

DEPARTMENT OF PUPIL TRANSPORTATION

First Aid, CPR and Recertification Modules

2017-2018 CLASSES

TO: All Bus Drivers and Bus Attendants

FROM: Tasha Drew
Transportation Department, Area Supervisor – Training

DATE:

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 (1st) choice is available, you will *not* receive a confirmation.** You will be contacted only if your first (1st) 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.

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| <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 2010, you should take recertification modules starting April 2014 and complete them by April 2015. 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 2010, start taking recertification Module 4 in April 2014 and complete it by April 2015. 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 |

| DATE | TRAINING | TIME |
|-----------------------------|-----------------|------------------|
| Saturday September 9, 2017 | Mod. 6 | 8:00 AM-12:00 PM |
| Saturday September 9, 2017 | FA | 8:00 AM-12:00 PM |
| Monday September 11, 2017 | CPR | 10:00 AM-1:00 PM |
| Tuesday September 12, 2017 | Mod. 1 | 10:00 AM-1:00 PM |
| Thursday September 14, 2017 | Mod. 3 | 10:00 AM-1:00 PM |
| Friday September 15, 2017 | Mod. 4 | 10:00 AM-1:00 PM |
| Friday September 29, 2017 | CPR | 10:00 AM-1:00 PM |
| Monday October 2, 2017 | Mod. 1 | 6:00 PM-9:00 PM |
| Wednesday October 4, 2017 | Mod. 4 | 6:00 PM-9:00 PM |
| Thursday October 5, 2017 | Mod. 3 | 6:00 PM-9:00 PM |
| Wednesday October 11, 2017 | CPR | 6:00 PM-9:00 PM |
| Saturday October 14, 2017 | Mod. 6 | 8:00 AM-12:00 PM |
| Saturday October 14, 2017 | FA | 8:00 AM-12:00 PM |
| Monday October 30, 2017 | Mod. 3 | 10:00 AM-1:00 PM |
| Tuesday October 31, 2017 | Mod. 4 | 10:00 AM-1:00 PM |
| Thursday November 2, 2017 | Mod. 1 | 10:00 AM-1:00 PM |
| Saturday November 4, 2017 | FA | 8:00 AM-12:00 PM |
| Saturday November 4, 2017 | Mod. 6 | 8:00 AM-12:00 PM |
| Thursday November 9, 2017 | CPR | 10:00 AM-1:00 PM |
| Thursday November 16, 2017 | CPR | 10:00 AM-1:00 PM |
| Friday December 1, 2017 | Mod. 3 | 10:00 AM-1:00 PM |
| Saturday December 2, 2017 | FA | 8:00 AM-12:00 PM |
| Saturday December 2, 2017 | Mod. 6 | 8:00 AM-12:00 PM |
| Monday December 4, 2017 | CPR | 10:00 AM-1:00 PM |
| Tuesday December 5, 2017 | Mod. 1 | 10:00 AM-1:00 PM |
| Thursday December 7, 2017 | Mod. 4 | 10:00 AM-1:00 PM |
| Tuesday December 14, 2017 | CPR | 10:00 AM-1:00 PM |
| Saturday January 6, 2018 | FA | 8:00 AM-12:00 PM |
| Saturday January 6, 2018 | Mod. 6 | 8:00 AM-12:00 PM |
| Monday January 8, 2018 | Mod. 1 | 6:00 PM-9:00 PM |
| Tuesday January 9, 2018 | Mod. 3 | 6:00 PM-9:00 PM |
| Wednesday January 10, 2018 | Mod. 4 | 6:00 PM-9:00 PM |
| Thursday January 11, 2018 | CPR | 6:00 PM-9:00 PM |
| Tuesday January 16, 2018 | CPR | 6:00 PM-9:00 PM |
| Thursday February 1, 2018 | Mod. 1 | 10:00 AM-1:00 PM |
| Friday February 2, 2018 | Mod. 4 | 10:00 AM-1:00 PM |
| Monday February 5, 2018 | Mod. 3 | 10:00 AM-1:00 PM |
| Tuesday February 6, 2018 | CPR | 10:00 AM-1:00 PM |
| Saturday February 10, 2018 | FA | 8:00 AM-12:00 PM |
| Saturday February 10, 2018 | Mod. 6 | 8:00 AM-12:00 PM |
| Monday February 12, 2018 | CPR | 10:00 AM-1:00 PM |
| Saturday March 3, 2018 | FA | 8:00 AM-12:00 PM |
| Saturday March 3, 2018 | Mod. 6 | 8:00 AM-12:00 PM |
| Monday March 5, 2018 | Mod. 4 | 6:00 PM-9:00 PM |
| Tuesday March 6, 2018 | Mod. 3 | 6:00 PM-9:00 PM |
| Wednesday March 7, 2018 | Mod. 1 | 6:00 PM-9:00 PM |

| DATE | TRAINING | TIME |
|-------------------------|-----------------|------------------|
| Thursday March 8, 2018 | CPR | 6:00 PM-9:00 PM |
| Tuesday March 13, 2018 | CPR | 6:00 PM-9:00 PM |
| Tuesday April 3, 2018 | Mod. 1 | 10:00 AM-1:00 PM |
| Thursday April 5, 2018 | Mod. 4 | 10:00 AM-1:00 PM |
| Tuesday April 10, 2018 | Mod. 3 | 10:00 AM-1:00 PM |
| Thursday April 12, 2018 | CPR | 10:00 AM-1:00 PM |
| Saturday April 14, 2018 | FA | 8:00 AM-12:00 PM |
| Saturday April 14, 2018 | Mod. 6 | 8:00 AM-12:00 PM |
| Friday April 27, 2018 | CPR | 10:00 AM-1:00 PM |
| Monday May 7, 2018 | Mod. 4 | 6:00 PM-9:00 PM |
| Tuesday May 8, 2018 | Mod. 1 | 6:00 PM-9:00 PM |
| Wednesday May 9, 2018 | Mod. 3 | 6:00 PM-9:00 PM |
| Thursday May 10, 2018 | CPR | 6:00 PM-9:00 PM |
| Tuesday May 15, 2018 | CPR | 6:00 PM-9:00 PM |
| Saturday May 19, 2018 | FA | 8:00 AM-12:00 PM |
| Saturday May 19, 2018 | Mod. 6 | 8:00 AM-12:00 PM |
| Friday June 1, 2018 | CPR | 10:00 AM-1:00 PM |
| Monday June 4, 2018 | Mod. 1 | 10:00 AM-1:00 PM |
| Tuesday June 5, 2018 | Mod. 4 | 10:00 AM-1:00 PM |
| Thursday June 7, 2018 | Mod. 3 | 10:00 AM-1:00 PM |
| Saturday June 16, 2018 | FA | 8:00 AM-12:00 PM |
| Saturday June 16, 2018 | Mod. 6 | 8:00 AM-12:00 PM |
| Monday July 2, 2018 | Mod. 6 | 8:00 AM-12:00 PM |
| Tuesday July 3, 2018 | FA | 8:00 AM-12:00 PM |
| Monday July 9, 2018 | CPR | 8:00 AM-12:00 PM |
| Tuesday July 10, 2018 | Mod. 1 | 8:00 AM-12:00 PM |
| Thursday July 12, 2018 | Mod. 3 | 8:00 AM-12:00 PM |
| Monday July 16, 2018 | Mod. 4 | 8:00 AM-12:00 PM |
| Thursday August 2, 2018 | Mod. 6 | 8:00 AM-12:00 PM |
| Monday August 6, 2018 | Mod. 4 | 8:00 AM-12:00 PM |
| Tuesday August 7, 2018 | Mod. 3 | 8:00 AM-12:00 PM |
| Thursday August 9, 2018 | Mod. 1 | 8:00 AM-12:00 PM |
| Monday August 13, 2018 | FA | 12:00 PM-4:00 PM |
| Tuesday August 14, 2018 | CPR | 8:00 AM-11:00AM |

Recertification Enrollment Form 2017-2018

Position: Driver _____ Attendant _____ Bus # _____

Area (Circle): Central East South Special Trans OOC Substitute Lead Driver/Office

PID# _____ Print Name: _____

Daytime Telephone Number: () _____

Email address _____@_____

You must contact dispatch if route coverage is needed

| | | |
|--|--------------------------------|-------------|
| These are the classes I would like to attend | | |
| Office Use Only | FIRST AID | Date |
| | 1 ST Choice Date | |
| | 2 nd Choice Date | |
| Office Use Only | CPR | Date |
| | 1 st Choice Date | |
| | 2 nd Choice Date | |
| These are the classes I would like to attend | | |
| Office Use Only | Module 1 | Date |
| | 1 ST Choice Date | |
| | 2 nd Choice Date | |
| Office Use Only | Module 3 | Date |
| | 1 st Choice Date | |
| | 2 nd Choice Date | |

Recertification Enrollment Form 2017-2018

You must contact dispatch if route coverage is needed

PID#_____ **BUS#**_____ **NAME**_____ **PHONE# ()**_____

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|--|--------------------------------|-------------|
| These are the classes I would like to attend | | |
| Office Use Only | Module 4 | Date |
| | 1 ST Choice Date | |
| | 2 nd Choice Date | |
| Office Use Only | Module 6 | Date |
| | 1 st Choice Date | |
| | 2 nd Choice Date | |

TRAINING OFFICE USE ONLY:

Contacted on_____

Emailed on_____

In Person on_____

Left Phone Message_____

Notes_____

