PROFESSIONAL DEVELOPMENT DEPARTMENT

COURSE CATALOG
FOR
SCSB CLASSIFIED STAFF

Updated December 2013
INTRODUCTION

Dear Colleagues:

The vision, mission, and values of the Sarasota County School Board clearly reflect our commitment to the development of all School Board staff.

This Professional Development Department Course Catalog targets the development needs of our Classified Staff. We have included the curricula for Food and Nutrition Services, Facilities, and Transportation for your convenience.

The catalog is formatted based on subject area and describes course content, pre-requisite classes, and defines the target audience.

If you have specific questions about the registration process using the Professional Development System (PDS), course content, pre-requisite classes, or target audience, please feel free to contact Cinda Cassity at 927-9000 x32230.

I encourage all employees to take ownership of their ongoing professional and personal development and to partner with their supervisor/manager as they plan experiences that support their career goals.

Sincerely,

Kelly A. Ellington, Director
Professional Development & Teacher Evaluation
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## Facilities Training

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NEW EMPLOYEE ORIENTATION

Course Title  New Employee Orientation  4.5 hours
Audience  All Board Appointed Staff
Pre-requisite: None
Course Description/Content
Vision & Mission of Sarasota County School Board
Facts and Figures
Liability Laws, Negligence, and Professional Responsibilities
Equity & Diversity
Discrimination & Harassment
Payroll Overview
Information Technology Overview
Safety & Security
Human Resources and Professional Development
Occupational Safety & Health/Blood Borne Pathogens
Sarasota Classified/Teachers Association
Benefits Overview

Course Title  Substitute Teacher Orientation  3.5 hours
Audience  Substitute Teachers
Pre-requisite: None
Course Description/Content
Vision & Mission of Sarasota County School Board
Facts and Figures
Liability Laws, Negligence, and Professional Responsibilities
Equity & Diversity
Discrimination & Harassment
Payroll Overview
Safety & Security
Human Resources and Professional Development
Occupational Safety & Health/Blood Borne Pathogens

Course Title  Sub Finder Training  1.5 hours
Audience  Substitute Teachers
Pre-requisite: None
Course Description/Content
Overview of substitute teacher qualifications
Introduce the various types of sub assignments
Understand how to access the Sub Finder system to:

- Review current job assignments
- Secure new assignments
- Use Do Not Disturb and Unavailable features
HEALTH AND FIRST AID

Course Title: **CPR**

**4 hours**

**Audience:** Health Room Aides and Substitutes that cover the Health Room

**Pre-requisite: None**

**Course Description/Content:**
Participants learn how to safely administer CPR and provide care to students and staff in Sarasota County Schools

- **Cognitive Objectives**
  - Explain how to assess the need for CPR
  - Explain how to give CPR to adult, child, and infant (if all three CPR modules are taught) and how to use an AED (adult and child)
  - Explain how to use a mask
  - Explain when to phone the emergency response number or, 911
  - Explain the importance of answering a dispatcher’s questions
  - Explain the signs of choking
  - Explain how to help a choking adult, child, and infant (if all three lessons are taught)

- **Psychomotor Objectives or Skills to be Tested**
  - Demonstrate or give CPR to an adult, child, and infant (if all three CPR modules are taught)
  - Demonstrate the use of an AED for victims one year of age and older

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Course Title: **Medication Administration**

**7 hours**

**Audience:** Health Room Aides and Substitutes that cover the Health Room

**Pre-requisite: None**

**Course Description/Content:**
Participants learn how to safely administer medications and provide care to students in Sarasota County Schools

- Medication Administration and Diabetes policies and procedures
- School Health chain of command and resources to clarify medication or medical health concerns
- The 911 process and emergency care
- The 8 rights to medication administration
- Required components of a prescription label
- Authorization forms, treatment logs, and variance forms
- Epipen administration for life threatening allergic reaction
- Aseptic technique and measurement of medications
- Administration of eye drops and ointments, eardrops, nose spray, inhaled medication, and emergency injectable medication
- Medication side effects
- Diabetes definitions, types of diabetes, and diabetic care
Course Title: First Aid  
Audience: Registered Nurses, Health Room Aides and Substitutes that cover the Health Room  
Pre-requisite: None

Course Description/Content:
Participants learn how to safely administer first aid and provide care to students in Sarasota County Schools.

- Know the basics of first aid, including:
  - Rescuer duties
  - Victim and rescuer safety
  - Phoning for help
  - Finding the problem
  - After the emergency

- List the first aid steps for medical emergencies, including:
  - Breathing problems
  - Choking
  - Allergic reactions
  - Heart attack
  - Fainting
  - Diabetes and low blood sugar
  - Stroke
  - Seizures
  - Shock

- List the first aid steps for injury emergencies, including:
  - Bleeding you can see
  - Wounds
  - Bleeding you can’t see
  - Head, neck, and spine injuries
  - Broken bones and sprains
  - Burns and electrical injuries

- List the first aid steps for environmental emergencies, including:
  - Bites and stings
  - Temperature-related emergencies
  - Poison emergencies

- Psychomotor objectives:
  - Show the correct way to remove protective gloves
  - Show how to use an epinephrine pen for severe allergic reaction
  - Show how to stop bleeding
  - Show how to apply a bandage over a dressing
  - Show how to splint
PERSONAL COMPUTER TRAINING CLASSES

Course Title: Intro Word 2003 7 hours
Audience: Classified Staff
Pre-requisite: Understanding basic personal computer operations
Course Description/Content
Lesson 1: Introduction to Word 2003
Lesson 2: Creating and Saving Documents
Lesson 3: Editing Documents
Lesson 4: Using Automatic Text Features
Lesson 5: Printing Documents, Envelopes and Labels
Lesson 6: Formatting Text Lesson 7:
Formatting Paragraphs Lesson 8:
Formatting Document Pages Lesson 9:
Using Find and Replace
Lesson 10: Checking Spelling and Grammar and Using Research Tools
Lesson 11: Working with Templates

Course Title: Intermediate Word 2003 7 hours
Audience: Classified Staff
Pre-requisite: Intro Word or equivalent experience with Intro Word course content
Course Description/Content
Lesson 1: Working with Graphics
Lesson 2: Using Advanced Formatting Options
Lesson 3: Working with Headers and Footers
Lesson 4: Working with Columns
Lesson 5: Using Styles
Lesson 6: Creating Tables
Lesson 7: Formatting Tables
Lesson 8: Using Basic Collaboration Features
Lesson 9: Using Charts, Diagrams and Organization Charts

Course Title: Advanced Word 2003 7 hours
Audience: Classified Staff
Pre-requisite: Intermediate Word or equivalent experience with Intermediate Word course content
Course Description/Content
Lesson 1: Creating a Form Design
Lesson 2: Working with Form Fields
Lesson 3: Enhancing Forms
Lesson 4: Protecting and Testing Forms
Lesson 5: Using the Mail Merge Tool to Create Form Letters
Lesson 6: Using Advanced Mail Merge Features
Lesson 7: Using Advanced Collaboration Features
PERSONAL COMPUTER TRAINING CLASSES

Course Title  
Intro Excel 2003  
7 hours

Audience  
Classified Staff

Pre-requisite: Understanding basic personal computer operations

Course Description/Content
Lesson 1: Introduction to Excel
Lesson 2: Creating Workbooks
Lesson 3: Modifying Worksheets
Lesson 4: Formatting Worksheets
Lesson 5: Printing Worksheets
Lesson 6: Working with Formulas
Lesson 7: Working with Basic Functions
Lesson 8: Enhancing Worksheets
Lesson 9: Using Templates, Styles, Worksheet Backgrounds and AutoFormats
Lesson 10: Finding and Replacing Data

Course Title  
Intermediate Excel 2003  
7 hours

Audience  
Classified Staff

Pre-requisite: Intro Excel or equivalent experience with Intro Excel course content

Course Description/Content
Lesson 1: Working with Multiple Worksheets
Lesson 2: Adjusting the Screen Display
Lesson 3: Working with Advanced Functions
Lesson 4: Using Advanced Formatting Functions
Lesson 5: Using Advanced Print Options
Lesson 6: Filtering Data and Using Comments
Lesson 7: Naming Worksheet Ranges and Formulas
Lesson 8: Working with Charts
Lesson 9: Protecting Data
Lesson 10: Using Basic Integration and Web Features

Course Title  
Advanced Excel 2003  
7 hours

Audience  
Classified Staff

Pre-requisite: Intermediate Excel or equivalent experience with Intermediate Excel course content

Course Description/Content
Lesson 1: Working with Databases
Lesson 2: Sorting Database Data
Lesson 3: Using Database Functions
Lesson 4: Using Advanced Filters and Automatic Subtotals
Lesson 5: Creating Pivot Tables and Pivot Charts
Lesson 6: Formatting and Adjusting Pivot Tables
Lesson 7: Auditing Worksheets and Performing What-If Analyses
Lesson 8: Working with Scenarios
PERSONAL COMPUTER TRAINING CLASSES

Course Title  Intro Access 2003  7 hours
Audience  Classified Staff
Pre-requisite: Understanding basic personal computer operations
Course Description/Content
Lesson 1: Database Fundamentals
Lesson 2: Access Objects
Lesson 3: Creating Databases and Tables
Lesson 4: Working with Table Data
Lesson 5: Working with Table Structure
Lesson 6: Locating Information
Lesson 7: Working with Related Tables
Lesson 8: Using Select Queries
Lesson 9: Using Advanced Query Features
Lesson 10: Using Advanced Queries

Course Title  Intro PowerPoint 2003  7 hours
Audience  Classified Staff
Pre-requisite: Understanding basic personal computer operations
Course Description/Content
Lesson 1: Getting Started with PowerPoint
Lesson 2: Creating Presentations
Lesson 3: Modifying Presentations
Lesson 4: Using Proofing Tools
Lesson 5: Inserting and Modifying Objects
Lesson 6: Using WordArt, Clip Art, and Organization Charts
Lesson 7: Creating and Inserting Charts and Tables
Lesson 8: Inserting Multimedia Elements

Course Title  Intermediate PowerPoint 2003  7 hours
Audience  Classified Staff
Pre-requisite: Intro PowerPoint or equivalent experience with Intro PowerPoint course content
Course Description/Content
Lesson 1: Formatting Presentation Text
Lesson 2: Formatting Presentation Design Elements
Lesson 3: Using Collaborative Features
Lesson 4: Preparing and Delivering Presentations
Lesson 5: Customizing Presentations
Lesson 6: Applying Transitions and Animations
Lesson 7: Printing Presentations
Lesson 8: Using Alternative Delivery Methods
Course Title: *Intro Publisher*  
Audience: *Classified Staff*  
*Pre-requisite: Understanding basic personal computer operations*

Course Description/Content:  
Lesson 1: Getting Started  
Lesson 2: Creating Publications  
Lesson 3: Formatting Publications  
Lesson 4: Working with Multi-page Publications  
Lesson 5: Working with Objects & Graphics  
Lesson 6: Working with Tables  
Lesson 7: Printing Publications
FOOD AND NUTRITION TRAINING COURSES

Course Title  
*Foundations of School Food Service:*
  
  Ten 3-hour classes  
  30 hours total  

Audience  
*FNS Employees*  

Course Description/Content  
Employees gain a foundational view of school nutrition history, department policies and procedure, and are introduced to the basics of “why we do what we do”.

Course Title  
*Equipment Use and Care: Ten 3-hour classes*  
  30 hours total  

Audience  
*FNS Employees*  

Course Description/Content  
This dynamic class takes you in depth into the use and care of school food service equipment. You will know how to take the equipment apart safely, clean it, and use it by the end of the course.

Course Title  
*Quantity Cooking: Ten 4-hour classes*  
  40 hours total  

Audience  
*FNS Employees*  

Course Description/Content  
Employees learn how to use and understand quantity recipes in school meal programs. Participants learn how to expand or decrease recipes and receive hands-on experience in preparing the many wonderful recipes the department serves to children each day, covering everything from baked goods to main entrees. Participants even get to taste and rate their efforts.

*Note: This course is required for all main dish cook positions (FSA II position).*

Course Title  
*Customer Satisfaction and Public Relations:*
  
  Ten 3-hour classes  
  30 hours total  

Audience  
*FNS Employees*  

Course Description/Content  
Participants learn the “dos” and “don’ts” of dealing with customers and how to provide successful public relations. Good customer relation skills are the key to success in food service. This course benefits employees in working with people in all areas of their lives.
FOOD AND NUTRITION TRAINING COURSES

Course Title  Computer Applications and Cash Control  20 hours total
Audience  FNS Employees
Course Description/Content
This hands-on course explores the proper workings of all aspects of the computer system and proper cash control procedures. Participants learn how to cashier correctly and efficiently. Interested participants will also gain experience with the computer procedures of the manager’s office. This is a great opportunity for anyone who desires to cashier, to assist the manager, or for aspiring manager interns.

Course Title  HAZCOM
Audience  FNS Employees
Course Description/Content
Employees are educated on the FNS department’s hazardous communication policy, the purpose of and how to use Material Safety Data Sheets (MSDS), and the importance of safe handling procedures for all chemicals used in the department.

Course Title  Hand Washing
Audience  FNS Employees
Course Description/Content
Good hand washing technique is crucial to safe food preparation and handling. In this class employees review why we wash and how to wash our hands properly. The class will shed new light on how well we wash our hands.

Course Title  Manager Intern Class
Audience  FNS Manager Interns
Pre-requisite: Foundations, Equipment Use and Care, Quantity Cooking
Course Content/Description
This informative class is a requirement for all manager interns. It covers all aspects of Food Service Operations and introduces prospective managers to what it takes to succeed in the world of school food service.

General Education Diploma (GED) classes are not offered by the FNS Department; however, the department is committed to helping employees achieve their educational goals. Contact the Central FNS Office at 941-486-2199 for more details. Please be advised that a diploma is required for any employee desiring to become a Main Dish Cook (FSA II) or a Food and Nutrition Services Manager.
Course Title: The Professional School Custodian – Class #1  
Audience: Facilities Employees  
(Class size maximum – 30)

6 hours

Course Description/Content:
- School Custodial Advancement Program (CAP) for the custodian
- Selecting the custodian
- Good public relations
- Human relations
- Employer/employee relations
- Legal and ethical aspects
- Structure of custodial responsibilities
- Board policy
- Administrative regulations
- Custodial handbook
- Decision-making
- Custodian’s relations with general public
- Custodian’s relations with employees
- Custodian’s role in management
- Communications and responsibilities
- Training new employees
FACILITIES TRAINING COURSES

Course Title  
Safety in School Operations- Class #2  
6 hours

Audience  
Facilities Employees  
(Class size maximum – 30)

Course Description/Content
- Philosophy and laws
- Accidents and reporting
- Personal safety:
  - Conditions
  - Factors
  - Object handling
  - Protective devices
  - Special equipment
- Building safety:
  - Structural systems
  - Mechanical systems
  - Electrical systems
- Fire safety
- Housekeeping safety
- Grounds safety: site and physical traits
- Student safety
- Hand tool safety
- First Aid

Course Title  
Sanitation and School Housekeeping – Class #3  
12 hours

Audience  
Facilities Employees  
(Class size maximum – 30)

Course Description/Content
Basic material in the subject areas of:
- Bacteriology
- Germicidal - detergents
- Special cleaning agents
- Spot and stain removal technique
- Sanitation tools and supplies
- Toilet fixtures, surfaces, and finishes
- Sanitizing methods and procedures
- Soils and surfaces
- Housekeeping cleaning methods
- Pest control

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Course Title: Floor and Carpet Care for Schools – Class #4  
Audience: Facilities Employees  
(Class size maximum – 30)  
Course Description/Content:  
This course covers all types of floors and carpets and the care required for each type, such as:  
- Sweeping  
- Dust mopping  
- Vacuuming: wet and damp mopping  
- Scrubbing  
- Stripping  
- Rinsing  
- Sealing  
- Waxing  
- Sanding  
- Spot and stain removal  
- Shampooing  
- Spray buffing  
- Refinishing  
The class uses visual aids, class discussion participation, and demonstrations.

Course Title: Custodian Essentials - Part A  
Audience: Facilities Employees  
(Class size maximum – 40)  
Course Description/Content:  
This course is a condensed version of classes 1-4.

Course Title: Minor Maintenance for Custodians and Climate Support:  
Structure and Energy Conservation – Class #6  
Audience: Facilities Employees  
(Class size maximum – 30)  
Course Description/Content:  
- Defining minor maintenance  
- Basic electricity: sources, tools, equipment  
- Basic carpentry: tools, equipment, job procedures  
- Basic plumbing: tools, equipment, job procedures  
- Painting: tools, equipment, job procedures  
- Masonry: tools, equipment, job procedures
Course Title: *Grounds Care for Schools – Class #7*  
Audience: *Facilities Employees*  
*Class size maximum – 30*  
Course Description/Content:  
- Good grounds care  
- Lawns: grasses, soil, mowing, disease, fertilizing, watering  
- Recreation areas  
- Shrubbery  
- Trees  
- Equipment  
- Pest control  

Course Title: *Custodial Essentials – Part B*  
Audience: *Facilities Employees*  
*Class size maximum – 40*  
Course Description/Content:  
This course is a condensed version of classes 6 and 7.
TRANSPORTATION SERVICES TRAINING

Course Title: Pre-service Training for Bus Drivers  
Audience: Transportation Employees  
Course Description/Content

Unit 1: School Bus Driver Role and Responsibility
The participant will be able to:
• State the basic responsibilities of the pupil transportation team members.
• Explain the requirements for becoming and remaining a school bus driver.
• Explain the differences between laws, rules, regulations, policies, and recommendations.
• Describe how to gain and maintain professional status.

Unit 2: School Bus Vehicle Familiarization
The participant will be able to:
• State the legal description of a school bus.
• Identify the physical characteristics of a bus and describe the problems caused by these characteristics.
• Identify the danger zones around the bus.

Unit 3: School Bus Vehicle Inspections
The participant will be able to:
• State reasons for performing vehicle inspections.
• Identify the five types of vehicle inspections.
• Identify the most common unsafe conditions found during inspections.
• State the procedure for conducting a pre-trip inspection.
• Identify the items that should be checked during between trip inspections.
• Identify the items that should be checked during post-trip inspections.
• Explain the requirements for monthly bus inspections by the school district.
• Describe an acceptable procedure for reporting unsafe conditions.
Course Title: **Pre-service Training for Bus Drivers**  40 hours
Audience: **Transportation Employees**

Course Description/Content

Unit 4: *School Bus Vehicle Operations*
The participant will be able to:

- Describe the IPDE process (identify, predict, decide, execute).
- Explain the guidelines for determining and maintaining safe following distances.
- Explain the legal and recommended procedures when approaching and crossing railroad tracks.
- Explain the procedure for reporting dangerous railroad crossings.
- Explain who is legally required to yield when encountering right-of-way situations.
- Explain when passing on the right and left is permitted and prohibited.
- Explain the correct procedure for positioning the bus.
- Identify fuel conservation driving techniques.

Unit 5: *School Bus Traffic Control Devices*
The participant will be able to:

- Identify the meanings of standard colors, shapes, symbols, and messages used on traffic signs.
- Identify the meaning of the standard traffic signals.
- Identify the meaning of the standard roadway markings.
- Explain the meaning of the colors used in road delineators.

Unit 6: *School Bus Critical Situations*
The participant will be able to:

- Explain how the driver can improve his/her ability to correctly respond to critical situations.
- Identify and list a set of principles for preventing and correcting any kind of traction loss.
- Explain the correct response for loss of brakes, steering failure, tire blow out, headlight failure, accelerator sticks, and engine overheats.
- Identify the three classifications of fire and name the number and type of fire extinguisher(s) to be carried on the bus.
- State the requirements and correct procedures for staking out a disabled school bus.
- Demonstrate the correct procedures for the three bus evacuation methods.
TRANSPORTATION SERVICES TRAINING

Course Title  
Pre-service Training for Bus Drivers  
40 hours

Audience  
Transportation Employees

Course Description/Content

Unit 7: School Bus Accident Procedures
The participant will be able to:

• Explain the actions required and penalties when involved in an accident with an attended vehicle or pedestrian.
• Explain the actions required and penalties when involved in an accident with an unattended vehicle or fixed object.

Unit 8: Loading and Unloading School Bus Passengers
The participant will be able to:

• Explain the legal requirements and the recommendations on stop locations for loading and unloading passengers.
• Describe the proper and improper use of the alternately flashing red and amber pupil warning lights.
• Correctly sequence the necessary actions for loading passengers on the highway or street, on school or other private property, and at a turn-around stop.
• Explain the procedure for reporting motorists who illegally pass the bus when loading and unloading passengers.
• Explain the importance of maintaining an accurate time schedule.

Unit 9: School Bus Passenger Management
The participant will be able to:

• Describe the nature of young people.
• Describe the stages of human development.
• Explain how desires, fears, and drives of young people motivate their behavior.
• Identify common characteristics of people and describe how to deal with these characteristics.
• Identify negative roadblocks to effective communication with students.
• Identify driver actions that affect positive student behavior.
• State the responsibilities of the passenger management team members.
TRANSPORTATION SERVICES TRAINING

Course Title  Pre-service Training for Bus Drivers
Audience  Transportation Employees

Course Description/Content

**Unit 10: First Aid for the School Bus Driver**
The participant will be able to:

- Explain and demonstrate the proper procedure for mouth to mouth and mouth to nose resuscitation.
- Explain and demonstrate the proper procedure for clearing an obstructed airway.
- Explain and demonstrate the proper methods of controlling bleeding.
- Identify the symptoms of shock and explain the proper procedure for treating shock.
- Explain the proper treatment for eye injuries, vomiting, mouth or face injuries, fainting, falls, and epileptic seizures.
- Identify the location and contents of the first aid kit.

**Unit 11: Exception Student Education**
The participant will be able to:

- Demonstrate knowledge of Federal, State, and Local laws related to transporting students with special needs.
- Demonstrate knowledge of equipment, medical procedures, universal precautions, and medical considerations for students with special needs.
- Demonstrate knowledge of effective communication techniques for interacting with students with special needs.

**Unit 12: School Bus Passenger Field Trips**
The participant will be able to:

- Identify the necessary information needed in planning the field trip.
- Identify the necessary preparations for handling emergencies while on a field trip.
- Identify the types of field trips and state the responsibilities of the driver, group leader, chaperone, and transportation supervisor.
- Identify conditions causing behavior problems on a field trip and explain how to avoid or deal with them.

**Unit 14: Commercial Driver's License**
This unit reviews the testing procedures/process for obtaining a CDL and passing the required tests.
Course Title: **Annual Training for Bus Drivers** 20 hours

**Audience:** Transportation Employees

**Pre-requisite:** 40-hour Pre-service training

**Course Description/Content**

Each year the Transportation Department offers a 20-hour course for new and incumbent Bus Drivers. (The State of Florida mandates at least 8 hours.) Topics vary from year to year. Typical themes include:

- Blood Borne Pathogens/OSHA requirements
- Customer Service
- Best Practices for Positive Reinforcement for Students
- Valuing Diversity
- Drug Awareness
- Working with Exceptional Student Needs

Included in the 20-hour conference are:

- Bidding process for routes
- Dry runs for new bus drivers

Course Title: **Defensive Driving Course - Coaching the School Bus Driver**

**Audience:** Transportation Employees

**Pre-requisite:** 40-hour Pre-service training

**Course Description/Content**

- Define the *Cushion of Safety*
- Situational Driving – Preventable Collision
- Special Considerations
  - Backing Procedures
  - Railroad Crossing Procedures
  - Field Trip Considerations
  - Adverse Weather Conditions
- Bus Stop Procedures
- Vehicle Inspection