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**ESC Region 11 Requirements for School Bus Driver Certification Training via Zoom**

**Updated 4/5/2021**

1. Each instructor must have a facilitator online at all times to manage the Zoom training. The facilitator must monitor the Zoom chat function for questions and ensure that all participants are visible during the entire class.
2. Each district/contractor must designate a monitor (monitor must be part of the school bus transportation team at his or her district) who will be present for the entire course. See Monitor Agreement Form for complete details.

**NEW**

1. Monitors must **guarantee that Zoom is correctly downloaded and installed on each laptop/tablet before the first day of class.**

**NEW**

1. **Attendance of multiple participants using one device is prohibited. Each driver must have his/her** laptop or tablet.
2. **Participants are required to have a Zoom account before the beginning of class.** If a driver cannot log in via ESC Region 11 confirmation email, they can open their Zoom account and log in to the session.
3. Participants must have access to a desktop or laptop computer with a high-speed Internet connection, a camera that enables them to be seen from the shoulders up, and two-way communication (microphone and speaker required) with the instructor. The video must be turned on and remain on for the entire duration of the training.
4. Participants must attend the entire training at a school district, charter school, or private school facility (e.g., Transportation Center, classroom, etc.). Attendees will NOT be allowed to take the class from any other location. **Attendance from outside of the school/district is not permitted; NO exception.** If a participant cannot be present at the school to Zoom, they will receive credit and reregister in the next available course.
5. Students who are late or tardy for any reason, including technical difficulties or late from lunch break, will be locked out and unable to attend the class that day (4 hours). They must reschedule the four-hour block through their supervisor and ESC Region 11. Make-up fees apply.
6. **The monitor must submit all paperwork to the service center before ESC Region 11 can issue Certification cards to participants.**
7. A maximum of 75 participants will be allowed for each class.
8. ESCs can administer electronic tests with Google docs (or other online forms) or administer tests via paper/pencil at the end of the class with the monitor present.
9. Each participant must have a printed copy of the handbook. Districts can download and print manuals or pick manuals up from ESC Region 11 in advance.
10. Participants must follow their district policies and TEA and CDC recommended guidelines for social distancing during gatherings.
11. **CELL PHONES ARE NOT PERMITTED TO BE USED FOR THE TRAINING or DURING TRAINING**. There will be absolutely no exceptions to this rule, so please be sure that monitors and attendees know this before the class. Participants may use cell phones at break and lunch (when applicable).
12. Monitors must ensure that participants log in **at least 20 minutes** before the class start time. Logging in early allows the ESC facilitator and district monitor to verify that all participants are present, visible by the camera and that speakers/microphones are working correctly. Monitors must establish access to district devices 24 hours before class starts.
13. Participants using an individual computer/laptop must enter their **LEGAL NAME (First & Last)** as it appears on their license when prompted by the meeting. The participant must be in view from the shoulders up at all times.