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MEMORANDUM

TO: School District Transportation Directors
School District Driver Trainers

FROM: Charlie Hood, Director
School Transportation Management Section

DATE: January 13, 2006

SUBJECT: 17th Annual Training Meeting, March 27-30, 2006
Lake Yale Baptist Assembly, Eustis, Florida

We have reserved meeting dates for this year's staff in-service opportunity for driver trainers, route managers, and others at Lake Yale Baptist Assembly March 27-30, 2006. The theme for this year is "**Lest We Forget—Safety First.**" Topics for this year's meeting were selected from the planning committee's suggestions, and we believe the sessions will be interesting, informative, and relevant for district transportation personnel. We have attached a draft agenda and the registration form. There is no limit to the number of participants who can attend this training.

The Florida Association for Pupil Transportation (FAPT) is charging a \$50 registration fee to cover the cost of materials and all lunches. The registration fee will be the only amount collected for those participants who commute to the training meeting each day. Confirmation of a participant's registration will be based upon receipt of the completed registration form and a check (district/personal) or purchase order made out to FAPT.

CHARLIE HOOD
Director, School Transportation

For those participants who plan to stay onsite, the following costs are in addition to the \$50 registration fee and are based on double occupancy:

Sunday – Thursday Motel Room (4 nights)	Monday – Thursday Motel Room (3 nights)
\$200	\$175

These costs cover lodging for the nights indicated, breakfast each morning (lunch is included in the registration fee), and dinner each night, as indicated on the agenda. All room rates are based on double occupancy. Participants arriving Sunday will not receive dinner; however, a Monday breakfast will be prepared for a minimum of 25 persons.

Please complete the attached questionnaire requesting information on each participant. A map with directions to the Lake Yale Baptist Assembly is also provided. Nightly planned activities include an Ice Cream Social on Monday, dinner on your own in Eustis on Tuesday, and Movies and Popcorn or Karaoke on Wednesday for those who are interested.

Because we must guarantee the participant count, there can be no refunds for cancellations; however, substitutions can be made prior to the meeting. Prepayment by check or purchase order is required for participation; please ensure that all participant payments have been completed prior to attending the training meeting. In order to properly account for all payments addressed to FAPT, please print on your check or purchase order the words "Lake Yale" to reference the Lake Yale training meeting.

There will be door prizes daily. District donations of door prizes are greatly appreciated.

For further information on registration or content of this exciting program, please contact Herman Carter, Kay Kanupp, or Ronnie McCallister at (850) 245-9795 or by e-mail at Ronnie.McCallister@fldoe.org.

RHM/ikk

Enclosures: Registration Form
Questionnaire Form
Draft Agenda
Map

cc: Christy Noe, USF Charter Schools Resource Center
Steven Adams, Director, Charter Schools

Registration Form

		<i>Select One Column for Each Person Staying at Lake Yale</i>			
		Sunday - Thursday	Monday - Thursday		
Participant's Name & Position	Reg. Fee \$50 (1)	Motel* \$200 (2)	or	Motel* \$175 (3)	Total (4)
1.					
2.					
3.					
4.					
5.					
6.					
Check or POs Made Out to FAPT Enclosed For (TOTAL):					(5)

- (1) Includes materials and lunches and must be paid by ALL participants.
- (2) Cost for persons staying in a motel room at Lake Yale (Sunday - Thursday; four nights).
- (3) Cost for persons staying in a motel room at Lake Yale (Monday - Thursday; three nights).
- (4) Add costs across the row for each participant.
- (5) Add costs for all participants down the column (mandatory).
- (6) Make multiple copies of this form if more than six (6) participants are attending.

Because we must guarantee participant count, there can be no refunds for cancellations; however, substitutions can be made prior to the training meeting. Prepayment is required for participation; please ensure that all participant payments have been completed prior to attending training meeting. In order to properly account for all payments addressed to FAPT, please imprint onto your check or purchase order the wording "Lake Yale" to reference the Lake Yale meeting.

ALL CHECKS AND POs MUST BE MADE OUT TO FAPT AND RETURNED TO THE ADDRESS BELOW.

Please complete the registration and questionnaire form and return no later than March 6, 2006, to (new FAPT office address):

Attn: Diane Bennett, Director
 Florida Association for Pupil Transportation
 P. O. Box 1686
 Eustis, FL 32727-1686
 Fax No. (850) 245-9935

**Please note that ALL persons staying onsite will be expected to share lodging (double occupancy) unless other arrangements are specified. Private single room rates per person, including registration: Sunday–Thursday (\$350) / Monday–Thursday (\$290).*

Director's Signature: _____

District _____

QUESTIONNAIRE

To be completed for each participant and returned with the Registration Form

Name: _____

District: _____

Position: _____

Lake Yale Lodging: Motel _____ None _____

Name of preferred roommate: _____

(If not completed, a roommate will be assigned)

Special needs: _____

Special dietary needs: _____

Absolutely NO alcoholic beverages are allowed on the property. If any alcoholic beverages are found in rooms, those participants assigned to the room will be asked to leave after a call is made to their respective director.

If you do not choose a roommate, one will be chosen for you.

2006 17th Annual Training Meeting Preliminary Agenda
Lake Yale Baptist Assembly
Eustis, Florida

March 27 - March 30, 2006

“Lest We Forget---Safety First”

Monday, March 27, 2006

9:00 - Noon	Registration (Fellowship Hall)
Noon - 1:15 p.m.	<p>Lunch, Introduction, Welcome, and Invocation (Dining Room) <i>Presenters: Dr. Anna Cowin, Superintendent, Lake District Schools; Mr. James Polk, Assistant Superintendent, Lake District Schools; Ms. Kay Kanupp, Program Specialist, Ms. Julie Wammack, Program Specialist, and Mr. Herman Carter, Senior Program Specialist, DOE</i></p> <p>Lunch in the dining room will be preceded by a welcome from the Superintendent and Assistant Superintendent of the host district.</p>
1:30 - 2:45 p.m.	<p>Gary Linton (Activities Wing-Room 330) <i>Presenters: Mr. Gary Linton, Gary Linton, Inc., and Mr. Ronnie McCallister, Director of Operations, Department of Education</i></p> <p>Mr. Linton will inspire and motivate us to do better things in our business and personal lives.</p>
2:45 - 3:15 p.m.	Break
3:15 - 4:30 p.m.	<p>Positive Media Coverage: How you can be a positive force! (330 Activities Wing) <i>Presenters: Mr. Fred Murphy, Assistant Superintendent, Polk District Schools, and Ms. Sharon Arnold, Training Specialist, Polk District Schools</i></p> <p>This session will cover the advantages and disadvantages of dealing proactively with the media. There is a protocol that needs to be followed by every district when discussing school bus issues with the press.</p>
5:30 - 6:30 p.m.	Dinner (Dining Room)
7:00 - 8:00 p.m.	<p>Old Fashioned Ice Cream Social (Fellowship Hall) This is the time we meet and greet our newcomers and our neighbors we haven't seen in a while. It is an opportunity to learn what is happening in the other districts and to share new ideas with each other. Assorted card and board games and movies are also available.</p>

Tuesday, March 28, 2006

8:30 - 9:30 a.m.	<p>Hire Smart - Recruitment, Retention, and Training (Room 330 Activities Wing) <i>Presenters: Ms. Cherrie Beardsley, Safety Specialist, Atlantic Express, and Mr. David Roy, Training Specialist, Laidlaw Transportation, Duval District Schools.</i> This session will focus on various recruitment strategies, interviewing and selecting the best candidates, legal issues associated with recruitment, the importance of orientation, how training can be used to weed out potential problems, and tips on retaining employees.</p>
9:30 - 9:45 a.m.	<p>Break</p>
9:45 - 10:45 a.m.	<p>Monitoring Visits - What Can The District Expect From The Department? (330 Activities Wing) <i>Presenter: Ronnie H. McCallister, Assistant Director of Transportation</i> This session will answer questions concerning the monitoring process that all districts are required by law to participate in. What is the actual process and why all the paperwork? Is it really needed?</p>
10:45 a.m. - Noon	<p>Participants may choose one of the following sessions, which will be repeated once. These sessions will be limited to 80 participants in any one session. Sign-up sheets will be posted outside each classroom.</p> <p>Evacuating Students with Special Needs (Room 345-347) <i>Presenter: Ms. Jean Zimmerman, Supervisor of Occupational and Physical Therapy, Palm Beach District Schools</i> Have YOU ever helped to take a student in a wheelchair out the back emergency door of the bus? This session will give an overview of how to correctly handle students with special needs during evacuations. Correct lifting and dragging procedures, as well as how to get a child in a wheelchair out the back door, will be demonstrated.</p> <p>Weather and School Buses (341-343) <i>Presenters: Mr. George Francey, Operator Safety & Training Specialist, Pinellas District Schools; and Ms. Lisa Buygi, Operator/Trainer, Laidlaw, Duval District Schools</i> What to do in the event the weather takes a turn for the worse and the operator still has a full bus load of students. What have we learned from the hurricanes we have encountered over the past two years?</p> <p>Crashes, Automated Online Accident Reporting, Hazardous Walking (340-342 Room) <i>Presenter: Mr. Herman Carter, Senior Program Specialist, Department of Education</i> Information on the new automated systems for accident reporting, hazardous walking and the yearly Profiles document. Mr. Carter will update everyone on these valuable programs and the generated reports that are available for school districts.</p>
Noon - 1:00 p.m.	<p>Lunch</p>
1:00 - 2:15 p.m.	<p>Repeat Concurrent Sessions (please choose one of the sessions from above)</p>

Tuesday, March 28, 2006 (continued)

2:15 - 2:45 p.m.	Break
2:45 - 4:00 p.m.	Operation Lifesaver (330 Activities Wing) <i>Presenters: Ms. Cherrie Beardsley, Safety Specialist, Atlantic Express, Duval District Schools; and Mr. Dave Geraci, Florida Operation Lifesaver.</i> This session will focus on railroad grade crossing safety, specializing in the responsibilities of school bus operators. The presentation includes a new 15-minute training video (released in October 2005), a formal presentation, and a question and answer session. Operation Lifesaver is a nationwide, non-profit public awareness program dedicated to ending collisions, fatalities, and injuries at highway-railroad grade crossings and on railroad property.
6:00 p.m. -	Dinner On Your Own in the Eustis Area
7:30 p.m. - until	Movies in the Activities Wing - Mr. Herman Carter

Wednesday, March 29, 2006

8:30 - 9:30 a.m.	<p>GPS Tracking: What Is It, an Asset or a Tell-all? (Room 330 Activities Wing) <i>Presenters: Ms. Barbara Shaw, Operations Director, and Ms. Barb Matteson, Sarasota District Schools</i> Sarasota County School District embarked on a new adventure this year. They have implemented Automated Vehicle Location (AVL)/Global Positioning System (GPS) tracking. The ride has been bumpy, but very exciting. They are also using Radio Frequency Identification (RFID) student tracking cards. They will share some of their discoveries and successes with you.</p>
9:30 - 9:45 a.m.	<p>Break</p>
9:45 - 10:30 a.m.	<p>Sexual Predators, Sexual Offenders, and the Jessica Lunsford Act - How Does It Affect School Transportation? (330 Activities Wing) <i>Presenters: Ms. Kathy Krell, Drug and Alcohol Specialist, Brevard District Schools; and Mr. Herman Carter, Senior Program Specialist, DOE</i> What are the statutes and rules concerning sexual predators and offenders? How does the Jessica Lunsford Act affect each school district? How is school transportation affected by these important issues? Mr. Carter and Ms. Krell will answer questions and lead an informal discussion for interested participants.</p>
10:30 - 10:45 a.m.	<p>Break</p>
10:45 a.m. - Noon	<p>Participants may choose one of the following sessions, which will be repeated once. These sessions will be limited to 80 participants in any one session. Sign-up sheets will be posted outside each classroom.</p> <p>Hurricanes----What a Difference???????????? (340-342 Room) <i>Presenters: Ms. Cherie Beardsley, Safety Specialist, Atlantic Express, and Mr. David Roy, Training Specialist, Laidlaw Transportation, Duval District Schools.</i> The last two years have been a real trial with the major hurricanes that have passed through our state. This session will help you assess how prepared you are and will outline the lessons that district folks have learned.</p> <p>Spanish for Transportation (346-348 Room) <i>Presenter: Ms. Mayra Santiago, Operator/Trainer, Alachua District Schools</i> The demand for different languages is becoming a challenge more and more in the bus environment. Every operator and attendant on the bus working daily with students can benefit from having at least a basic background in Spanish for Spanish-speaking riders.</p> <p>Defensive Driving (Room 341-343) <i>Presenter: Ms. Nena Garrett, Safety Specialist, Lee District Schools</i> This session provides an update on the latest defensive driving techniques and new traffic laws that every operator should be aware of while operating the bus.</p>
Noon - 1:00 p.m.	<p>Lunch</p>
1:00 - 2:15 p.m.	<p>Repeat Concurrent Sessions (please choose one of the following sessions from above)</p>

Wednesday, March 29, 2006 (continued)

2:15 - 2:30 p.m.	Break
2:30 - 4:30 p.m.	New School Bus Watch Program - Student Transportation Security (330 Activities Wing) <i>Presenter: American Trucking Association</i> Homeland security is not just a big city issue. School bus operators must do their part to minimize threats to our most vulnerable citizens, the students on their buses. This new module for school bus operators will be delivered by the American Trucking Association. Every school bus operator should be trained in this program. They are the ears and eyes of the nation, because they know what happens on their routes on a daily basis. This program will discuss what measures to take to identify and report suspicious activity.
6:00 p.m.	Dinner (Dining Room)
7:00 - ???	Karaoke Night - Movie Night with Popcorn (Fellowship Hall and Activities Wing) The Karaoke music will be in the Fellowship Hall starting at 7:00 pm, and movies will continue in the Activities Wing with excellent popcorn by Herman. Come and join the group of singers that are trying to make the big time.

Thursday, March 30, 2006

8:30 - 9:45 a.m.	The Latest and Greatest From the Department of Education (Activities Wing-Room 330) <i>Presenter: Mr. Charlie Hood, Director, School Transportation, Department of Education</i> Mr. Hood will provide updates and on current and upcoming transportation issues and regulations at the state and national level. Please come prepared to ask questions and make suggestions on how state and national agencies and associations can best meet your needs.
9:45 - 10:00 a.m.	Break
10:00 a.m. - Noon	New Training Curriculum: Transporting Students with Special Needs (Activities Wing-Room 330) <i>Presenters: Shirley Higgins, Consultant (with over 30 years of transportation experience!); Marlene Buettner, Special Needs Transportation Specialist, Palm Beach District Schools; and Julie Wammack, Special Needs Transportation Specialist, DOE</i> The new training curriculum for Transporting Students with Special Needs will be introduced. The module on “Managing the School Bus Environment” will be presented by members of the FAPT ESE Standards Committee.
Noon - 1:00 p.m.	LUNCH
1:00 - 1:30 p.m.	Session Wrap-up and Presentation of Workshop Certificates (Dining Room) <i>Presenters: Mr. Herman Carter, Program Specialist, DOE, Ms. Kay Kanupp, Program Specialist, DOE, and Ms. Julie Wammack, Program Specialist, DOE</i> Before starting on the road for home, plan to attend this wrap-up session that will provide participants with a recap of the week’s activities, addresses and phone numbers of the presenters, and workshop certificates.

All districts are asked to bring door prizes, three from each district if possible, which will be given away daily.

Anyone wishing to participate in any of the above mentioned activities or with ideas to share, please notify Kay Kanupp, Herman Carter, or Julie Wammack. Thank you.

Directions to Lake Yale Baptist Assembly Eustis, FL

