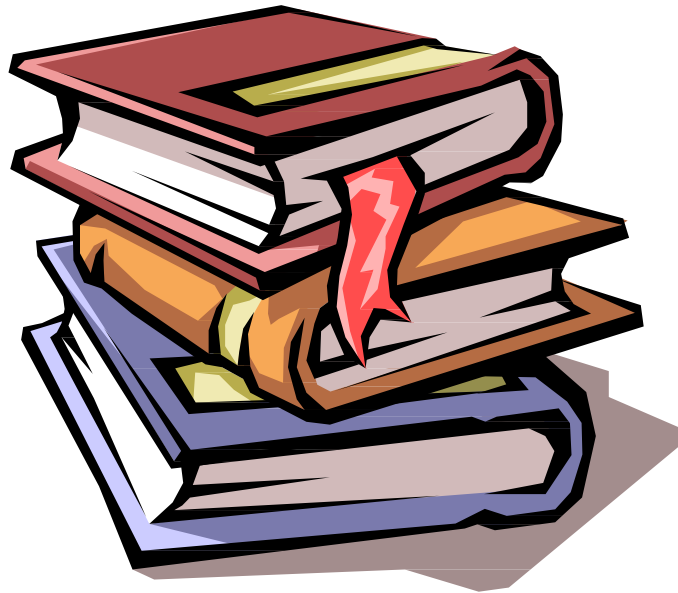




**PROFESSIONAL DEVELOPMENT  
DEPARTMENT**

**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

## TABLE OF CONTENTS

SUBJECT AREA	PAGE
<b>New Employee Orientation</b>	
<i>(Note: New Employee Orientation is a required course for all employees within the first 60 days of employment)</i>	
Board Appointed Employees	6
Substitute Teachers	6
Sub Finder Training	6
<b>Health and First Aid Training</b>	
CPR	7
Medication Administration	7
First Aid	8
<b>Personal Computer Training</b>	
Intro Word 2003	9
Intermediate Word 2003	9
Advanced Word 2003	9
Intro Excel 2003	10
Intermediate Excel 2003	10
Advanced Excel 2003	10
Intro Access 2003	11
Intro PowerPoint 2003	11
Intermediate PowerPoint 2003	11
Intro Publisher 2003	12

## TABLE OF CONTENTS (CONTINUED)

**SUBJECT AREA** **PAGE**

### **Food and Nutrition Services Training**

Foundations of School Food Service: Ten 3-hour classes (30 hours total)	13
Equipment Use and Care: Ten 3-hour classes (30 hours total)	13
Quantity Cooking: Ten 4-hour classes (40 hours total)	13
Customer Satisfaction and Public Relations: Ten 3-hour classes (30 hours total)	13
Computer Applications and Cash Control (20 hours total)	14
HAZCOM (15 minutes one time per year)	14
Hand Washing (15 minutes one time per year)	14
Manager Intern Class (One complete school year, class held weekly)	14

### **Facilities Training**

#### Custodial Advancement Program

- Achievement – Certified Custodian Certificate
  - Class 1: The Professional School Custodian 15
  - Class 2: Safety in School Operations 16
  - Class 3: Sanitation and School Housekeeping 16
  - Class 4: Floor and Carpet Care for Schools 17
  - Class 5: Custodial Essentials Part A 17
  
- Achievement – Master Custodian Certificate
  - Class 6: Minor Maintenance and Climate Support: Structure and Energy Conservation for the School Custodian 17
  - Class 7: Grounds Care for Schools 18
  - Class 8: Custodial Essentials Part B 18

## TABLE OF CONTENTS (CONTINUED)

SUBJECT AREA	PAGE
<b>Transportation Services Training</b>	
Pre-service Training for Bus Drivers (40 hours)	
Unit 1: School Bus Driver Role and Responsibility	19
Unit 2: School Bus Vehicle Familiarization	19
Unit 3: School Bus Vehicle Inspection	19
Unit 4: School Bus Vehicle Operations	20
Unit 5: School Bus Traffic Control Devices	20
Unit 6: School Bus Critical Situations	20
Unit 7: School Bus Accident Procedures	21
Unit 8: Loading and Unloading School Bus Passengers	21
Unit 9: School Bus Passenger Management	21
Unit 10: First Aid for the School Bus Driver	22
Unit 11: Exceptional Student Education	22
Unit 12: School Bus Passenger Field Trips	22
Unit 14: Commercial Driver's License	22
Annual Training for Bus Drivers (20 hours)	23
Defensive Driving Course-Coaching the School Bus Driver	23

## 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

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

## HEALTH AND FIRST AID



Course Title *First Aid*

*4 hours*

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

## PERSONAL COMPUTER TRAINING CLASSES



Course Title ***Intro Publisher***

***7 hours***

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.***

## FACILITIES TRAINING COURSES



Course Title *The Professional School Custodian – Class #1* **6 hours**  
Audience *Facilities Employees*  
(*Class size maximum – 30*)

### 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***  
Audience ***Facilities Employees***  
***(Class size maximum – 30)***

***6 hours***

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***  
Audience ***Facilities Employees***  
***(Class size maximum – 30)***

***12 hours***

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



## FACILITIES TRAINING COURSES



Course Title ***Floor and Carpet Care for Schools –Class #4*** ***18 hours***  
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*** ***18 hours***  
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*** ***18 hours***  
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

## FACILITIES TRAINING COURSES



Course Title ***Grounds Care for Schools –Class #7*** ***6 hours***  
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*** ***18 hours***  
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***

***40 hours***

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.

## TRANSPORTATION SERVICES TRAINING



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*

*40 hours*

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*

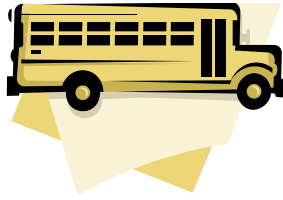
The participant will be able to:

- 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.

## TRANSPORTATION SERVICES TRAINING



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