



**SOUTHEASTERN PUPIL  
TRANSPORTATION COLLEGE (SPTC)**

# **Southeastern Pupil Transportation College**

**Professional Development  
and  
Certification Program  
HANDBOOK**





## SOUTHEASTERN PUPIL TRANSPORTATION COLLEGE (SPTC)

The Southeastern Pupil Transportation College (SPTC) is more than a series of classes—it is a comprehensive, structured professional development pathway designed specifically for pupil transportation leaders. In an era where school transportation departments face increasing operational, regulatory, safety, and personnel challenges, SPTC provides school administrators with a reliable, proven system to develop highly skilled transportation professionals from within their own organizations.

At the core of SPTC is a 90-hour structured curriculum culminating in Bachelor of Arts degree pathways, including the **Pupil Transportation Professional Official** and the newly introduced **Pupil Transportation Fleet Official**. These SPTC BA degrees are structured, association-based professional designations created specifically for leaders in school transportation. While not a regionally accredited college program, the BA designation represents the successful completion of a rigorous curriculum delivered over a four-year period.

Rather than a collection of unrelated workshops, each degree pathway is a carefully sequenced course of study that builds advanced competency in leadership, safety management, regulatory compliance, budgeting, personnel supervision, and emerging industry practices. The **Fleet Official track** places additional emphasis on fleet management, maintenance operations, asset lifecycle planning, alternative fuels, and transportation technology, equipping professionals with the specialized expertise required to manage modern school bus fleets effectively and efficiently.

The program is intentionally designed to be accessible and achievable for working professionals. Coursework is delivered through:

- Instruction at GAPT Conferences
- Regional class offerings across the state throughout the year
- Online learning opportunities

This blended format allows students to complete degree requirements within a four-year period while continuing to serve their school districts full-time—immediately applying what they learn to strengthen daily operations.

For school administrators, the value is clear: SPTC develops confident, knowledgeable transportation leaders equipped to manage complex departments, improve operational efficiency, strengthen safety culture, and safeguard district resources. The addition of the **Fleet Official degree pathway** further enhances this value by developing in-house expertise in fleet performance, cost control, and long-term capital planning.

In addition to the degree pathways, SPTC offers advanced course opportunities designed to enhance the skills of seasoned transportation officials. These specialized courses allow experienced leaders to remain current with evolving regulations, emerging technologies, alternative fuel initiatives, risk management practices, and modern leadership strategies—ensuring continuous growth at every stage of a transportation professional’s career.

SPTC represents a long-term investment in leadership, safety, fleet excellence, and operational performance for school transportation departments across our region.

**Complete the program within four years while continuing full-time employment – and immediately apply what you learn.**

**Leadership • Safety • Professional Growth • Operational Excellence  
Fleet Performance • Operational Efficiency**

SPTC, through its partnership with GAPT, gratefully acknowledges the Texas Association for Pupil Transportation (TAPT) for their invaluable assistance and contributions in bringing this professional development opportunity to GAPT members.

## **Bachelor of Arts – Pupil Transportation Official**

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The Bachelor of Arts Pupil Transportation Professional Official Degree is available to GAPT Active level members who are qualified to serve as:

- The chief administrator of a pupil transportation system, and
- Individuals who can demonstrate the knowledge, skills, and leadership required to effectively manage a comprehensive transportation operation, including:
  - o Establishing programs and policies
  - o Setting operational standards
  - o Developing materials and procedures
  - o Supervising personnel
  - o Managing transportation operations and resources
  - o Providing leadership to achieve organizational goals
  - o Demonstrating the knowledge necessary to direct a pupil transportation system

### **Applicants must:**

1. Be capable of administering the overall operation of a pupil transportation system.
2. Desire to serve in a leadership role with responsibility for the total district transportation operation.
3. Hold a high school diploma or higher.
4. Be a GAPT Active level member in good standing.
5. Successfully complete all required coursework within seven (7) years of the application date.

### **Course Credit Requirements: (90 Hours)**

Successful completion of GAPT PDC coursework from the following:

- PDC 01, 03, 05, 08, 11, 12, 12B, 22 and 23.
- One of: PDC 07 or 17
- One of: PDC 30.5, 32.5, 33.5A, 33.5B, 33.5C
- One of: 02 or 14
- One of: PDC 10, 35 or 40
- Two of the (three-hour) 23.5 Leadership Series Courses
- One of: PDC 39.5A Foundations of Success or 37.5 Series
- 6 Hours of elective courses. (Any class or 2 half day classes not required.)
- Completion of either 00 or 0.5 Orientation to GAPT

Current Active level of membership.

Successful Completion of the Exit Exam.

Full Day Course is 6 hours. A half-day course is any course listed with .5 and is three hours.

# **Bachelor of Arts – Pupil Transportation Fleet Official**

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The Bachelor of Arts Pupil Transportation Fleet Official Degree is available to GAPT Active level members who are qualified to serve as:

- The administrator or supervisor responsible for fleet and maintenance operations within a pupil transportation system, and
- Individuals who can demonstrate the technical knowledge, leadership, and operational expertise required to effectively manage a modern school bus fleet, including:

- o Managing fleet maintenance operations and shop personnel
- o Overseeing vehicle inspection programs and compliance standards
- o Implementing asset lifecycle planning and replacement strategies
- o Managing alternative fuels and emerging transportation technologies
- o Developing preventive maintenance programs and procedures
- o Ensuring regulatory compliance and safety standards are met
- o Providing leadership to support safe, efficient, and reliable fleet operations

## **Applicants must:**

1. Be capable of managing fleet operations within a pupil transportation system.
2. Desire to serve in a leadership role responsible for maintenance, inspection, and fleet performance.
3. Hold a high school diploma or higher.
4. Be a GAPT Active level member in good standing.
5. Successfully complete all required coursework within seven (7) years of the application date.

Current Active level of membership.

Successful Completion of the Exit Exam.

Full Day Course is 6 hours. A half-day course is any course listed with .5 and is three hours.

## **Course Credit Requirements: (90 Hours)**

Successful completion of GAPT PDC coursework from the following:

- PDC 01, 03, 04, 08, 11, 12, 12B, 22 and 23.
- PDC 07
- One of: 33.5B or 33.5C
- PDC 40
- PDC 23.5 and PDC 23.5D
- One of: PDC 37B.5, 37C.5 or 37D.5
- GAPT Inspector Certification
- GAPT Inspection Program Manager Certification

## **PDC COURSE DESCRIPTIONS**

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## **PDC 00 ORIENTATION TO GAPT**

Overview of the Georgia Association for Pupil Transportation (GAPT), and the benefits of membership. This course is a requirement for all levels of certification. Note: This course is in addition to the course credit hour requirements and does not count toward required hours.

## **PDC 01 INTRODUCTION TO TRANSPORTATION: Operations Administration Overview.**

Introduction and overview of transportation operation responsibilities and compliances.

- Knowledge of the general guidelines and requirements for establishing bus routes
- Overview of rider eligibility and student counts for state reporting.
- Specific duties of transportation administrators and supervisors.
- General guidelines for providing special transportation services for students with disabilities.
- General overview of purchasing and other compliances.

## **PDC 02 STUDENT MANAGEMENT**

The search for innovative programs that address student misbehavior is ongoing. This course puts a focus on the need for driver training regarding student management and presents a look at student management from the perspective of the behavioral tendencies of the students on the bus as well as behavioral tendencies of people in general.

- Introduction/philosophy of student safety management
- Need for continuing bus driver training.
- Characteristics of an effective school bus driver education program
- Changes in society/family structure affecting student/people's behavior.
- Types of drivers
- Bus driver responsibilities:
- Perceptions
- Self-analysis (understanding why we do what we do)

## **PDC 03 PURCHASING OF TRANSPORTATION SERVICES AND EQUIPMENT**

Procedures for purchasing and selling school buses, writing specifications for school buses, fuel, and parts, bid laws and requirements.

- To become familiar with general information and requirements for purchasing
- Procedure to follow to sell used buses.
- Establish procedures for writing specifications for parts, gasoline, diesel, and alternative fuels.
- Establish procedures for advertising for bids.
- Quotations versus formal bids and telephone quotations
- Discuss bidding laws.
- Lease purchase of school buses.

## **PDC 04 ACCIDENT INVESTIGATION**

Basic accident investigation techniques, including operator responsibility, on-scene collection of data and post-accident analysis.

- Transportation operations, policies, and procedures.
- District responsibility
- Understanding Accident Reports
- Notification procedures and operator responsibilities
- Current trends and accident investigator tools
- Levels of investigation
- Interview techniques.
- Photographic techniques, equipment, problems, and solutions
- System consideration
- Analyzing and assembling the investigation
- NTSB

## **PDC 05 ROUTING AND SCHEDULING**

Requirements for establishing school bus routes, understanding computer routing programs, extra-curricular trip scheduling, and staggered school starting times for multiple tier bus runs.

- To Develop knowledge of general guidelines and requirements for establishing bus routes
- To develop an understanding of computer routing

- To develop an understanding of bus route scheduling
- To develop a policy for extra-curricular scheduling
- To discuss dual or triple routing of buses
- Adjustment of bell schedules to provide for multiple use of equipment.
- Review of routing, loading, and scheduling annually for the purpose of increasing efficiency and cost effectiveness
- Available types of computer programs

### **PDC 05A ADVANCED ROUTING AND SCHEDULING**

*(PDC 05 Routing and Scheduling is a pre-requisite to attending this course)*

### **PDC 06 BUS INSPECTION AND MAINTENANCE**

Specifications and equipment for school buses, fleet replacement policies, preventative maintenance programs, parts inventory procedures and cost analysis.

- To become aware of specifications, equipment, and different vehicle types available
- To develop knowledge of long-range plans for purchase/replacement of vehicle and equipment
- To develop an understanding of the basic considerations necessary for a preventive maintenance schedule
- To develop an understanding to establish a plan for fleet maintenance, including preventive maintenance.
- To develop an inventory control for parts and supplies
- Train bus drivers to check the vehicles (including fluid levels) daily and report status to maintenance personnel.
- To develop a system for the yearly recording of maintenance costs for planning and evaluation

### **PDC 07 RISK MANAGEMENT: WORKERS COMPENSATION**

Worker's Compensation, loss prevention, development, and implementation of a successful accident prevention program.

- To develop a basic understanding of Workers' Compensation.
- To learn about the timelines, legal requirements, and responsibilities associated with claim filing.
- To understand the concept of "disability" and how it pertains to the claims and payment of benefits.

- To understand the unemployment compensation system, including the claims and appeal process.
- To become familiar with how to design a formal discipline and documentation process as a basis for unemployment compensation loss control.
- To recognize the most common types of unemployment claims and how to effectively manage them.

## **PDC 08 PERSONNEL MANAGEMENT**

Selection of staff, in-service training, writing job descriptions, wages and benefits, employee award program.

- Procedures for staff selection
- District Policy
- Departmental procedures
- Developing in-service training for staff
- Changing laws
- Requirements
- Procedures
- To develop in-service training for drivers of Special Education students
- Writing job descriptions and work plans
- Training and evaluations
- Effective elements
- Ineffective elements
- Working Conditions
- Change in status.
- Transfers
- Advancement
- Disciplinary action
- Termination of services
- Determining wages and benefits
- Personnel appreciation, recognition/incentives/Awards Programs/
- Merit systems.

## **PDC 08A.5 ADVANCED PERSONNEL MANAGEMENT (Directors and Assistant Directors)**

*(Completion of PDC 08 pre-requisite)*

## **PDC 08B PERSONNEL MANAGEMENT: STAFFING ASSESSMENT AND RESTRUCTURE FOR GROWTH**

(Directors and Assistant Directors)

This course will discuss how to restructure your department to meet district growth and how to assess and get support for staffing increases and new projects.

## **PDC 08C PERSONNEL MANAGEMENT: RECRUITING, SELECTING AND ONBOARDING**

This course will generate lively discussion regarding innovative hiring procedures to ensure you, and your staff are interviewing and hiring the person you really want for the job and who will enhance your operations and retention.

## **PDC 11 SPECIAL TRANSPORTATION ORIENTATION**

Detailed study of special transportation programs including rules and regulations, IEP, discipline procedures, routing, training for drivers, monitors, and equipment available.

- To become familiar with the legal basis for providing special transportation.
- To become familiar with definitions of disabilities and to gain knowledge of how these definitions are used by the Special Education Department.
- To become familiar with the terminology used by the Special Education Department
- To become knowledgeable of the placement process and what it means to special transportation.
- To become familiar with the Individualized Education Program (IEP) and how it relates to special transportation.
- To become aware of the communication process which should take place during the placement of a child with disabilities on special transportation.
- To develop an understanding of the role of the parent in special transportation and to learn how to deal with parent responsibilities.
- To become aware of regulations governing the discipline of students with disabilities
- To develop knowledge of general guidelines and requirements for routing and scheduling of special transportation bus routes
- To develop knowledge of guidelines and requirements governing after-school extracurricular activities
- To become aware of resources available for in-service training of special transportation personnel
- To become aware of current trends and court rulings affecting special transportation

## **PDC 11A SPECIAL TRANSPORTATION: BEHAVIORAL CHALLENGES ON THE SCHOOL BUS**

Attend this class to learn, understand, and discuss solutions to behavioral challenges related to the student's disability; delving into why behavior is happening and creating workable solutions.

## **PDC 12 INTRODUCTION TO STATE REPORTING**

Becoming familiar with state reports and funding, including rider eligibility requirements, eligible route service requirements.

- To learn key steps to accurate state reporting
- To learn requirements for student rider eligibility
- To understand what constitutes eligible route service.
- To define program and sub-program types of eligible services
- To become familiar with report requirements: Route Service (school year) and Operations (fiscal year)

## **PDC 12A ADVANCED STATE REPORTING** *(PDC 12 is a pre-requisite or experience in filing state reports)*

This course is a continuation of the concepts of the PDC 12 Course, with additional focus on the history of the report and typical scenarios that may be encountered while preparing the state reports. Question and answer sessions will focus on specific challenges that may arise during the report process.

## **PDC 12B BUDGETING**

Becoming familiar with all parts of an account code, assessing and prioritizing the needs of your department, establishing a procedure for managing funds on an annual basis and protecting your investment.

- To become familiar with all parts of an account code.
- To develop an understanding of the proper code to charge an expenditure.
- To realize the importance of assessing and prioritizing the needs of your departments.
- To establish a procedure for managing funds on an annual basis.
- To discuss protecting your investment.
- To understand the relationship between state reports and state funding.

## **PDC 13 PRESENTATION SKILLS**

A general overview of tips and strategies for enhancing your performance of delivering a report or making a presentation before both large and small groups.

- To define a presentation
- To know the difference between a speech and a presentation
- To formulate a presentation
- To consider use of brain/mind principles when developing a presentation
- To learn about first impressions, dress and perceptions, color, graphics, humor, posters, music
- To build relationships with the audience
- To establish presence with the audience
- To deal with audience participation
- To manage nervousness
- To improve a presentation

## **PDC 13A PRESENTATION SKILLS: IN PRACTICE**

A general overview of tips and strategies for enhancing your performance of delivering a report or making a presentation before both large and small groups.

## **PDC 14 ADVANCED STUDENT MANAGEMENT: A BEHAVIORIAL PERSPECTIVE** *(PDC 02 is a pre-requisite)*

This course is a continuation of the concepts of the Transportation # 02 Course with additional focus on self-analysis of human behavioral tendencies and perceptions. A general overview is provided of the effects of brain development on behavior, gender differences, behavior patterns and communication styles as well as progressive attitude toward student management.

- Preventive disciplinary measures
- Having a plan
- Development of a plan
- Self-analysis (looking at ourselves)
- Dress
- Attitude
- Loyalty

- Teamwork
- Patience
- Self-analysis (why we do what we do)
- The brain-how it works.
- Perceptions: Brain dominance; Problem Solving; Stereotypes
- Communication styles
- Non-verbal communication
- Clear, verbal communication
- Overview of behavioral patterns
- Basic needs that drive human behavior
- Components of total behavior
- Human brain and gender differences
- Progression toward helplessness

#### **PDC 14A STUDENT MANAGEMENT: 3-DIMENSIONAL PERSPECTIVE APPROACH**

This course takes you further into understanding the why and how of student management perceptions and our own realities.

#### **PDC 15 OFFICIAL EXIT EXAM (*Must be vetted and request approval for enrollment before registering*)**

The Exit Exam is the final step to achieving the level of GAPT Pupil Transportation Official Professional Certification. To qualify for this certification, applicants must demonstrate a working knowledge of the responsibilities of a top administrative position that involves establishing programs and policies, setting standards, developing materials, personnel management and providing leadership to achieve designated goals in all areas of student transportation operations.

Attendee must be a GAPT Active or Associate level Member. The Exit Exam Application and letter of recommendation must be submitted for approval of enrollment into the Exit Exam. *See Application in this handbook in the Forms section.* (Contact Executive Director for more information)

The Exit Exam will be given in both oral and written formats and questions will cover all transportation operations for public schools; elements of routing, scheduling, personnel management, purchasing, budgeting, special transportation, state reports, leadership, communication, and public relations, demonstrating the competence necessary to manage a pupil transportation operation.

#### Exit Exam Structure:

- Review
- Presentation
- Written Exam (Paper based three-hour limit)
- Essay
- No cell phones or open books
- Must pass with at least 70%.

A working knowledge of all aspects of supervising a transportation operation including the following:

- State and Federal Laws and Compliances; FMVSS; IDEA; FMSCA; NHTSA
- Current National School Transportation Specifications and Procedures (NCST.org)
- Georgia Specifications for School Buses
- Transportation Policies and Procedures
- Personnel Management and Evaluation
- Board and Media Relations
- Shop Management
- Staff Training
- Routing and Rezoning
- Leadership and Communication

Exams will be graded after the end of the exam event. All attendees will be emailed individually with exam grades and notice of successful completion or failed attempt. Those passing with at least 70% completion may apply for Official Professional Certification.

Attendees who do not pass the Exit Exam will be given the opportunity to retake an Exit Exam at a future PDC Class Event. Attendees should notify the Executive Director of retake intention, and the attendee will be scheduled and notified of date and time. There will be no charge for the retake. The retake will be a different exam but will cover the same expected knowledge of transportation operations. If the attendee fails to pass the retake, he or she must register and pay for the third attempt.

**PDC 15A.5 ADMINISTRATOR EXIT EXAM** *(Must be vetted and request approval for enrollment before registering. Enrollment Application in Forms Section)*

***Please refer to PDC 15 above.***

#### **PDC 16 EMERGENCY PREPAREDNESS**

Crisis Plan development, accident response plan, on route conflict preparedness. Dealing with the media, severe weather situations, facility and equipment preparedness, response role in community disaster situations.

- To develop an understanding of crisis plan development.
- To gain an understanding of an effective vehicle accident response plan.
- To become aware of on route conflict situation preparedness.
- To develop knowledge of dealing with the media.
- To become aware of the need for information and training about severe weather situations.
- To gain an understanding of facilities and equipment preparedness.
- To become aware of the transportation department's response role in a community disaster situation.

### **PDC 17 WAGE AND LABOR LAWS**

Legal requirements related to the Fair Labor Standards Act, basic terminology methods, and concepts for recruiting/retaining.

- To develop a basic understanding of legal requirements related to the Fair Labor Standards Act.
- To become familiar with the history of minimum wage, exemption, timekeeping requirements, enforcement agencies and penalties.
- To be able to define and calculate overtime.
- To learn basic pay terminology and methods including definitions of factors used to consider job payment.
- To understand the concept of turnover and to be able to identify ideas for recruiting and retaining employees.

### **PDC 18 LEGAL ISSUES IN TRANSPORTATION**

A comprehensive overview of legal issues in pupil transportation dealing with liability for student injuries, all areas of sexual harassment, employment practices for directors, handling grievances and community relationships.

- Confidentiality of student records
- School and employee liability for student injuries
- Employee Sexual Harassment Test
- A look at sexual harassment: Employee-to-Employee and Employee-to-Student
- Case studies of student-to-student sexual harassment
- Student-to-student sexual harassment
- Employment 101: An overview for transportation directors

- A general guide to handling grievance
- A level 1 Grievance Guide and script
- Keeping your district out of family disputes

## **PDC 19 FIELD TRIPS AND EXTRA-CURRICULAR TRAVEL**

Presents options for planning, assigning, and executing field trips and extracurricular events, including methods of selecting drivers, district policies relating to student travel and modes of travel.

- To provide options for planning field trips and extracurricular events
- To initiate discussion related to scheduling options (seniority, alpha rotations, bidding, etc.)
- Explore the various software programs available; discuss automation vs. manual methods.
- Review related district policy on field trips (parents, equipment, compensation, etc.)
- Passenger van issues vs. new model activity buses

## **PDC 20 SAFETY AND SECURITY MANAGEMENT**

Covers topics including safe student loading/unloading, safe student ridership, student evacuation procedures, and protecting students from further injury following bus accidents and procedures for students in crisis situations such as hostages, weapons, and weather.

- proper loading/unloading practices.
- ensure safe student ridership.
- student evacuation procedures
- procedures for students in a bus accident
- correct procedures in hostage/weapon situations
- severe weather

## **PDC 21.5 DISPATCHER ROLES AND RESPONSIBILITY**

Presents an overview of the general function of the dispatcher, including proper radio procedures, developing listening skills and gaining and maintaining control during emergencies.

- To become familiar with the general functions of dispatching
- To discuss proper radio procedures including pertinent FCC regulations

- Developing techniques for improving listening skills
- To improve techniques for improving controlling emergency situations
- To learn procedures to follow in emergency situations.
- Classroom interaction – discussion of emergency scenarios

## **PDC 22 DOCUMENTATION IN TRANSPORTATION**

Gives the student a better understanding of why we document, what to document and how to document in our busy everyday lives of transporting students. The class focuses on employee training and vehicle documentation through a power point presentation, sample documents and interactive classroom activities.

- To gain a better understanding of what, why and how we document in public school transportation.
- To review sample documents to implement for documenting training, employees, vehicles, and various other aspects of pupil transportation.
- To gain a better working knowledge of employee records (MVR's, physicals, and reprimands) through classroom activities and presentation.
- To gain a better understanding of how to successfully correct employees' inappropriate behavior and practices.

## **PDC 22A.5 ADVANCED DOCUMENTATION IN TRANSPORTATION**

*(Directors and Asst. Directors Only) PDC 22 is a pre-requisite.*

This advanced course is for Directors and Asst. Directors only and is an advanced version for those responsible for documenting operational information and staff performance.

## **PDC 23 INTRODUCTION TO LEADERSHIP: NECESSARY LESSONS**

The most successful and effective leaders understand the “essentials” of leadership and that development and enhancement of leadership skills is a continuing process. Great leaders master many leadership skills by learning “necessary lessons”; some through their own life experiences. Awareness, attention, and in-depth focus will be afforded to some of these “necessary lessons”.

- Introduction/Experience as a Leader
- Necessary Lesson: Understanding Leadership Basics
- Necessary Lesson: Communication
- Necessary Lesson: Ongoing Self-Analysis

- Necessary Lesson: Perceptions and Behavior
- Necessary Lesson: Tell the Story
- Necessary Lesson: It's All in the Presentation
- Necessary Lesson: Visualize Success/Share Vision
- Necessary Lesson: Responsibility
- Necessary Lesson: Passion and Compassion
- Necessary Lesson: Change and Transition
- Necessary Lesson: Look at Details -- See Big Picture

### **PDC 23.5 LEADERSHIP: CHANGE AND TRANSITION**

Tradition may be wise, but leaders face situations each day that call for innovative solutions. Bringing about change calls for transitions which in turn influence the behavior of people directly and indirectly involved. Successful leaders focus on the process of making the changes.

- Introduction/Transitions of Positions as a Leader
- Understanding the Behavior of People
- Perceptions of What Is Real and Not Real
- Change versus traditions.
- Role of Vision and Goals
- Identifying the Need for Change
- Aspects of Change
- Overcoming the Difficulties of Change
- Relationship of Change and Transitions
- Managing Transitions
- Continuing a Learning Environment Within the Organization
- Power of Behavior When in Leadership Role

### **PDC 23.5A LEADERSHIP: BECOMING A LEADER**

An overview of some of the “Fundamentals” of being a leader and the enhancement of leadership skills as the individual finds oneself in a leadership role within a group or organization.

- Introduction/Levels of leadership
- The Essence of Leadership
- Understanding the Behavior of People Based on Perceptions
- Assuming a Role of Leadership

- Visualize Success/Share Vision
- Dealing with Problems and Distractions
- Passion and Compassion
- Documentation and the Leader
- Leading and Decision Making
- Visibility and Accessibility
- Staying Calm
- Cautions Regarding Being in a Leadership Role
- Power of Behavior When in Leadership Role

### **PDC 23.5B LEADERSHIP: STYLES AND QUALITIES**

This course will define what leadership is, discuss various leadership styles, and discuss qualities an effective leader should display and utilize.

- General Leadership Information
- Leadership Styles
- Leadership Qualities
- Group Exercise
- General Review

### **PDC 23.5C LEADERSHIP: TEAM BUILDING**

Teaches the student how Leadership and Team Building works to inspire others to higher levels of performance by realizing what a Leader must Know, Be and Do.

- Show how leaders evaluate themselves and their effectiveness as a Leader.
- Discuss Importance of Communicating effectively and appropriately.
- Importance of building and improving relationships
- Model behaviors that build positive atmospheres and working environments.

### **PDC 23.5D LEADERSHIP: BOARD RELATIONS (Directors and Assistant Directors)**

The Board of Trustees, commonly called “the School Board” set policies for their school district. Leadership within the district may have opportunities to provide feedback to the School Board and have an impact on policies. A successful leader will strive to maintain a positive relationship with the Board and develop strategies for promoting that relationship.

- Understanding the School Board
- Purpose of School Board

- Individual School Board Member's Authority
- Organizational Structure and School Board
- Relations of Departments Within the District and School Board

### **PDC 23.5E LEADERSHIP: PROBLEM SOLVING (Directors and Assistant Directors)**

A look at potential problems and solutions for those in administrative roles.

### **PDC 23F LEADERSHIP: ETHICS**

This course will define and discuss what ethics was-is-and will be in the future. Conversations will center on various aspects related to the school bus industry. Discussions will focus on the ethical qualities an effective leader should exemplify.

- General ethics information
- Ethical qualities and definitions
- Group exercises.

### **PDC 23H LEADERSHIP: TRUST AND CULTURE**

Recent challenges have caused undue hardships for the Transportation team. Directors are pulling double duty driving/covering open routes and trying to supervise a good operation. Shifting changes in the workplace and workforce structure can often lead to mistrust and an unhealthy or uncomfortable workplace culture. This course will discuss ways to increase trust and create a culture where people feel validated and appreciated.

### **PDC 23.5J SPECIAL TRANSPORTATION LEADERSHIP AND ACCOUNTABILITY.**

(Directors, Asst. Directors, and Special Needs Coordinators/Supervisors ONLY)

Great collaboration can exist between the Transportation and Special Education departments when both works together for what is best for students with disabilities. Eliminating the “can’t do” attitude and focusing on the IEP process as guided by IDEA will provide the most beneficial services to the student, the parents and those providing related services to include specialized and documented training regarding proper equipment usage and disability challenges, characteristics, abilities, and impact; purchases of specialized equipment and vehicles; and making sure that the transportation team has a seat at the table.

### **PDC 23.5K LEADERSHIP: DEALING WITH DIFFICULT EMPLOYEE BEHAVIORS**

Following a suggestion from an attendee, the PDC Committee realized that this subject is a growing issue, especially in these times of unprecedented transportation staff shortages. Attend this interactive session in which attendees will arrive at workable solutions.

### **PDC 23L LEADERSHIP: STRENGTHS BASED CAPACITY**

We hire people for their skills and expertise but are we using them to their full potential? Are we expecting excellence from them in areas that are not their forte? Is this causing departmental stress and undue hardship?

### **PDC 23M LEADERSHIP: COACHING FOR SUCCESS**

Leadership is about the success of our staff and how we can guide them to be successful. Take this course to learn how to effectively coach our staff for their success and the success of the department.

### **PDC 25 CHILD SAFETY RESTRAINT SYSTEMS (CSRS) IN SCHOOL BUSES**

This class, in line with NHTSA recommendations, will review proper selection, installation and usage of restraint systems in a school bus. Drivers, attendants, driver trainers, school administrators and maintenance personnel will benefit from this class.

- Characteristics of the pre-school population
- How a school bus provides safety to child passengers
- Identify how occupant protection systems are used in school buses.
- Proper installation of child safety restraint systems in school buses
- Proper securement of the child in a child restraint system
- Proper maintenance, storage, and disposal of child restraint systems
- Overview of evacuation procedures for children riding in child restraint systems

### **PDC 26 TECHNOLOGY FOR TRANSPORTATION**

Acquaint the attendees with the relationship of how Technology and Transportation work together. Discussions may include what is currently being used in Transportation; ex: video/camera devices, the operating systems, technology terms, application software, steps that will need to be addressed from purchase to implementation and annual support.

- Become familiar with today's technology and terminologies.
- Orientation to the various technology applications utilized in student transportation.
- Be familiar with the purchasing process.
- Gain ability to account for and maintain technology products.

- Discuss current transportation and technology trends.
- Discuss current/future transportation technology products.
- Note: specific software brands will not be discussed.

## **PDC 27 ASSESSING AND INTERPRETING DRIVING RECORDS AND MANDATED REGULATIONS**

Ability to understand and appropriately grade the MVR-driving record - from the GA DPS; interpret the codes; and assess points according to the Penalty Point chart found in the Georgia Administrative Code. Also learn associated mandated regulations regarding school bus drivers and licensing.

- Discuss penalty point system for school bus drivers as outlined in Georgia Administrative Code
- Discuss tables used to score Motor Vehicle Records: MVRs
- Discuss how to read and score MVRs to determine driver eligibility.
- What disqualifies an employee from driving a school bus?
- How to read MVRs to determine self-certification status

## **PDC 28 TRAINING THE SPECIAL TRANSPORTATION TEAM**

Provides practical experience for those who need to be able to plan, provide, and present information to the Special Transportation Team. It focuses on the Legal Basis, IDEA Terminology, Department/District Assessment, Equipment, Personnel, and other resources available to Transportation Practitioners.

- Terminology used by the Special Education Department/IDEA
- Definitions related to students with disabilities.
- Regulations related to behavioral issues and development of effective behavioral responses, reporting and discipline in relation to individuals with disabilities.
- The legal basis for providing the Related Service Transportation
- The communication process which during the IEP placement of a child on specialized transportation.
- Basic information about the elements of effective adult in-service training
- To increase knowledge of available resources

## **PDC 29 SUPPORTING AT RISK POPULATIONS (FORMERLY NO CHILD LEFT BEHIND)**

An overview of current federal and state requirements and best practices regarding the transportation of students who qualify under No Child Left Behind (McKinney Vento)

legislation, victims of abuse and violent crime and hazardous rated campuses and children in foster care.

- Homelessness/Misplaced
- In district students
- Out of district students
- Contracted services
- Public School Choice
- Failure to make Adequate Yearly Progress (AYP)
- Victims of Violent Crimes
- Unsafe Schools

### **PDC 30.5 COMMUNICATING WITH A DIVERSE PUBLIC**

This course takes a close look at diversity in the workplace and on the school bus and how our own opinions and philosophies may hinder making fair and consistent decisions and in a consistent manner. Realizing that our goal is safe and efficient transportation for all students.

### **PDC 32.5 PRESENTING A POSITIVE PUBLIC IMAGE**

What do school district staff, administrators, parents, and the community visualize when considering the Transportation Department? Are you getting the support you feel you need? A positive public image is vital to receiving support from the district and from the community for new initiatives. Attend this course to learn and discuss what it means to build good relationships and how to build a positive image that appropriately reflects you and your team.

### **PDC 33.5A COMMUNICATION SKILLS: INTERACTION WITH PARENTS/GUARDIANS**

You will learn about your communication style and with this knowledge you will discover dramatic improvement as you interact with parents and guardians. Hands-on and interactive learning will help you gain new perspectives and a good understanding of the importance of respecting the parent's point of view. In addition, you will learn the value of active listening and effective tools to positively represent your district.

- Communication Defined
- Communication Challenges with Parents and Guardians
- Communication Success-what does it look like?

### **PDC 33.5B COMMUNICATION SKILLS: SCHOOL DISTRICT STAFF**

You will learn a two-fold approach to assist transportation staff in communicating with district staff internally with subordinates as well as employees outside of the transportation department. You

will also learn great communications skills as we reveal a variety of bad communication habits and techniques on how to overcome those habits.

- Learn about communication challenges from activities and videos.
- Communicate effectively with internal district staff.
- Characteristics of Great Communicators
- How to have crucial conversations

### **PDC 33.5C COMMUNICATION SKILLS: COMMUNITY AND MEDIA**

This course covers a variety of crisis/media situations involving school transportation related incidents and provides tools transportation professionals can use if they are faced with a media event. You will also have a hands-on activity proving how communication affects the relationship of your district with your community.

- Understanding Importance of Public Opinion
- Identify Decision Making for Positive Community Results
- Discuss the Role Communication Plays in Public Opinion
- Learn How to Work with the Media

### **PDC 36 LIABILITY IN TRANSPORTATION**

This course will examine liability for Georgia public school districts, specifically in student transportation. The purpose of this course is to ascertain potential liability for public schools for incidents that occur beyond vehicular accidents (i.e., vehicle crashes and collisions), such as incidents at a school bus stop, walking to the school bus stop, and student incidents on the bus not directly resulting from a vehicular collision, which may result in injury.

- Review and analysis of court cases.
- Analysis of the data from case briefs
- Findings and recommendations

### **PDC 37 BUSINESS SKILLS FOR TRANSPORTATION**

Attend this course to learn important skills necessary for the success of your daily operations.

### **PDC 37A BUSINESS SKILLS: PROFESSIONAL WRITING**

This course is intended to provide a basic understanding of the skills required to produce effective written business communication. Participants will review the principles of English grammar, style and formatting guidelines and will be afforded the opportunity to

practice these skills. While not required, participants may wish to bring a laptop or other device with word processor capabilities.

### **PDC 37B.5 BUSINESS SKILLS: WRITING AND REVISING DEPARTMENTAL PROCEDURES**

How long has it been since you reviewed your policies and procedures for updates? This course will assist you with writing and revising your policies and procedures.

### **PDC 37C.5 PROJECT MANAGEMENT**

This course will focus on how to get those “started but never quite finished” projects moving along and completed in a timely and efficient manner. Circumstances such as staffing challenges, time management issues, failed delegation and normal daily operational issues often make it impossible to complete a project - stresses none of us have time for.

### **PDC 37D.5 BUSINESS SKILLS: WRITING AND REVISING DEPARTMENT HANDBOOKS**

Attend this course to learn good practice regarding department handbook revisions. Recommended that 37B.5 be attended as a pre-requisite.

### **PDC 37E.5 BUSINESS SKILLS FOR ADMINISTRATIVE ASSISTANTS**

Coming Soon.

### **PDC 38 MENTAL HEALTH RESPONSE**

- Signs and Behaviors to help identify suicidal thoughts and behaviors.
- Signs of Non-suicidal Self-Injury and how to assist.
- Facts about Panic Attacks, identifying behaviors, and how to assist.
- Youth affected by a Traumatic Event
- Traumatic events that may affect young adults and adults.
- Facts about Aggressive Behaviors and how to assist.

### **PDC 39/39.5 CURRENT ISSUES ROUNDTABLE**

The topics of this course will change as needs arise. Current, trending, and relevant topics will be the focus of discussion and will provide attendees with an opportunity to request topics to be selected for discussion in advance (during or before registration). 3-5 topics will be discussed or one main topic such as has been presented with ELDT preparation. Local, state, and national best practices will be discussed as well as roundtable discussions from those in attendance.

### **PDC 39.5A CURRENT ISSUES: FOUNDATIONS FOR SUCCESS**

This course will address current and relevant trends that need attention when creating foundations for success both personally and professionally.

## **PDC 40 TRANSPORTATION COMPLIANCE ASSESSMENT AND EVALUATION**

Study of basic transportation management techniques; how to create, analyze and evaluate a super-efficient and effective business; how to set baselines for continuous improvement; and how to determine best practices for your district.

- How to use data to monitor and improve daily operations
- Develop procedures for timely reporting of all state, federal and local reporting compliances.
- Provide techniques to improve driver morale and increase efficiency.
- District policies and procedures for efficiency and effectiveness
- Procedures for monitoring transportation costs; budgeting; and purchasing guidelines.
- Routing and scheduling efficiencies for General Ed, Special Ed, Extra-curricular and Pre-school
- Equipment and vehicle replacement
- Staff training and Safety programs.
- Student management and parent complaint policies and procedures
- To develop an understanding of fleet maintenance, preventive maintenance, and maintenance documentation requirements.