To: School District Superintendents

 Transportation Directors

From: Lawren M. Long, Bus Driver Training Supervisor

 Division of Pupil Transportation

Date: March 12, 2020

Subject: 2020 Bus Driver Summer Training Request

Pursuant to Miss. Code Ann. § 37-41-1, all public-school bus drivers are required to be re-certified every two years through the Mississippi Department of Education (MDE), Division of Pupil Transportation. Drivers trained last summer were MDE certified through July 31, 2021. Drivers whose MDE certificates expire on July 31, 2020, and all new drivers, must be scheduled for a driver training class this summer.

There will be two types of bus driver training classes this summer, Regular and Third Party.

1. **REGULAR CLASS -** Drivers who attend this type of class are:
* Drivers who have a certificate expiring on July 31, 2020.
* New drivers who have aCDL permit with “P” and “S” endorsements.
* Drivers who had a chargeable accident during the 2019-2020 school year. It is the district’s responsibility to decide who must attend bus driver class for having a chargeable accident.

**NOTE:**  A chargeable accident is defined as an accident involving a school bus that results in property damage and/or personal injury in which the driver failed to exercise every reasonable precaution to prevent the accident.

1. **THIRD-PARTY TESTING CLASS** - Drivers who attend this type of class are:
* New drivers who have passed the knowledge test portion of the CDL requirement and have obtained a CDL permit with “P” and “S” endorsements.
* Drivers who need to upgrade their Class C CDL to Class B CDL.
* Drivers who need to add the “P” or “S” endorsements to the CDL.

If you have any questions, please contact Lawren M. Long at (601) 359-1028 or llong@mdek12.org.

Enclosure

**MEMO#SAO-FY20-61-ACCOUNTABILITY-SOS**

**SCHOOL DISTRICT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**BUS DRIVER TRAINING CONTACT PERSON: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PHONE #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. List the last day of school for the 2019-2020 school year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. List the first day of school for your school district for the next school year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. List the day(s) your school district will be closed during the summer months \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. How many drivers will you need to be trained in THIRD-PARTY TESTING CLASSES? ­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. How many drivers will you need to be trained in REGULAR CLASSES this summer? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE #1**: A regular class is a class for those drivers who have a certificate expiring on July 31, 2020, new drivers who have their CDL with “P” and “S” endorsements, and drivers who had a chargeable accident in the 2019-2020 school year.

**NOTE #2**: The regular class will not exceed 20 drivers. Please schedule your drivers accordingly. The class is scheduled from 8:00 a.m. - 5:00 p.m. We recommend that drivers dress appropriately for the class because the agility test will be administered.

Third-Party Testing classes are designed for drivers with a Class B or C permit, drivers with a CDL who need to add the “P” and “S” endorsements, or drivers who need to upgrade their Class C CDL to a Class B CDL.

Based on the number of drivers that you indicate will need training, this office will calculate the appropriate number of third-party bus driver training classes that you will need. Up to 20 drivers can be scheduled into the morning classroom session (8:00 a.m. – 12:00 noon). The instructor will schedule a specific time with the bus drivers individually to conduct the skills test.

The Mississippi Department of Education will notschedule a test day with less than two (2)drivers.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Superintendent’s Signature Date

Please return on or before **Monday, May 11, 2020**, to:

Mississippi Department of Education

Office of Safe and Orderly Schools

Attention: Lawren M. Long

Post Office Box 771

Jackson, MS 39205-0771

llong@mdek12.org