

# 2016 Virginia Department of Education Pupil Transportation Training Schedule

We are pleased to announce the 2016 year classes for the School Bus Driver Instructor Training. This program is provided by the *Virginia Department of Education's Pupil Transportation Services Department*.



- **When and where are the classes?**

See the attached schedule. Detailed information on classes can be viewed via the "School Bus Driver Instructor Certification" application on VDOE's "SSWS" web service site.

<https://p1pe.doe.virginia.gov/ssws/login.page.do>

- **Do I need to bring anything to the class?**

We suggest that you bring a 3 inch 3-ring binder to hold the training guide you will receive. You will also need to bring a photo ID.

- **Are there any requirements?**

Yes! New behind the wheels driver trainers are now required to have maintained a class B CDL for a least two years prior to taking the training class per the following regulation:

*8VAC20-70-411. Driver trainers. Behind-the-wheel driver trainers must meet the requirements of 8VAC20-70-280 and 8VAC20-70-350 and must have maintained a Class B license for two years prior to functioning as a behind-the-wheel driver trainer.*

- **\*\*New Directors / Supervisor Training\*\***

*8VAC20-70-350. Training; in part states:*

*3. New transportation directors/supervisors employed by school divisions shall complete the "Train the Trainer" class conducted by the Department of Education within a year after being employed in this position.*

- **How do I register for the classes?**

Registration must be done through VDOE's "SSWS" web service. Users must have access to the "School Bus Driver Instructor Certification" application in order to complete registration. Please contact your local pupil transportation administration for registration. Registration must be completed by May 29, 2016 <https://p1pe.doe.virginia.gov/ssws/login.page.do>

There is a \$25 non-refundable registration fee for each individual who will be attending the Certification "Train the Trainer" class. A check made payable to "Treasurer of Virginia" should be sent to the Pupil Transportation Services, Department of Education, P.O. Box 2120, Richmond, VA. 23218. There is no fee for those persons attending classes for the purpose of re-certification.

**For Questions Please Contact:**

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Virginia Department of Education  
Pupil Transportation Services

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<u>START DATE/TIME</u>	<u>LOCATION</u>	<u>ADDRESS</u>	<u>END DATE/TIME</u>	<u>CLASS TYPE</u>
Monday, April 4 <sup>th</sup> , 8:00am	Central Transportation Center	14855 Dumfries Rd Manassas, Va. 20112	Thursday, April 7 <sup>th</sup> , 4:00pm	Certification (30)
Monday, June 13 <sup>th</sup> 8:00am	Montgomery Co. School Board Building	750 Imperial Street SE Christiansburg, Va. 24073	Friday June 17 <sup>th</sup> 4:00pm	Certification (25) and Re-Certification (25)
Wednesday June 29 <sup>th</sup> , 8:00am	Sonny Merryman Inc. Hampton Roads Bus Service Center	1221 Fleetway Drive Chesapeake Va. 23323	Thursday, June 30 <sup>th</sup> , 4:00pm	Re-Certification (30)
Wednesday, July 6 <sup>th</sup> , 8:00am	Hanover County Transportation Department	11375 N Lakeridge Parkway, Ashland Va. 23005	Thursday, July 7 <sup>th</sup> , 4:00pm	Re-certification (30)
Monday, July 11 <sup>th</sup> , 8:00am	New Kent High School (library)	7365 Egypt Rd New Kent Va. 23124	Thursday, July 14 <sup>th</sup> , 4:00pm	Certification (30)
Monday July 25 <sup>h</sup> , 8:00am	Fairfax Co. Johnnie Forte Jr. Support Center	6800 B Industrial Rd. Springfield Va. 22151	Tuesday, July 26 <sup>th</sup> , 4:00pm	Re-certification (35)
<i>Tuesday, August 2<sup>nd</sup>, 8:00am</i>	<i>Richmond City Public Schools Huguenot High School</i>	<i>7945 Forest Hill Ave. Richmond Va. 23225</i>	<i>Wednesday, August 3<sup>rd</sup>, 4:00pm</i>	<i>New Directors/Supervisors</i>
Monday August 8 <sup>th</sup> , 8:00am	Cesar Tarrant Administrative Center	1589 Wingfield Dr. Hampton Va. 23666	Thursday August 11 <sup>th</sup> 4:00pm	Certification (30)
Monday, August 15 <sup>th</sup> , 8:00am	Fairfax Co. Johnnie Forte Jr. Support Center	6800 B Industrial Rd. Springfield Va. 22151	Thursday, August 18 <sup>th</sup> , 4:00pm	Certification (30)

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