title: _____

Supervisor's Name: _____ Your Supervisor's Title: _____

Tel. #: (___) ____- _____ Employed From: _____/_____/_____ To: _____/_____/_____

Note: If needed to demonstrate compliance with requirements, list additional employers, mechanical experience, or Vo-Tech degree information on a separate piece of paper and attach to this application.

CERTIFICATION INFORMATION

_____

Name of employer or district where applicant is employed

_____ _____, Florida _____

Work or Mailing Address City Zip

Supervisor's Name: _____ Title: _____

NOTE: This Application must be signed by the applicant's Transportation Director, a certified School Bus Inspector/Trainer, and the Applicant (inspector and supervisor applicants only) to be eligible for testing.

Candidates must bring a photo ID, a completed and signed application (original signatures only…NO COPIES), and a copy of their current job description to the testing site.

Applicant's Signature: _____ Date: _____/_____/_____

The Applicant meets all training requirements:

Trainer's Signature: _____ Date: _____/_____/_____

The Applicant meets all applicable qualifications and requirements:

Trans. Director's Signature: _____ Date: _____/_____/_____

This Section for DOE USE ONLY

Inspector: _____ Trainer: _____ Supervisor I: _____ Supervisor II: _____

Applicant is denied or no number issued due to: ☐ Insufficient Data ☐ No Training Received

☐ Does Not Qualify ☐ Insufficient Experience ☐ Classified as a Mechanic's Helper

Written Test Date: _____/_____/_____ Passed _____ Failed _____

* Retest Date: 1. _____/_____/_____ Passed _____ Failed _____
* Retest Date: 2. _____/_____/_____ Passed _____ Failed _____
* Retest Date: 3. _____/_____/_____ Passed _____ Failed _____

Hands On Test Date: _____/_____/_____ Passed _____ Failed _____

* Retest Date: 1. _____/_____/_____ Passed _____ Failed _____
* Retest Date: 2. _____/_____/_____ Passed _____ Failed _____
* Retest Date: 3. _____/_____/_____ Passed _____ Failed _____

(** If Applicable)*

Certified By: _____ Date: _____/_____/_____

Name of DOE Official

Revised 9/19/03