



*Preparing today's learners for tomorrow's opportunities*

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Executive Director

## MEMORANDUM

**To:** District Transportation Directors  
**From:** Peggy DeMoss  
**Date:** July 7, 2017  
**Subject:** New Policy/Fees for Transportation Certification Classes

Happy summer! I hope this communication finds you well and rested before the start to a new, exciting school year. Please review the information below and make a note of the following changes to policy and fees regarding transportation certification classes.

***District "Holds" on Training Classes*** – One of the perks that we offer school districts that host a bus driver training class is the option to “hold” (or restrict) registrations to participants from the hosting district, unless the district notifies us to open up any unused seats for other outside participants. Many school districts contact ESC Region 11 on a daily basis asking to enroll a driver in one of the restricted eight-hour or 20-hour bus safety classes. We politely inform them that seats in those classes are being held by the hosting district, and that we will let them know if any of those seats are released. Unfortunately, we are experiencing situations where a hosting district does not release the unfilled seats (or releases them too late), and we do not have a full roster of registered drivers for the session. If seats go unfilled, drivers across the region lose an opportunity to be certified/recertified. ESC Region 11 trains hundreds of drivers throughout the summer months, and we believe that every driver is valuable and should have an opportunity to attend and occupy a vacant seat.

In order to address this concern while still honoring the priority status of our hosting districts, we are implementing a new “hold” policy. Beginning August 1, 2017, districts requesting a bus driving class (eight-hour recertification or 20-hour certification) must release all unfilled seats at least 10 (10) working days prior to the start date of the class or agree to pay the registration fees for all class seats (35).

***Registration Fee Changes*** – Beginning September 1, 2017, the registration fee for an eight-hour recertification class will be \$65 per person. The registration fee for a 20-hour certification class will be \$125 per person. This \$5 increase per class will allow us to cover our expenses and continue to provide you with quality trainers who will help prepare your drivers to operate your fleet.

Thank you for your continued partnership with ESC Region 11. We look forward to great things in 2017-2018!