

# DEPARTMENT OF PUPIL TRANSPORTATION

## First Aid, CPR and Recertification Modules

### 2016-2017 CLASSES

TO: All Bus Drivers and Bus Attendants

FROM: Claudia Scordellis  
Transportation Department, Area Supervisor – Training

DATE: June 30, 2016

SUBJECT: Recertification Training for Bus Drivers and Bus Attendants

Classes will be held at Transportation Office, Training Division, 42000 Loudoun Center Place, Leesburg, VA 20175. There is no room to park your bus, please use your personal vehicle.

Bus drivers and bus attendants cannot attend classes together if route coverage is needed. There is no route coverage for your regular a.m. and/or p.m. routes. If your regular a.m. and p.m. routes do not allow you to attend a weekday or weeknight session then you will need to attend during the summer break.

Mark your personal calendar with your selections. **If your first (1<sup>st</sup>) choice is available you will *not* receive a confirmation.** You will be contacted only if your first (1<sup>st</sup>) choice is not available. Be sure to have a second choice when the enrollment form is submitted.

**INCLEMENT WEATHER:** When LCPS has a delayed opening, is closed or after school activities are canceled, any scheduled Recertification Modules will be canceled. It is the responsibility of the employee to re-schedule their class (es).

Children are not permitted to attend any training classes.

<p>Training Division, 571-252-1720 Office hours are 7:30 a.m. to 4:30 p.m.</p>
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# NATIONAL SAFETY COUNCIL

## FIRST AID COURSE

(one - 4 hour class)

**Certification valid for 3 years**

- Responding to Emergencies
- First Aid Principles
- Rescue Breathing & Airway Obstruction
- Written Examination

## CPR COURSE

(one - 3 hour class)

**Certification valid for 2 years**

- Emergency Action Principles
- Prevention of Childhood Injuries
- Rescue Breathing & Airway Obstruction
- Adult /Child/Infant
- Written Examination

## RECERTIFICATION MODULES

**Bus Drivers:** For example, if you completed your driver training in April 2008, you should take recertification modules starting April 2012 and complete them by April 2013. If you are not sure of your completion date, call the Training Office, 571-252-1720. Module 2 “Driving Fundamentals” you will be assigned a date after completing Module 1.

**Bus Attendants:** For example, if you completed your attendant training in April 2008 start taking recertification Module 4 in April 2012 and complete it by April 2013. If you are not sure of your completion date, call the Training Office, 571-252-1720.

MODULE #	TITLE	SETTING	WHO NEEDS TO TAKE	WHEN TO TAKE
MODULE 1	What are my Responsibilities?	Classroom	Bus Drivers	Every 5 years
MODULE 2	Driving Fundamentals	Actual bus driving	Bus Drivers	Every 5 years
MODULE 3	Defensive Driving	Classroom	Bus Drivers	Every 5 years
MODULE 4	Student Management	Classroom	Bus Drivers and Bus Attendants	Every 5 years
MODULE 6	Special Transportation	Classroom and bus demonstration	Bus Drivers and Bus Attendants	Every 3 years

<b>DATE</b>	<b>TRAINING</b>	<b>TIME</b>
Thursday, September 01, 2016	MOD 1	9:30 a.m. -1:30 p.m.
Tuesday, September 06, 2016	CPR	6-9 p.m.
Wednesday, September 07, 2016	FA	5:30-9:30 p.m.
Saturday, September 10, 2016	CPR	8-11 a.m.
Saturday, September 10, 2016	MOD 6	8 a.m. -12 p.m.
Thursday, September 15, 2016	MOD 3	9:30 a.m. -1:30 p.m.
Thursday, September 15, 2016	MOD 4	9:30 a.m. -1:30 p.m.
Thursday, September 29, 2016	FA	9:30 a.m. -1:30 p.m.
Friday, September 30, 2016	CPR	9:30 a.m. -12:30 p.m.
Monday, October 03, 2016	FA	5:30-9:30 p.m.
Tuesday, October 04, 2016	CPR	6-9 p.m.
Saturday, October 08, 2016	FA	8 a.m. -12 p.m.
Saturday, October 08, 2016	MOD 6	8 a.m. -12 p.m.
Tuesday, October 11, 2016	MOD 1	5:30-9:30 p.m.
Wednesday, October 12, 2016	MOD 3	5:30-9:30 p.m.
Thursday, October 13, 2016	CPR	6-9 p.m.
Thursday, October 13, 2016	MOD 4	5:30-9:30 p.m.
Friday, October 28, 2016	CPR	9:30 a.m. -12:30 p.m.
Tuesday, November 01, 2016	MOD 3	9:30 a.m. -1:30 p.m.
Thursday, November 03, 2016	MOD 1	9:30 a.m. -1:30 p.m.
Saturday, November 05, 2016	CPR	8-11 a.m.
Saturday, November 05, 2016	MOD 6	8 a.m. -12 p.m.
Monday, November 07, 2016	MOD 4	9:30 a.m. -1:30 p.m.
Thursday, November 10, 2016	CPR	6-9 p.m.
Thursday, November 10, 2016	FA	5:30-9:30 p.m.
Monday, November 14, 2016	CPR	9:30 a.m. -12:30 p.m.
Monday, November 14, 2016	FA	9:30 a.m. -1:30 p.m.
Tuesday, December 06, 2016	CPR	9:30 a.m. -12:30 p.m.
Thursday, December 08, 2016	CPR	6-9 p.m.
Thursday, December 08, 2016	MOD 4	5:30-9:30 p.m.
Saturday, December 10, 2016	FA	8 a.m. -12 p.m.
Saturday, December 10, 2016	MOD 6	8 a.m. -12 p.m.
Monday, December 12, 2016	CPR	6-9 p.m.

<b>DATE</b>	<b>TRAINING</b>	<b>TIME</b>
Monday, December 12, 2016	MOD 3	5:30-9:30 p.m.
Thursday, December 15, 2016	FA	5:30-9:30 p.m.
Thursday, December 15, 2016	MOD 1	5:30-9:30 p.m.
Tuesday, January 03, 2017	FA	9:30 a.m. -1:30 p.m.
Thursday, January 05, 2017	CPR	9:30 a.m. -12:30 p.m.
Saturday, January 07, 2017	CPR	8-11 a.m.
Saturday, January 07, 2017	MOD 6	8 a.m. -12 p.m.
Monday, January 09, 2017	MOD 1	9:30 a.m. -1:30 p.m.
Tuesday, January 10, 2017	CPR	6-9 p.m.
Tuesday, January 10, 2017	FA	5:30-9:30 p.m.
Tuesday, January 10, 2017	MOD 3	9:30 a.m. -1:30 p.m.
Thursday, January 12, 2017	MOD 4	9:30 a.m. -1:30 p.m.
Wednesday, February 01, 2017	CPR	6-9 p.m.
Wednesday, February 01, 2017	MOD 4	5:30-9:30 p.m.
Thursday, February 02, 2017	MOD 1	5:30-9:30 p.m.
Thursday, February 02, 2017	MOD 3	5:30-9:30 p.m.
Saturday, February 04, 2017	FA	8 a.m. -12 p.m.
Saturday, February 04, 2017	MOD 6	8 a.m. -12 p.m.
Tuesday, February 07, 2017	CPR	9:30 a.m. -12:30 p.m.
Thursday, February 09, 2017	CPR	6-9 p.m.
Thursday, February 09, 2017	FA	5:30-9:30 p.m.
Wednesday, March 01, 2017	CPR	9:30 a.m. -12:30 p.m.
Thursday, March 02, 2017	FA	9:30 a.m. -1:30 p.m.
Thursday, March 02, 2017	MOD 3	9:30 a.m. -1:30 p.m.
Monday, March 06, 2017	MOD 1	9:30 a.m. -1:30 p.m.
Saturday, March 11, 2017	CPR	8-11 a.m.
Saturday, March 11, 2017	MOD 6	8 a.m. -12 p.m.
Monday, March 13, 2017	MOD 4	9:30 a.m. -1:30 p.m.
Wednesday, March 15, 2017	CPR	6-9 p.m.
Wednesday, March 15, 2017	FA	5:30-9:30 p.m.
Saturday, April 01, 2017	FA	8 a.m. -12 p.m.
Saturday, April 01, 2017	MOD 6	8 a.m. -12 p.m.
Monday, April 03, 2017	CPR	9:30 a.m. -12:30 p.m.
Monday, April 03, 2017	MOD 1	5:30-9:30 p.m.

<b>DATE</b>	<b>TRAINING</b>	<b>TIME</b>
Tuesday, April 04, 2017	MOD 3	5:30-9:30 p.m.
Wednesday, April 05, 2017	CPR	6-9 p.m.
Wednesday, April 05, 2017	FA	5:30-9:30 p.m.
Thursday, April 06, 2017	MOD 4	5:30-9:30 p.m.
Monday, May 01, 2017	FA	9:30 a.m. -1:30 p.m.
Tuesday, May 02, 2017	MOD 4	9:30 a.m. -1:30 p.m.
Thursday, May 04, 2017	CPR	6-9 p.m.
Thursday, May 04, 2017	FA	5:30-9:30 p.m.
Thursday, May 04, 2017	MOD 3	9:30 a.m. -1:30 p.m.
Saturday, May 06, 2017	CPR	8-11 a.m.
Saturday, May 06, 2017	MOD 6	8 a.m. -12 p.m.
Monday, May 08, 2017	MOD 1	9:30 a.m. -1:30 p.m.
Tuesday, May 09, 2017	CPR	9:30 a.m. -12:30 p.m.
Thursday, June 01, 2017	CPR	9:30 a.m. -12:30 p.m.
Saturday, June 03, 2017	FA	8 a.m. -12 p.m.
Saturday, June 03, 2017	MOD 6	8 a.m. -12 p.m.
Tuesday, June 06, 2017	CPR	6-9 p.m.
Tuesday, June 06, 2017	FA	5:30-9:30 p.m.
Wednesday, June 07, 2017	MOD 1	5:30-9:30 p.m.
Wednesday, June 07, 2017	MOD 4	5:30-9:30 p.m.
Thursday, June 08, 2017	CPR	6-9 p.m.
Thursday, June 08, 2017	MOD 3	5:30-9:30 p.m.
Wednesday, July 05, 2017	MOD 1	12-4 p.m.
Thursday, July 06, 2017	FA	12-4 p.m.
Friday, July 07, 2017	CPR	1-4 p.m.
Monday, July 10, 2017	MOD 4	12-4 p.m.
Tuesday, July 11, 2017	FA	8 a.m. -12 p.m.
Wednesday, July 12, 2017	MOD 3	12-4 p.m.
Thursday, July 13, 2017	MOD 6	8 a.m. -12 p.m.
Monday, July 17, 2017	CPR	8-11 a.m.
Tuesday, August 01, 2017	CPR	8-11 a.m.
Wednesday, August 02, 2017	MOD 3	12-4 p.m.
Thursday, August 03, 2017	FA	8 a.m. -12 p.m.
Monday, August 07, 2017	FA	8 a.m. -12 p.m.

<b>DATE</b>	<b>TRAINING</b>	<b>TIME</b>
Tuesday, August 08, 2017	MOD 1	8 a.m. -12 p.m.
Wednesday, August 09, 2017	MOD 4	12-4 p.m.
Thursday, August 10, 2017	CPR	8-11 a.m.
Friday, August 11, 2017	MOD 6	12-4 p.m.

This 2016-2017 list includes First Aid, CPR and Recertification Module classes.

Position:  Driver  Attendant Bus # \_\_\_\_\_

Area (circle): Central East West South Special Trans Out of County Substitute Lead Driver/Office

PID # \_\_\_\_\_ Print Name: \_\_\_\_\_

Daytime Telephone Number: ( ) \_\_\_\_\_

e-mail address: \_\_\_\_\_ @ \_\_\_\_\_

Do you have runs needing coverage during the class(es) you have registered for?

- Check one:  **Yes** If yes, please provide the information on this form requiring route coverage.  
**Drivers and attendants cannot attend classes together if route coverage is needed.**  
 No, route coverage is not needed

### FIRST AID & CPR RECERTIFICATION ENROLLMENT FORM

Complete the information below for the class(es) you would like to attend. If route coverage is needed, please provide below.

If your first (1<sup>st</sup>) choice is available you will **not** receive a confirmation.

These are the classes I would like to attend ↓			Route Coverage Information Needed			
Office Use Only/Offered	FIRST AID	DATE	Run Code No.	School(s) Served	Start Time	End Time
	1st Choice DATE					
	2nd Choice DATE					
Office Use Only/Offered	CPR	DATE	Run Code No.	School(s) Served	Start Time	End Time
	1st Choice DATE					
	2nd Choice DATE					

PID# \_\_\_\_\_ BUS# \_\_\_\_\_ NAME \_\_\_\_\_ PHONE ( ) \_\_\_\_\_

**RECERTIFICATION MODULE ENROLLMENT FORM 2015-2016**

Complete the information below for the class(es) you would like to attend. If route coverage is needed, please provide below.

If your first (1<sup>st</sup>) choice is available you will **not** receive a confirmation.

These are the classes I would like to attend ↓			Route Coverage Information Needed			
Office Use Only/Offered	<b>MODULE 1</b>	<b>DATE</b>	<b>Run Code No.</b>	<b>School(s) Served</b>	<b>Start Time</b>	<b>End Time</b>
	1st Choice					
	2nd Choice					
Office Use Only/Offered	<b>MODULE 3</b>	<b>DATE</b>	<b>Run Code No.</b>	<b>School(s) Served</b>	<b>Start Time</b>	<b>End Time</b>
	1st Choice					
	2nd Choice					
Office Use Only/Offered	<b>MODULE 4</b>	<b>DATE</b>	<b>Run Code No.</b>	<b>School(s) Served</b>	<b>Start Time</b>	<b>End Time</b>
	1st Choice					
	2nd Choice					
Office Use Only/Offered	<b>MODULE 6</b>	<b>DATE</b>	<b>Run Code No.</b>	<b>School(s) Served</b>	<b>Start Time</b>	<b>End Time</b>
	1st Choice					
	2nd Choice					

TRAINING OFFICE USE ONLY				
Contacted	E-mail	Person	Phone/msg.	

**Return this completed form to:** Transportation Office, 42000 Loudoun Center Place, Leesburg, VA 20175  
 Attn: Training Division  
 Telephone: 571.252.1720 Fax: 703-779-8965  
 Office hours: 7:30 am – 4:30 pm