



School Training Solutions[®]
Staff Development Training



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PROFESSIONAL DEVELOPMENT (57 Hours)



Conflict Management (6 Hours)

Bullying Identification and Prevention (1 Hour)

This course defines bullying and characteristics of bullies. It also details the effects of bullying from both a bully and victim perspective and discusses strategies to help prevent bullying.

Childhood Anger and Anger Management (1 Hour)

This course defines anger, discusses its purpose, and identifies components of childhood anger. It also describes causes of childhood anger, discusses ways children respond, and addresses the adverse effects anger can have on children. In addition, the course identifies elements of an effective anger management program and provides effective anger management techniques and activities to use with children.

Conflict Management for Children (1 Hour)

This course familiarizes employees with the definitions of conflict, conflict resolution, and conflict management; and identifies the origins of conflict and the basic beliefs about conflict and conflict management. It also discusses the strategies and steps for conflict resolution and identifies conflict management styles.

Conflict Resolution for Adults (1 Hour)

This course defines conflict and conflict resolution. It identifies conflict sources and their components. It discusses workplace conflicts and identifies problem-solving tools and techniques used to resolve them. Communication skills required in managing and resolving conflict are addressed.

Cross-Cultural Communication (2 Hours)

This course discusses the unique characteristics of communicating across cultural lines. It also discusses various cultural perspectives, and the skills and abilities needed to address them in the workplace and society.

Health (11.4 Hours)

Prescription Drugs Misuse and Abuse (2 Hours)

This course familiarizes employees with problems arising from misuse, abuse, and diversion of controlled medications. It discusses the Controlled Substance Act (CSA) of 1970, and Drug Enforcement Agency (DEA) policy for prescribing controlled substances.

Reading Prescription Labeling (1 Hour)

This course discusses the importance of reading and understanding prescription drug labeling. It describes label components and the significance of each. It also defines federal label guidelines.

PROFESSIONAL DEVELOPMENT (57 Hours)



Medical Emergency Awareness (1 Hour)

This course discusses causes and symptoms of the following medical emergencies: anaphylaxis, choking, diabetic coma, seizures, and shock, and details appropriate first aid treatment.

Diabetes Awareness (1 Hour)

This course details the various types of diabetes and symptoms associated with each. It also addresses the special transportation needs of children with diabetes and treatment methods for diabetes-related conditions.

Bloodborne Pathogens (2 Hours)

This course describes bloodborne pathogens and defines associated terminology. It also discusses signs, symptoms, and treatments of the most commonly encountered blood-borne diseases, their methods of transmission, ways to prevent exposure to blood-borne pathogens, and beneficial actions following any incidental exposure.

HIV/AIDS Awareness (2 Hours)

This course describes historical background and general statistics of HIV/AIDS. It describes HIV/AIDS methods of transmission, symptoms, and treatment options. Techniques for prevention and legal issues pertaining to HIV/AIDS are also identified.

Drug and Alcohol Abuse in the Workplace (Video) (.4 Hours)

Drug and alcohol abuse not only impacts efficiency and productivity, but it also increases health care costs, absenteeism and conflicts amongst employees. During this program, you'll learn how to identify substance abuse by employees. You'll also learn regulations for drug testing and employee privacy rights. In addition, you'll learn how to maintain a drug- and alcohol-free workplace.

Physical Abuse Awareness (2 Hours)

This course discusses physical abuse and describes risk factors that contribute to the abuse of children. It details indicators of physical abuse and discusses physical, psychological, behavioral, and societal consequences. This course also provides strategies to prevent physical abuse and offers alternatives to physical punishment.

Safety (10 Hours)

First Aid: Guidelines and Precautions (1 Hour)

This course describes first aid guidelines and procedures for employees. It details general precautions to take, action plans, incident assessment techniques, and medications.

PROFESSIONAL DEVELOPMENT (57 Hours)



First Aid: Physical Injuries and Emergencies (2 Hours)

This course discusses the symptoms and treatment of superficial or serious injuries and bites or stings caused by animals, reptiles, humans, or insects. It explains the categories of burns, as well as the appropriate response in the event of accidental poisoning.

First Aid: Physiological Incidents and Emergencies (2 Hours)

This course familiarizes employees with the first aid techniques for general illnesses, respiratory incidents, temperature-related incidents, and fainting and seizures that may be observed. It details first aid procedures and guidelines for contacting an emergency contact and/or healthcare provider.

First Aid (2 Hours)

This course describes basic first aid techniques. It details the contents of a first aid kit, basic first aid skills, and respiratory and circulatory assessment. It also discusses shock, fainting, and seizure symptoms and treatment.

Fire Safety Basics (3 Hours)

This course discusses basic fire chemistry, fire causes, and fire extinguisher identification/components. This course also discusses the identification, storage, and marking of hazardous material, as well as fire hazards and fire emergency assessment and safety guidelines.

Sexual Harassment (6.5 Hours)

Sexual Harassment Awareness (1 Hour)

This course familiarizes employees with sexual harassment in the workplace. It discusses the legal definition of sexual harassment; recognition of, and understanding how to handle and prevent, sexual harassment in the workplace; and the procedure for filing a sexual harassment complaint.

Preventing Sexual Harassment - Manager Version (Video) (48 Min)

Do you know the legally required management procedures to follow when a harassment complaint is made? During this program, you'll learn the conditions under which liabilities for harassment can occur and the elements of an effective harassment policy. You'll also gain an awareness of the correct procedures to implement when complaints arise.

Preventing Sexual Harassment (Video) (38 Min)

All employees are entitled to respect in the workplace. This includes the right to be free of sexual harassment on the job. Preventing sexual harassment in the workplace is a responsibility of all employees - no matter what their position within the organization. During this program, you'll learn what really constitutes illegal harassment and how to recognize and avoid it. You'll also learn what to do if you're being sexually harassed in the workplace.

PROFESSIONAL DEVELOPMENT (57 Hours)



Sexual Abuse Awareness (1 Hour)

This course discusses awareness of child sexual abuse in early childhood education. It defines child sexual abuse, victims, and perpetrators. It also identifies signs and types of child sexual abuse, attributes of both touching and nontouching abuse, prevention methods, steps to protect children from perpetrators, effects of sexual abuse, and treatment methods and strategies.

Defining Sexual Harassment (1 Hour)

This course provides an introduction to the legislation currently dedicated to this topic, on both the federal and the state levels. It shows the learner how sexual harassment is characterized and helps identify the types of harassment that can occur in the workplace. This course also includes a List of state FEPA agencies.

Preventing Sexual Harassment (1 Hour)

This course shows how sexual harassment can manifest in the workplace and adversely affect the environment, and investigates how situations can be perceived differently by those involved. It also explores ways to prevent sexual harassment in the workplace, including the steps an employer can take to create a sexual harassment policy.

Responding to Sexual Harassment (1 Hour)

This course educates employees about the causes and effects of sexual harassment in the work environment. It looks at elements that define behavior as harassment, methods that can be used to prevent it, as well as ways to deal with the situation if it happens.

Stress Management (3 Hours)

Stress Management (1 Hour)

This course familiarizes employees with stress management techniques. It identifies the difference between reactions to real sources of stress and reactions to symbolic sources of stress. This course identifies the sources and significance of stress and effective methods for managing stress to improve personal health and job performance.

Stress on the Job (1 Hour)

This course provides information on the signs of workplace stress and the assumptions workers make that can increase stress. You will also learn about methods that can be utilized to reduce or eliminate stress on the job.

PROFESSIONAL DEVELOPMENT (57 Hours)



Resisting Stress (1 Hour)

In this course, you'll learn methods for reducing workplace stress including breathing techniques, exercises, and increasing your level of self-awareness.

Workplace (6.1 Hours)

Time Management (1 Hour)

This course discusses the principles of time management. It highlights time management myths, outlines the symptoms of poor time management, and provides methods for utilizing good time management practices.

Tolerance (1 Hour)

This course discusses teaching children tolerance and acceptance of others. It also includes activities for teaching tolerance and challenges associated with addressing prejudice.

Discrimination (Video) (38 Min)

Most managers are unaware their actions on the job may lead to illegal discrimination. The results can mean employee dissatisfaction and expensive lawsuits. This program will help you understand discrimination laws and how to avoid illegal discrimination. In addition, you'll learn guidelines to prevent unintentional discrimination when hiring, promoting and terminating employees.

Assertiveness (1 Hour)

This course describes how assertiveness relates to stress reduction. You will learn how to respond assertively at work and in your personal life.

Family and Medical Leave Act (Video) (28 Min)

The Family Medical Leave Act (FMLA) is a federal law, enacted by Congress in 1993 to assist employees in balancing their personal and family lives with the demands of the workplace. During this program, you'll learn about the coverage and conditions under the FMLA and examine how to resolve FMLA issues. In addition, you'll learn the rights of employees and employers granted under the FMLA.

Respecting Employees' Individual Rights (Video) (17 Min)

Even though most states are employment-at-will territories, employees do have rights in the workplace that are guaranteed by law. During this program, you'll learn how company policies are essential tools for preventing trouble in the workplace. You'll also learn employees' rights to inspect their personnel files and other laws regarding employees' rights. In addition, you'll learn employers' rights to monitor their employees as regards sexual harassment and discrimination.

PROFESSIONAL DEVELOPMENT (57 Hours)



Preventing Violence in the Workplace (Video) (25 Min)

Workplace violence is an unfortunate social phenomenon occurring throughout the United States. It is responsible for a growing number of deaths and injuries. Warning signs are all around and all employees need to be proactive in preventing a violent situation. This program will help you identify the types of workplace violence, the warning signs you need to be aware of and what to do in an emergency.

Ethical Decision Making (Video) (30 Min)

Successful employees understand they work in a complex and often ambiguous environment. Knowing how to make decisions that are aligned with legal parameters and specific company policies will enhance your company's reputation as well as your own. This program will increase your understanding of the meaning of business ethics, discuss its importance and explain how to make ethically sound decisions using the ethical decision-making model.

Ethics in the Workplace - Choose Wisely! (Video) (17 Min)

Most unethical business practices are performed by honest people who face great pressure to perform in unethical ways. Watch as ethics expert Paul Wiegand describes some of the ethical issues in today's workplace, suggestions for making ethical decisions and resources available that will help you to choose wisely and do the right thing.

Moving Toward Diversity Effectiveness (Video) (32 Min)

To be successful in today's work environment, you need to demonstrate a blend of diversity maturity and core diversity skills. During this program, you'll learn strategies for becoming an effective diversity respondent and the steps to assess your own diversity situation. In addition, you'll learn diversity action options and what course of action you can take towards diversity.

Driving Safety (14 Hours)

Driving (2 Hours)

This course discusses alcohol, other drugs, and driving; defensive driving; and expressway driving. Lesson one discusses the effects of impaired driving. Included are details concerning consequences for driving while under the influence of illegal substances and alcohol or drug related impairments that can limit your driving abilities and cause life-long injury or death. Lesson two discusses general defensive driving techniques, including distractions and avoiding rear-end collisions. Lesson three discusses the proper way to enter and exit an expressway, and safety tips for expressway driving.

PROFESSIONAL DEVELOPMENT (57 Hours)



On the Road (2 Hours)

This course discusses signals, signs, and markings, and intersection safety. Lesson one discusses traffic signals, signs, and roadway markings used to control and direct traffic. An understanding of how traffic direction devices and methods are used is important for safely navigating roadways. Lesson two discusses types of intersections and the traffic rules that apply to vehicles approaching or stopping at an intersection.

Road Awareness (2 Hours)

This course discusses speed limits and official stops and driving conditions requiring heightened awareness. Lesson one discusses safe driving speeds, and law enforcement and fire stops. Lesson two discusses conditions where drivers must be extremely cautious of their surroundings.

Safety (2 Hours)

This course discusses vehicle maintenance, safety belts and child safety, and emergencies. Lesson one discusses an introduction to basic vehicle maintenance procedures that will enhance vehicle safety. Lesson two discusses the proper use of safety belts and child restraining devices required by law. Lesson three discusses driving emergencies and the proper ways to handle them.

Sharing the Road (2 Hours)

This course discusses sharing the road and pedestrian traffic. Lesson one discusses procedures that should be followed in order to safely drive in various types of traffic. Lesson two discusses motorists' duty to pedestrians and both motorists' and pedestrians' duty to school buses and emergency vehicles.

Traffic Lanes (1 Hour)

This course discusses traffic lane techniques. It discusses lane markings and the proper use of various types of traffic lanes.

Turning (2 Hours)

This course discusses making turns and proper parking techniques. Lesson one discusses the correct way to make various turns, procedures for turning when approaching bike lanes at intersections, and the use of hand and directional signals. Lesson two discusses proper parking techniques, including parking on hills, no parking, and disabled parking.

The Threat of Road Rage (1 Hour)

This course defines the term road rage. It discusses the causes and effects of road rage and offers techniques to avoid feelings of road rage. It also provides steps to take if victimized by road rage.

ADMINISTRATIVE (14.3 Hours)



Self-Management VIDEOS (3.5 Hours)

Becoming More Assertive (Video) (23 Min)

Assertive people let others know what they want while preserving their own dignity and that of others. During this program, you'll learn the causes of unassertiveness and how to take action toward becoming more assertive.

Business Protocol (Video) (17 Min)

Exemplary business protocol benefits you and your company. This program describes what business protocol is and why it is important to your job and career, as well as to the success of your company. You'll learn effective protocol principles to help maintain or improve your image. In addition, you'll learn tips on executive communication, business entertaining and gift giving.

Creative Time Management for the New Millennium (Video) (19 Min)

In today's hectic world, everyone could use more time. During this program, you'll learn seven key principles of time management and ways to overcome obstacles to managing time. Having excellent time management skills will help you accomplish more and give you more time for what you want to do.

Dealing with Non-Stop Change (Video) (20 Min)

Change is an ongoing phenomenon in our everyday lives. Because constant change is found in our careers, as well as in our personal lives, it can be viewed overlapping with one another. This program will help you understand the movement through the three phases of transition. You will learn how to recognize the symptoms of the neutral zone and make the transition to change as the norm. Most importantly, this program is designed to help you create a plan to deal with those constant, overlapping changes.

Goal Setting & Planning (Video) (19 Min)

Proper goal setting reflects competence, leadership and planning. When business goals are met, you improve not only your reputation, but also maintain or improve your company's name and quality of service. This program will help you learn how to set specific, measurable and achievable goals within realistic time frames. You'll also learn how to create a step-by-step action plan that works.

Leap of Faith (Video) (17 Min)

We all need to take risks and push ourselves beyond our limits. It's the natural way we grow and learn to be our best. During this program, you'll learn how to break old paradigms and embrace change, so you can take that leap of faith you've wanted to take for some time now. More importantly, you will learn how to conquer your fears when taking risks.

ADMINISTRATIVE (14.3 Hours)



Self-Motivation Through Self-Talk (Video) (21 Min)

In today's organizations, staying motivated is tougher than ever. Increased competition, a raised standard for performance and constant obstacles can lead to apathy. During this program, you'll learn practical and enduring skills that will help you motivate yourself and overcome negative self-talk. You'll also learn how to change your self-talk into self-motivation and apply strategies for altering negative self-talk.

Self-Talk First Aid Kit (Video) (20 Min)

Everyone experiences challenging and de-motivating events in their everyday lives. During these difficult times we may slip into negative self-talk patterns. During this program, you'll learn about the six Self-Talk First Aid Kit strategies that can be used in a pinch, in real time, on the job, to help you overcome negative self-talk. With these practical and easy-to-use tools, you'll learn to take control and make an immediate impact in improving your self-talk.

The Dynamics of Self-Talk (Interview) (Video) (13 Min)

Whether you're aware of it or not, self-talk is going on continually. Your self-talk can be a vicious or virtuous cycle and it can sabotage or support your efforts. Join Dr. Rick Brandon, motivational expert, as he discusses the dynamics of self-talk.

The Influence Edge & Change (Video) (16 Min)

Convincing others about a needed change can be challenging. During this program, you'll learn how to encourage people to commit and be actively involved in the change process. You'll also learn how to recognize how both the influencer and the one who is being influenced view change. In addition, you'll learn the four phases of change and how to create strategies when implementing the change process.

The Influence Edge Model (Video) (16 Min)

Effective influence skills help you gain the commitment of others. During this program, you'll learn the Influence Edge Model and how to use it. You'll also learn how to analyze situations and choose the appropriate Push, Pull and Push/Pull behaviors to create the impact you want. In addition, you'll learn how to gain the edge needed to build more productive business relationships.

Working Wounded: Dealing with a Messy Desk (Video) (2 Min)

Could your desk use a little surgery? Watch as Bob Rosner, founder and syndicated columnist of Working Wounded, provides tips on how you can get from under your collectables and deal with a messy desk.

Working Wounded: Getting More Work Done (Video) (3 Min)

Trying to get caught up at work is something many of us struggle with on a day-to-day basis. Watch as Bob Rosner, founder and syndicated columnist of Working Wounded, discusses how you can get more done at work and spend your time productively.

ADMINISTRATIVE (14.3 Hours)



Working Wounded: Office Politics (Video) (3 Min)

There are both good and bad office politics. It is a fact of office life and cannot be avoided. Watch as Bob Rosner, founder and syndicated columnist of Working Wounded, discusses how to squeeze good office politics into your work diet.

Working Wounded: Performance Appraisals (Video) (3 Min)

Even though performance appraisals can be beneficial for your professional growth, they can also be nerve-racking. Watch as Bob Rosner, founder and syndicated columnist of Working Wounded, discusses how to make sure your performance is fairly evaluated.

Managing Within the Law VIDEOS (4.3 Hours)

At Will Employment (Video) (19 Min)

The at will employment doctrine means an employee can be terminated at any time, for any reason or no reason at all, with or without notice. During this program, you'll learn the definition of at will employment and the four key exceptions to the doctrine. You'll also learn practical management tips to follow to prevent legal claims of a wrongful termination.

Complying with ADA Requirements as of 2009 (Video) (1 Hour)

This course explains the basic requirements of the Americans With Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) of 2008.

Complying with ADA Requirements (Video) (21 Min)

The Americans with Disabilities Act or ADA makes it illegal to discriminate against people with disabilities. As a manager, you need to know what is covered in the ADA. During this program, you'll learn how to comply with the ADA requirements during the hiring process. You'll also learn who qualifies for protection under the ADA and how to make reasonable accommodations for employees with disabilities. In addition, you'll learn what questions, if any, may be asked of disabled employees after hiring.

Family and Medical Leave Act as of 2009 (Video) (1 Hour)

This course explains the basic requirements of the Family and Medical Leave Act (FMLA) and its expansion in January of 2009.

ADMINISTRATIVE (14.3 Hours)



FLSA & State Wage-Hour Law (Video) (11 Min)

The Fair Labor Standards Act, or FLSA, is the federal law that governs workplace wages and hours, requiring strict compliance by employers. Along with state wage-hour laws, the FLSA makes up the body of law that must be followed by each employer. During this program, you'll learn the limitation of coverage under the FLSA and how employees are treated depending on position or level. You'll also learn the pay requirements and applicability of the FLSA, and how to make important payroll choices. In addition, you'll learn the FLSA requirements for documenting hours and wages of your employees.

Freedom of Religion in the Workplace (Video) (13 Min)

Freedom of religion is a fundamental principle in this country, and exercising that freedom in everyday life includes the workplace. During this program, you'll learn the definition of religious discrimination and harassment. You'll also learn how to accommodate religious beliefs and the limits on accommodation obligations. In addition, you'll learn your role as a manager and what you can do to avoid religious discrimination and harassment.

Freedom of Speech in the Workplace (Video) (12 Min)

You might think your employees are free to say anything they want within the workplace. However, the right to free speech is limited in the private workplace. During this program, you'll learn the constitutional protections for public employees and the limits on free speech rights. In addition, you'll learn the differing rights of public and private employees.

Top Ten Ways for a Manager to Stay Out of Jail (Video) (17 Min)

The workplace is becoming increasingly complex with many federal and state laws protecting the rights of employees. As a manager, you need to be aware of these laws in order to effectively and legally manage your employees. During this program, you'll learn the top ten issues to keep in mind while interacting with your employees. You'll also learn tips on how to deal with these issues and stay on the right side of the law.

Working Wounded: Preventing Lawsuits (Video) (3 Min)

Behind most lawsuits are problems that could have been avoided. Watch as Bob Rosner, founder and syndicated columnist of Working Wounded, discusses how you can help prevent company lawsuits.

Wrongful Termination (Video) (20 Min)

With every discipline or termination decision, you're at risk of a lawsuit. In some cases, you may even be at risk if you fail to fire someone. During this program, you'll learn the restrictions involved in termination. You'll also learn about liability, just cause and the importance of communication. In addition, you'll learn what is meant by progressive discipline and due process, as well as what to consider and what to avoid during the termination decision.

ADMINISTRATIVE (14.3 Hours)



Legal Guidelines for Interviewing (Video) (19 Min)

Asking candidates fair and challenging questions can make or break the interview process. Not only can improper questions make you miss out on talented candidates but they can also be illegal. During this program, you'll learn the three principles to keeping interviews within legal boundaries. You'll also learn what can and cannot be asked when interviewing, as well as other legal issues regarding the interview process.

Workplace Environment VIDEOS (1.5 Hour)

Computer Comfort (Video) (16 Min)

Understanding and applying the basics of ergonomics can put you in control of your comfort when using your computer. During this program you'll learn easy and effective ways to ease discomfort or prevent it from occurring. You'll also learn effective techniques for maximizing comfort in an ergonomically efficient workstation.

Diversity Effectiveness - An Overview (Video) (15 Min)

Diversity in the workplace goes way beyond race, sexism and gender. It's composed of a changing blend of attributes, behaviors and talents characterized by differences and similarities. During this program, you'll learn the meaning of diversity and what constitutes a diversity-mature individual. You'll also learn the steps to diversity effectiveness and how they can be applied.

E-Mail and Internet Privacy at Work (Video) (15 Min)

The explosion of the Internet and e-mail in the workplace has brought a host of legal, productivity and even moral issues about the appropriate balance between an employer's right to monitor and control employee activity and employee privacy. In this program, you'll learn about employer policies and the law regarding e-mail and Internet usage. You'll also learn how to use e-mail and the Internet safely.

Preventing Sexual Harassment (Presentation Style) (Video) (16 Min)

All employees are entitled to respect in the workplace. This includes the right to be free of sexual harassment on the job. Preventing harassment in the workplace is a responsibility of all employees - no matter what their position within the organization. During this program, you'll learn what really constitutes illegal harassment and how to recognize and avoid it. You'll also learn what to do if you're being sexually harassed in the workplace.

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ADMINISTRATIVE (14.3 Hours)



Working Wounded: Overcoming Your Own Bias (Video) (2 Min)

Latent biases could ruin your professional image. Watch as Bob Rosner, founder and syndicated columnist of Working Wounded, discusses how to reveal and overcome biases that could hinder your career.

Workplace Violence: Ingredients for Disaster (Video) (4 Min)

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Building Relationships (5 Hours)

Socializing at Work (2 Hours)

This course provides tips you can use to network in the workplace. It includes information about overcoming fears, using body language, words, and tone, and gives tips for making a good first impression.

Understanding Behavioral Intentions (2 Hours)

This course will help you identify behavioral intents and troublesome behaviors. It also offers techniques that you can use to build relationships with a variety of people.

Choosing your Approach (1 Hour)

This course focuses on dealing with tough behaviors by using skillful communication. It also teaches you effective listening skills.



TEACHERS (9.5 Hours)



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Socializing at Work (2 Hours)

This course provides tips you can use to network in the workplace. It includes information about overcoming fears, using body language, words, and tone, and gives tips for making a good first impression.

Understanding Behavioral Intentions (2 Hour)

This course will help you identify behavioral intents and troublesome behaviors. It also offers techniques that you can use to build relationships with a variety of people.

Choosing your Approach (1 Hour)

This course focuses on dealing with tough behaviors by using skillful communication. It also teaches you effective listening skills.

Identifying and Reporting Child Abuse (1 Hour)

School teachers are mandated reporters of child abuse in many states so it is important to know what to look for and how to take action.

CAMPUS SECURITY (36.4 Hours)



Crowd Control (5 Hours)

This course describes the characteristics of crowds, demonstrations, mobs, and riots and identifies some psychological influences that affect persons engaged in violent and non-violent group activity. Alternative actions a crowd may take toward a law enforcement crowd control unit, duties and behavior of the crowd control unit, and equipment used by a control unit are discussed. The course also describes characteristics of various crowd control chemical agents, recommended procedures and conditions for use of those chemical agents, physical effects of chemical agents and recommended first aid procedures. The lesson also describes characteristics, effects, proper use, transport, drawing, and proper application of the inflammatory agent Oleoresin Capsicum (OC).

Cross-Cultural Communication (1 Hour)

This course familiarizes employees with the unique characteristics of communicating across cultural lines. It also discusses various cultural perspectives that officers may come in contact with in the workplace and during the performance of their duties. The course focuses on developing cross-cultural skills and abilities in the workplace. All public domain information included in these course materials was developed by FLETC Law Enforcement training Center (FLETC), an agency of the U.S. Department of Homeland Security.

Ethical Behavior and Core Values (1 Hour)

This course familiarizes employees with standards of conduct expected of federal law enforcement officers, examples of ethical scenarios officers may encounter during their careers, and sources of ethical guidance. All public domain information included in these course materials was developed by FLETC Law Enforcement training Center (FLETC), an agency of the U.S. Department of Homeland Security.

Victim/Witness Awareness (1 Hour)

This course familiarizes employees with a process for understanding and effectively dealing with the emotions of victims and witnesses, emotions that can act as barriers to receiving complete and accurate information. It also discusses officer responsibilities to victims and witnesses as defined by federal law. All public domain information included in these course materials was developed by FLETC Law Enforcement training Center (FLETC), an agency of the U.S. Department of Homeland Security.

Public Safety Liability (1.5 Hour)

This lesson is designed to make those in law enforcement aware of the responsibilities of carrying out their duties in accordance with federal civil rights guidelines. All public domain information included in these course materials was developed by FLETC Law Enforcement training Center (FLETC), an agency of the U.S. Department of Homeland Security.

CAMPUS SECURITY (36.4 Hours)



Consular Notification and Access (1 Hour)

This course familiarizes employees with procedures to be followed in event of arrest, detention, or other incidents involving foreign nationals within the United States. It discusses the historical basis for consular notification and access, defines events and circumstances that may trigger these requirements, and describes procedures for determining when requirements exist and for affecting consular notification and providing access.

Crime Scene Preservation (3.5 Hours)

This course of instruction is designed as a basic introduction to Crime Scene Preservation. The duties and responsibilities of the initial responding officer are discussed at length. The course explores the preliminary police investigation and how it impacts the full-scale investigation. The course will also discuss several crime scene operating principles at length. The course emphasizes proper crime scene preservation and processing through effective standard techniques and the establishment of a proper chain of custody. All public domain information included in these course materials was developed by FLETC Law Enforcement training Center (FLETC), an agency of the U.S. Department of Homeland Security.

DNA Evidence for First Responders (3 Hours)

This course addresses the role of first responders at a crime scene to include what an officer should know in securing the crime scene and preventing DNA evidence contamination. This course requires students to respond to simulated situations from the perspective of the responding officer. All public domain information included in these course materials was developed by FLETC Law Enforcement training Center (FLETC), an agency of the U.S. Department of Homeland Security.

Larceny from Motor Vehicles (2 Hours)

This course discusses larceny from motor vehicles (car clouting). It describes categories of individuals who commit this violation, entry tools, and common methods of operation. It identifies proper investigative techniques and methods for recognizing patterns established by criminals committing this type of violation. It also describes why the violators use false identification, common methods used to alter identification cards and driver's licenses, and proven techniques for identifying false or altered identification.

Sex Crimes Investigation (3 Hours)

This course identifies sexual abuse crimes that frequently occur within federal land management jurisdictions. It discusses federal sexual abuse law definitions, offender profiles, stages of victimization, and considerations for dealing with victims. It also describes types of physical evidence associated with sexual abuse, and collection and handling procedures for such evidence.

CAMPUS SECURITY (36.4 Hours)



Physical Security I: The Fundamentals (3.5 Hours)

This course discusses security systems and how perimeters contribute to physical security. It describes how to determine security postures involving security surveys and a layered security system. It also describes key and lock control, security containers, UL ratings, locking devices, and attack methods.

Public Events Security I: Avoiding Disaster (3 Hours)

This course discusses the roles and responsibilities of security personnel at public events.

Public Events Security II: Operational Considerations (3.4 Hours)

This course describes security/protection officer roles and responsibilities when ensuring that public event activities are properly planned for, controlled, and documented. It also discusses safety measures, command operations, special assignments, briefings and debriefings, and contingencies.

Public Events Security III: Planning Factors (4.5 Hours)

This course describes the roles and responsibilities of security/protection officers in planning for public events. It also discusses crowd dynamics, group behavior, traffic management, and security manpower.



FOOD SERVICE (4 Hours)



Food Service (2 Hours)

This course discusses food safety regulations, guidelines, and service rules. Common foodborne illnesses and their causes and prevention are also discussed. Basic employee safety, portion control and nutrition guidelines, and professional and customer courtesy are also addressed.

Eliminating Foodborne Illness Using HACCP Principles (2 Hours)

This course discusses foodborne illnesses and the HACCP principles and procedures used to help prevent food contamination. It identifies Food Hazard Analysis procedures, Critical Control Point plans, and other food safety procedures used in food establishments. It discusses HACCP record keeping, documentation procedures, and ways to implement a Food Safety System.



MAINTENANCE & FACILITIES (12 Hours)



Chemical Handling (5.5 Hours)

General Safety Procedures (45 Min)

This course familiarizes employees with the basics of electrical safety, glass ware & vacuum systems, spills and ladders.

Chemical Procurement, Distribution, Storage, and Use (1 Hour)

This course familiarizes employees with receiving, distributing, storing and using chemicals in a safe manner.

Environmental Monitoring (15 Min)

This course familiarizes employees with environmental monitoring.

Housekeeping, Maintenance, and Inspections (30 Min)

This course familiarizes employees with proper approach to housekeeping, maintenance and inspections of chemical hygiene.

Medical Program (15 Min)

This course familiarizes students with medical planning and information and procedures for reporting hazardous conditions.

Personal Protective Equipment and Safety Equipment Module (1 Hour)

This course familiarizes employees with all aspects of safety equipment.

Records and Reports (15 Min)

This course familiarizes employees with chemical hygiene plan and various list, records and reports.

Signs and Labels (15 Min)

This course familiarizes employees with basics of signs and labels.

Emergency Response (30 Min)

This course familiarizes employees with proper emergency response procedures.

Information and Training (30 Min)

This course familiarizes employees with an overview of the various chemical hygiene reports.

Waste Disposal (15 Min)

This course familiarizes employees with proper procedures and reports for disposing of chemical waste.

MAINTENANCE & FACILITIES (12 Hours)



Workplace Environment VIDEOS (2 Hours)

Computer Comfort (Video) (16 Min)

Understanding and applying the basics of ergonomics can put you in control of your comfort when using your computer. During this program you'll learn easy and effective ways to ease discomfort or prevent it from occurring. You'll also learn effective techniques for maximizing comfort in an ergonomically efficient workstation.

Diversity Effectiveness - An Overview (Video) (15 Min)

Diversity in the workplace goes way beyond race, sexism and gender. It's composed of a changing blend of attributes, behaviors and talents characterized by differences and similarities. During this program, you'll learn the meaning of diversity and what constitutes a diversity-mature individual. You'll also learn the steps to diversity effectiveness and how they can be applied.

E-Mail and Internet Privacy at Work (Video) (15 Min)

The explosion of the Internet and e-mail in the workplace has brought a host of legal, productivity and even moral issues about the appropriate balance between an employer's right to monitor and control employee activity and employee privacy. In this program, you'll learn about employer policies and the law regarding e-mail and Internet usage. You'll also learn how to use e-mail and the Internet safely.

Preventing Sexual Harassment (Presentation Style) (Video) (16 Min)

All employees are entitled to respect in the workplace. This includes the right to be free of sexual harassment on the job. Preventing harassment in the workplace is a responsibility of all employees - no matter what their position within the organization. During this program, you'll learn what really constitutes illegal harassment and how to recognize and avoid it. You'll also learn what to do if you're being sexually harassed in the workplace.

Preventing Violence in the Workplace (Presentation Style) (Video) (23 Min)

Workplace violence is an unfortunate social phenomenon occurring throughout the United States. It is responsible for a growing number of deaths and injuries. Warning signs are all around and all employees need to be proactive in preventing a violent situation. This program will help you identify the types of workplace violence, the warning signs you need to be aware of and what to do in an emergency.

Working Wounded: Overcoming Your Own Bias (Video) (2 Min)

Latent biases could ruin your professional image. Watch as Bob Rosner, founder and syndicated columnist of Working Wounded, discusses how to reveal and overcome biases that could hinder your career.

MAINTENANCE & FACILITIES (12 Hours)



Workplace Violence: Ingredients for Disaster (Video) (4 Min)

Workplace violence is an unfortunate social phenomenon occurring throughout the United States. Warning signs are all around and all employees need to be proactive in preventing a violent situation. Watch as Jim Merrill, coauthor of *When Work Equals Life*, discusses violence in the workplace.

Building Relationships (5 Hours)

Socializing at Work (2 Hours)

This course provides tips you can use to network in the workplace. It includes information about overcoming fears, using body language, words, and tone, and gives tips for making a good first impression.

Understanding Behavioral Intentions (2 Hours)

This course will help you identify behavioral intents and troublesome behaviors. It also offers techniques that you can use to build relationships with a variety of people.

Choosing your Approach (1 Hour)

This course focuses on dealing with tough behaviors by using skillful communication. It also teaches you effective listening skills.



TRANSPORTATION (34.5 Hours)



School Bus Driver In-service (13 Hours)

Child Transportation Safety (1 Hour)

This course familiarizes drivers with procedures and safety precautions to follow when transporting infants, preschoolers, and school-age children. This course is based on Federal (U.S.) standards for transporting children. State and local laws or regulations may be different. Always verify transportation requirements for the jurisdiction in which children are being transported.

Inclement Weather and Adverse Conditions (2 Hours)

This course describes adverse driving conditions and discusses techniques bus operators should use to cope with these conditions and ensure students are transported to and from school or extracurricular activities safely and efficiently. Adverse environmental conditions discussed include night, fog, snow, ice, rain, excessive temperatures, and mountainous terrain. It also describes the dynamics of vehicle skids and appropriate recovery techniques.

Knowing Your Route (1 Hour)

This course discusses problems, responsibilities, and additional instructions school bus drivers need to be mindful of when driving during a regular route or a field or activity trip.

Pickup and Discharge Procedures (2 Hours)

This course details the proper procedures for picking up and discharging passengers. Also discussed are bus mirror settings, blind spots, and techniques for transporting special needs students.

Railroad Crossing Safety (1 Hour)

This course describes the proper procedures and restrictions for a school bus approaching and crossing a railroad track.

Stress and Driver Attitude (1 Hour)

This course discusses the sources and types of stress, as well as the effects it has on a person's health, attitude, and job performance. It also identifies effective techniques and methods for dealing with stress.

Student Management (1 Hour)

This course discusses the functions of a discipline policy and details rules and procedures school bus passengers are expected to follow.

Vehicle Operation (2 Hours)

This course discusses proper procedure for operating a school bus, including steering techniques, mirror usage, turning around, and backing.

TRANSPORTATION (34.5 Hours)



Head Start Transportation (2 Hours)

Federal guidelines for the safe transportation of Head Start students and other transportation concerns are addressed in this course.

CDL Prep and Refresher Training (14.5 Hours)

Pre- and Post-trip Inspections (1 Hour)

This lesson discusses the background of school bus safety and school bus design. It also details pre- and post-trip inspection procedures.

Pretrip Air Brake Inspection (1 Hour)

This lesson describes air brake components and discusses pretrip air brake inspection procedures.

Blind Spots/Danger Zones and Mirrors (1 Hour)

This lesson identifies blind spots and danger zones around a school bus and details the use of mirrors to eliminate these dangerous areas.

Pickup and Discharge Procedures (1.5 Hour)

This lesson details the proper procedures for picking up and discharging passengers. Also discussed are bus mirror settings, blind spots, and techniques for transporting special needs students.

Sound Driving Practices 1 (1 Hour)

This lesson describes characteristics of a professional driver and discusses a variety of conditions that affect drivers and vehicle operation.

Sound Driving Practices 2 (1 Hour)

This lesson discusses sound driving practices, including traffic control, steering techniques, turning movements, highway hypnosis, six-point vision scan procedure, night driving, and headlight etiquette.

Sound Driving Practices 3 (1.5 Hour)

This lesson discusses sound driving practices, including speed limits, following distances, passing, stopping, downshifting, and avoiding collisions.

Backing and Turnabout Maneuvers (45 Min)

This lesson details the proper techniques for backing and making turnabout maneuvers. Also discussed are primary and secondary roadways and the use of student helpers.

TRANSPORTATION (34.5 Hours)



Railroad Crossings (1.5 Hour)

This lesson describes the proper procedures and restrictions for a school bus approaching and crossing a railroad track.

Accident Procedures (1 Hour) This lesson discusses procedures to be followed by a bus driver at the scene of an accident.

Emergency Evacuations (1.5 Hour)

This lesson discusses emergency and nonemergency evacuation policies and procedures for non-special needs and special needs passengers.

Student Management (45 Min)

This lesson discusses the functions of a discipline policy and details rules and procedures school bus passengers are expected to follow.

End-of-Course Test (1 Hour)

This test will assess your understanding of the material presented in this course.

Students with Special Needs (7 Hours)

The Basics (2 Hours)

This lesson discusses the impact of the Individuals with Disabilities Education Act (IDEA) and the Individualized Education Program (IEP) on transportation systems. It identifies members of an effective transportation team for students with special needs and the information that should be communicated among team members. Guidelines and general responsibilities pertaining to bus operators and attendants while transporting students with special needs are also discussed.

Recognizing and Relating to Students (2 Hours)

This lesson discusses the characteristics of mental, physical, and emotional/behavioral disabilities. It recalls guidelines that facilitate safe transportation of students with disabilities and identifies commonly used specialized equipment. Proper use, storage, and maintenance of specialized equipment is also discussed.

Loading and Unloading (1 Hour)

This lesson discusses the responsibilities of those involved in the transportation of students with special needs. It also addresses the use of wheelchair lifts and appropriate procedures for loading and securing nonambulatory students on a bus.

Handling Emergency Situations (2 Hours)

This lesson discusses guidelines for transporting students with special needs, including creating an evacuation plan and conducting evacuation drills. It also presents procedures for handling medical emergencies.

STATE SPECIFIC SCHOOL BUS DRIVER CERTIFICATION COURSES



School Training Solutions currently offers the following state-specific training. To learn more about getting state-specific training, contact Patrick Willi at 850-475-4024 or pwilli@schooltrainingsolutions.com.

Florida (21 Hours)

Operator Roles and Responsibilities (1 Hour)

This lesson details Florida school bus operators' roles and responsibilities. It describes the requirements for becoming a school bus operator and qualities of a professional school bus operator. This lesson also details the responsibilities of members of the student transportation team. Laws, rules, regulations, policies, and recommendations directly related to school bus operation are also described.

Becoming Familiar with a School Bus (2 Hours)

This lesson describes the physical attributes of different types of school buses. It details legal descriptions, physical characteristics, and specific danger zones in regard to a school bus, and how these factors affect how an operator controls the vehicle.

School Bus Vehicle Inspections (1 Hour)

This lesson outlines the reasons for performing school bus inspections. It describes types of vehicle inspections and common unsafe conditions. This lesson specifically addresses pre-trip, between-trip, and post-trip inspection procedures and how to report unsafe conditions.

School Bus Vehicle Operation (2.5 Hour)

This lesson discusses various aspects of safe school bus operation, including the IPDE process, safe following distances, railroad crossings, right-of-way, passing, school bus positioning, and fuel economy.

Traffic Control Devices (1 Hour)

This lesson discusses traffic control devices and their meaning. Proper use of these devices is also addressed.

School Bus Critical Situations (2 Hours)

This lesson outlines appropriate responses to critical situations. It details preventing and correcting for loss of traction, loss of brakes, steering failure, tire blowout, headlight failure, accelerator failure, and engine overheating. This lesson also details the classification of fire and school bus evacuation procedures.

Crash Procedures (1 Hour)

This lesson details school bus crash procedures and describes types of crashes and the responsibilities of school bus operators during crash situations. It outlines the procedures and requirements for exchanging information and rendering aid. This lesson also details necessary reports or penalties that can result from a school bus incident.

STATE SPECIFIC SCHOOL BUS DRIVER CERTIFICATION COURSES



Loading and Unloading Students (1.5 Hours)

This lesson describes school bus loading and unloading procedures. It outlines the requirements for school bus stop locations and details proper and improper use of alternating flashing red lights. The lesson also provides tips for maintaining an accurate schedule.

School Bus Passenger Management (2 Hours)

This lesson details student management for school bus operators. It discusses today's young people, discipline suggestions, and behavior motivators. This lesson also outlines the general stages of human development.

First Aid (1 Hour)

This lesson details first aid training for school bus operators. It discusses basic principles of first aid training and how to manage a variety of injuries and/or illnesses.

Students with Special Needs (2.5 Hour)

This lesson discusses how to accommodate students with special transportation needs. It addresses proper use of assistive equipment and emergency evacuation procedures. Laws that protect students with disabilities are also discussed.

Field and Activity Trips (1 Hour)

This lesson discusses the problems, responsibilities, and additional instructions that school bus operators need to be mindful of when during a field trip.

Commercial Driver's License Pre-trip Inspection (1.5 Hour)

This lesson discusses license requirements and the pre-trip inspection process. It provides information regarding specific areas of the inspected vehicle.

School Bus Operator Training End-of-Course Test (1 Hour)

This School Bus Operator Training End-of-Course Test assesses your understanding of the material presented throughout the Florida School Bus Operator Training course.

Iowa (17.5 Hours)

Accidents and Emergencies (1 Hour)

This lesson discusses the skills necessary to operate a school bus safely and efficiently, including actions to avoid accidents, legal responsibilities and required actions should a school bus operator be involved in an accident, and emergency procedures to follow when involved in an accident. This lesson also discusses how to effectively operate a 2-way communication system and prepare for weather related emergencies.

STATE SPECIFIC SCHOOL BUS DRIVER CERTIFICATION COURSES



Blind Spots/Danger Zones and Mirrors (30 Min)

This lesson identifies blind spots and danger zones around a school bus and details the use of mirrors to eliminate these dangerous areas.

Controlling the School Bus (1.8 Hours)

This lesson discusses techniques to control a school bus. It details steering, turning, passing, merging, stopping, and driving in traffic. This lesson also discusses railroad crossing techniques.

Laws and Rules (.8 Hours)

This lesson outlines laws and rules selected from the Code of Iowa and the Iowa Administrative Code (IAC). It details the most frequently referenced sections relating to school transportation.

Emergency First Aid (1.3 Hours)

This lesson outlines the common first aid techniques for school bus drivers. Procedures for bleeding, burns, broken bones, sprains, choking, head injuries, unconsciousness, fainting, dizziness, convulsions, seizures, and allergic reactions are detailed.

DOT Drug and Alcohol Testing (1 Hour)

This lesson details information school bus drivers need to know regarding DOT drug and alcohol testing procedures. It provides background information and specific procedures to expect while being tested. This lesson also explains what will happen after the testing is completed.

Detecting Hazards (30 Min)

This lesson discusses the systematic techniques that a school bus driver must use to detect road hazards. It details how to use the five senses to pick up clues that indicate a potential or actual danger. This lesson also discusses how to make appropriate decisions and take the best course of action by adjusting your driving to minimize or avoid hazards.

Emergency Driving Techniques (30 Min)

This lesson discusses emergency driving techniques used to maintain or regain control of a school bus in cases of skidding, tire blowout, brake loss, travel path obstruction, and loss of visibility.

Field Trips (30 Min)

This lesson about field trips discusses the responsibilities of the bus operator and those who accompany him/her on the trip, problems faced on a field trip, and special instructions to remember when driving on a field trip.

STATE SPECIFIC SCHOOL BUS DRIVER CERTIFICATION COURSES



Loading and Unloading Procedures (45 Min)

This lesson describes specific procedures for loading and unloading passengers in a variety of situations. These procedures help school bus operators avoid unsafe conditions which could result in injuries and fatalities during and after loading or unloading.

Passenger Control (45 Min)

This lesson discusses general rules of passenger conduct, passenger management techniques, and discipline procedures.

Pretrip Air Brake Inspection (30 Min)

This lesson describes air brake components and discusses pretrip air brake inspection procedures.

Railroad-Highway Crossings (30 Min)

This lesson describes the proper procedures and restrictions for a school bus approaching and crossing a railroad-highway crossing. It details warning devices and railroad crossings, general safety, and common special situations.

Roles and Responsibilities (30 Min)

This lesson discusses roles and responsibilities of school bus operators, as well as obligations they have toward employers, supervisors, coworkers, passengers, and parents. It also discusses criteria for selecting school bus operators, how emotional and physical characteristics can affect driving ability, and appropriate reporting and recording procedures.

School Bus Operation (1 Hour)

This lesson discusses the basic skills needed to operate a school bus safely and efficiently. It discusses the pre-trip inspection, starting the engine and accelerating, shifting gears, securing the bus, and the posttrip inspection.

School Bus Operator Roles and Responsibilities (30 Min)

This lesson details Iowa school bus operators' roles and responsibilities. It describes the requirements for becoming a school bus operator and qualities of a professional school bus operator. This lesson also details the responsibilities of members of the student transportation team. Laws, rules, regulations, policies, and recommendations directly related to school bus operation are also described.

Transporting Students with Special Needs (2.5 Hours)

This lesson discusses how to accommodate students with special transportation needs. It addresses proper use of assistive equipment and emergency evacuation procedures. Laws that protect students with disabilities are also discussed.

STATE SPECIFIC SCHOOL BUS DRIVER CERTIFICATION COURSES



Iowa School Bus Certification Exam (30 Min)

This Certification Test will assess your understanding of the material presented in this course.

Head Start Transportation (2 Hour) (Iowa Specific School Bus Driver In-Service Training)

Upon successful completion of this course the student will be able to describe the regulations regarding safety features and the safe operation of vehicles used to transport children participating in Head Start and Early Head Start programs.

Oklahoma (19.1 Hours)

Information and Driver Qualification (1 Hour)

This lesson details general rules and regulations regarding school bus driver employment in the State of Oklahoma and discusses preliminary qualifications for certification.

Oklahoma Vehicle Laws-Title 47, Sections 10-11 (1 Hour)

This lesson states vehicle laws that pertain to the safe operation of a school bus in the State of Oklahoma.

Oklahoma Vehicle Laws-Title 47, Sections 12 and 15 (1 Hour)

This lesson states vehicle laws that pertain to the safe operation of a school bus in the State of Oklahoma.

Pre- and Post-trip Inspections (1.5 Hour)

This lesson discusses the background of school bus safety and school bus design. It also details pre- and posttrip inspection procedures.

Pre-trip Air Brake Inspection (1 Hour)

This lesson describes air brake components and discusses pretrip air brake inspection procedures.

Blind Spots/Danger Zones and Mirrors (1 Hour)

This lesson identifies blind spots and danger zones around a school bus and details the use of mirrors to eliminate these dangerous areas.

Pickup and Discharge Procedures (1.5 Hour)

This lesson details the proper procedures for picking up and discharging passengers. Also discussed are bus mirror settings, blind spots, and techniques for transporting special needs students.

Sound Driving Practices 1 (1 Hour)

This lesson describes characteristics of a professional driver and discusses a variety of conditions that affect drivers and vehicle operation.

STATE SPECIFIC SCHOOL BUS DRIVER CERTIFICATION COURSES



Sound Driving Practices 2 (1 Hour)

This lesson discusses sound driving practices, including traffic control, steering techniques, turning movements, highway hypnosis, six-point vision scan procedure, night driving, and headlight etiquette.

Sound Driving Practices 3 (1.5 Hour)

This lesson discusses sound driving practices, including speed limits, following distances, passing, stopping, downshifting, and avoiding collisions.

Backing and Turnabout Maneuvers (.8 Hours)

This lesson details the proper techniques for backing and making turnabout maneuvers. Also discussed are primary and secondary roadways and the use of student helpers.

Railroad Crossings (1.5 Hour)

This lesson describes the proper procedures and restrictions for a school bus approaching and crossing a railroad track.

Accident Procedures (1 Hour)

This lesson discusses procedures to be followed by a bus driver at the scene of an accident.

Emergency Evacuations (1.5 Hour)

This lesson discusses emergency and nonemergency evacuation policies and procedures for non-special needs and special needs passengers.

Student Management (.8 Hours)

This lesson discusses the functions of a discipline policy and details rules and procedures school bus passengers are expected to follow.

Certification Test (2 Hours)

This Certification Test will assess your understanding of the material presented in this course.

West Virginia (20 Hours)

Accidents and Emergencies (Section F) (SY09-10) (2 Hours)

This course discusses the basic knowledge needed to recognize a potential situation that can cause an accident. It details the legal responsibilities, ramifications, and required action in case of an accident. This course also discusses the emergency policy and procedures to follow in the event of an accident and how to effectively operate a 2-way communication system.

STATE SPECIFIC SCHOOL BUS DRIVER CERTIFICATION COURSES



Blind Spots/Danger Zones and Mirrors (SY09-10) (1 Hour)

This course identifies blind spots and danger zones around a school bus and details the use of mirrors to eliminate these dangerous areas.

Controlling the School Bus (Section C) (SY09-10) (2 Hours)

This course discusses techniques to control a school bus. It details steering, turning, passing, merging, stopping, and driving in traffic. This course also discusses railroad crossing techniques.

Detecting Hazards (Section D) (SY09-10) (1 Hour)

This course discusses the systematic techniques that a school bus driver must use to detect road hazards. It details how to use the five senses to pick up clues that indicate a potential or actual danger. This course also discusses how to make appropriate decisions and take the best course of action by adjusting your driving to minimize or avoid hazards.

Emergency Driving Techniques (Section E) (SY09-10) (1 Hour)

This course discusses emergency driving techniques used to maintain or regain control of a school bus in cases of skidding, tire blowout, brake loss, travel path obstruction, and loss of visibility.

Field Trips (Section H) (SY09-10) (1 Hour)

This course about field trips discusses the responsibilities of the bus operator and those who accompany him/her on the trip, problems faced on a field trip, and special instructions to remember when driving on a field trip.

Loading and Unloading Procedures (SY09-10) (1 Hour)

This lesson describes specific procedures for loading and unloading passengers in a variety of situations. These procedures help school bus operators avoid unsafe conditions which could result in injuries and fatalities during and after loading or unloading.

Passenger Control (Section G) (SY09-10) (1 Hour)

This course discusses general rules of passenger conduct, passenger management techniques, and discipline procedures.

Pre-trip Air Brake Inspection (Section B) (SY09-10) (1 Hour)

This course describes air brake components and discusses pretrip air brake inspection procedures.

Railroad-Highway Crossings (SY09-10) (1 Hour)

This lesson describes the proper procedures and restrictions for a school bus approaching and crossing a railroad-highway crossing. It details warning devices and railroad crossings, general safety, and common special situations.

STATE SPECIFIC SCHOOL BUS DRIVER CERTIFICATION COURSES



School Bus Operation (Section B) (SY09-10) (2 Hours)

This course discusses the basic skills needed to operate a school bus safely and efficiently. It discusses the pre-trip inspection, starting the engine and accelerating, shifting gears, securing the bus, and the post trip inspection.

School Bus Operator Roles and Responsibilities (Section A) (SY09-10) (1 Hour)

This course discusses roles and responsibilities of school bus operators, as well as obligations they have toward employers, supervisors, coworkers, passengers, and parents. It also discusses criteria for selecting school bus operators, how emotional and physical characteristics can affect driving ability, and appropriate reporting and recording procedures.

School Bus Transportation Policies and Procedures (SY09-10) (2 Hours)

This lesson states the policies and procedures that pertain to the safe operation of a school bus in the State of West Virginia.

Transporting Exceptional Students (Section I) (SY09-10) (1 Hour)

This course discusses the responsibilities that bus operators have when transporting exceptional students. It discusses loading and unloading procedures, behavior patterns of special needs students, and how to handle emergencies while transporting exceptional students.

School Bus Operator Certification Test (SY09-10) (1 Hour)

This Certification Test will assess your understanding of the material presented in the West Virginia School Bus Operator Training Program. The test covers components from: • WV Commercial Driver License (CDL) Manual • Policy 2422.8—Medication Administration Policy • Policy 4334—WV Minimum Requirements for Design and Equipment of School Buses • Policy 4336—WV School Transportation Regulations • Policy 4373—Student Code of Conduct • Policy 5902—Employee Code of Conduct • WV State Police Inspection Requirements • West Virginia Code—Chapter 17 C • Certified American Red Cross First Aid.

School Bus Operator Recertification Test (SY09-10) (1 Hour)

This Recertification Test will assess your understanding of the material presented in the West Virginia School Bus Operator Training Program. The test covers components from: • WV Commercial Driver License (CDL) Manual • Policy 2422.8—Medication Administration Policy • Policy 4334—WV Minimum Requirements for Design and Equipment of School Buses • Policy 4336—WV School Transportation Regulations • Policy 4373—Student Code of Conduct • Policy 5902—Employee Code of Conduct • WV State Police Inspection Requirements • West Virginia Code—Chapter 17 C • Certified American Red Cross First Aid.

STATE SPECIFIC SCHOOL BUS DRIVER CERTIFICATION COURSES



Wyoming (17.3 Hours)

Information and Driver Qualifications (.8 Hours)

This lesson details general rules and regulations regarding school bus driver employment in the State of Wyoming and discusses preliminary qualifications for certification.

Wyoming Vehicle Laws—Title 31 (1 Hour)

This lesson states vehicle laws that pertain to the safe operation of a school bus in the State of Wyoming.

Pre- and Post-trip Inspections (1.5 Hour)

This lesson discusses the background of school bus safety and school bus design. It also details pre- and posttrip inspection procedures.

Pre-trip Air Brake Inspection (.8 Hours)

This lesson describes air brake components and discusses pretrip air brake inspection procedures.

Blind Spots/Danger Zones and Mirrors (1 Hour)

This lesson identifies blind spots and danger zones around a school bus and details the use of mirrors to eliminate these dangerous areas.

Pickup and Discharge Procedures (1.5 Hour)

This lesson details the proper procedures for picking up and discharging passengers. Also discussed are bus mirror settings, blind spots, and techniques for transporting special needs students.

Sound Driving Practices 1 (1 Hour)

This lesson describes characteristics of a professional driver and discusses a variety of conditions that affect drivers and vehicle operation.

Sound Driving Practices 2 (1 Hour)

This lesson discusses sound driving practices, including traffic control, steering techniques, turning movements, highway hypnosis, six-point vision scan procedure, night driving, and headlight etiquette.

Sound Driving Practices 3 (1.5 Hour)

This lesson discusses sound driving practices, including speed limits, following distances, passing, stopping, downshifting, and avoiding collisions.

Backing and Turnabout Maneuvers (.8 Hours)

This lesson details the proper techniques for backing and making turnabout maneuvers. Also discussed are primary and secondary roadways and the use of student helpers.

Railroad Crossings (1.3 Hour)

This lesson describes the proper procedures and restrictions for a school bus approaching and crossing a railroad track.

STATE SPECIFIC SCHOOL BUS DRIVER CERTIFICATION COURSES



Accident Procedures (1 Hour)

This lesson discusses procedures to be followed by a bus driver at the scene of an accident.

Emergency Evacuations (1.5 Hour)

This lesson discusses emergency and nonemergency evacuation policies and procedures for non-special needs and special needs passengers.

Student Management (.8 Hours)

This lesson discusses the functions of a discipline policy and details rules and procedures school bus passengers are expected to follow.

Certification Test (1.8 Hour)

This Certification Test will assess your understanding of the material presented in this course.

School Training Solutions
Staff Development Training





CERTIFICATION COURSES



The National Association for Pupil Transportation (NAPT) Certification Courses can be used for NAPT Certification, NAPT Recertification, In-Service, or Professional Development opportunities. These courses are available to members of NAPT and any other individuals in the pupil transportation industry.

101 - Student Transportation Orientation (3 Hours / 0.3 CEU)

This course discusses the history of the pupil transportation industry as well as future trends for transportation professionals. The course covers pertinent federal and state laws that impact the pupil transportation industry and reviews current recommendations and best practices from industry peers and trade organizations. The course discusses how school districts function internally and how transportation professionals manage employee relations. Topics such as training and testing of staff are covered. The course also discusses budgeting and fiscal planning for the transportation professional. It details types of buses used and the specifications as well as options available. Program recommendations are laid out that detail preventative maintenance, safety, and managing children. Finally, the course discusses route safety, bus stop safety, and other critical functions the transportation professional offers to protect children.

SNT101 - Special Needs Transportation (2 Hours / 0.2 CEU)

This course provides an overview of laws, regulations, processes, strategies, and considerations for transportation personnel responsible for transporting students with disabilities.

201 - Business Writing (1.5 Hours / 0.15 CEU)

This course presents practical tips to help write clearly and professionally. It details how to project professionalism when writing to parents, supervisors, staff, and school boards.

202 - Presentation Skills (1.5 Hours / 0.15 CEU)

This course presents techniques for preparing and planning a presentation. It details how to reduce anxiety, create openers, and maintain interest. It also provides suggestions for using visual aids, handling questions, projecting a polished appearance, and presenting material in a professional manner. This course is highly recommended for all transportation personnel who present safety lessons or perform training.

203 - Communication Skills for Transportation Professionals (1.5 Hours / 0.15 CEU)

This course details the basic components of communication and provides insight into the communication process. It outlines tips that enhance the comfort level and performance of pupil transportation professionals. This course also discusses potentially challenging communication situations, including misunderstandings and conflict, and how to effectively maneuver through these situations.

204 - Team Communication Strategies (1 Hour / 0.1 CEU)

This course details good communication strategies for optimal team development. The course also outlines learning styles and personalities when managing team communication. It also discusses managing team conflict and providing praise and recognition programs to reinforce positive team behavior.



205 - Managing the Media (1.5 Hours / 0.15 CEU)

This course presents basic principles for managing the media. It defines what is considered news and details the importance of working with the media using interaction guidelines. This informative lesson provides the basic skills needed to successfully prepare for interacting with the media.

208 - Parent, Administrator, Board, and Public Outreach (1 Hour / 0.1 CEU)

This course presents tips on working with the media, school staff, community groups, and parents to promote an understanding of student transportation issues and needs. It details how to identify problems and develop appropriate messaging using both time-tested and innovative mediums. This is a valuable course for transportation managers who want to strengthen community relations.

301 - Basic School Transportation Accounting (1.5 Hours / 0.15 CEU)

This course discusses basic bookkeeping functions, such as recording debits and credits, making correcting entries, and closing a set of books. It details the elements of balance sheets, budgetary accounts, governmental funds, state and corporate transportation fund allocation systems, and Governmental Accounting Standards. This course is intended for entry-level administration and transportation staff that have the responsibility of tracking finances.

302 - Budget Development (1 Hour / 0.1 CEU)

This course presents an introduction to school district transportation budgeting, including understanding the budget cycle, short and long-range planning, and enrollment projections for budgeting purposes.

303 - Procurement and Budget Management (1.5 Hours / 0.15 CEU)

This course provides an introduction to public and private transportation procurement and budget management. It discusses the rules of government procurement, purchasing processes, and procedures, practical purchasing examples, the importance of recordkeeping, and monitoring. Budget management practices and strategies for monitoring cash flow are also discussed.

401 - Managing Human Resources I (1 Hour / 0.1 CEU)

This course discusses basic human resource management laws. It outlines the legal framework of human resource management, including due process, equal protection and non-discrimination, disability law, leave of absence, wage and working conditions, employment eligibility, and retention. This course is intended for transportation professionals with human resource responsibilities.



402 - Managing Human Resources: Employee Relations (1 Hour / 0.1 CEU)

This course describes effective interview and hiring practices, including provisions of an Employee Handbook, discusses effective techniques for conducting employee evaluations, and defines proper steps and procedures for investigating allegations of employee misconduct and administering discipline when appropriate. It provides a practical overview of human resource management for pupil transportation managers and supervisors, focusing on employee evaluation, training, and discipline. This course also covers the “how to” of developing accurate job descriptions.

403 - Labor Contract Negotiations and Management (1.5 Hours / 0.15 CEU)

This course discusses performance-based negotiating, principles necessary for effective negotiating, important steps to follow when preparing to negotiate, and effective plans for conducting negotiations. This course details basic elements of labor contract negotiations, including theory and negotiation styles, how to plan for bargaining, contract language, and bargaining table behavior. The purpose of this lesson is to provide proven strategies for preparation before negotiation. With these tools in hand, it is much easier to get through the contract negotiations process and meet transportation needs.

404 - Human Resources - Critical Issues (1 Hour / 0.1 CEU)

This course discusses the definition of sexual harassment in all of its forms and what a transportation department can do to reduce or eliminate this behavior in the workplace. The course also discusses the subject of workforce diversity. It covers the importance of maintaining a diverse workforce and the benefits to the department in achieving such diversity within its organization. Finally the course covers the signs of physical abuse, neglect, and sexual abuse of children.

405 - Student Needs and Management (1 Hour / 0.1 CEU)

This course discusses student behavior issues from the management perspective. It reviews student characteristics and behavior management strategies by age level and details ways to prepare drivers and attendants to manage student behavior within challenging situations; work within the school district structure; develop district policy, procedures, and forms; and understand the nuances of working with students with disabilities.

501 - Overseeing a Fleet Maintenance Program (0.5 Hour / 0.05 CEU)

This course discusses the fundamentals of pupil transportation fleet management, including schedules, forms, reports, inventory and maintenance budgets, safety, and training. The course is designed for all managers who are interested in, or have a responsibility for, shop operations. This course will help anyone with responsibility for a pupil transportation fleet maintenance program to gain perspective on key management principles.



502 - Advanced Shop Maintenance (1.5 Hours / 0.15 CEU)

This course digs deeper into management of fleet operations, and explores many costs of operating a school bus fleet. Items discussed include, vehicle acquisition and replacement, preventive maintenance inspections, inventory control, fuel acquisition, storage, and distribution, computerized management systems, and 2-way communications.

503 - School Bus Specifications (0.5 Hour / 0.05 CEU)

This course provides insight into assessing vehicle requirements, writing specifications, bidding, purchasing, and receiving school buses best suited to meet an operation's specific and unique needs.

504 - School Bus Manufacturing (1 Hour / 0.1 CEU)

This course is a general overview of the school bus manufacturing industry. It details the history and events that shaped the appearance and safety features of today's buses and the basic construction of a school bus. It also discusses design changes that will further improve bus efficiency and safety.

601 - School Bus Routing & Scheduling I (1.5 Hours / 0.15 CEU)

This course presents theories and strategies for successful routing. Route types, stop choice, and multi-trip options are discussed as well as the development of policy and procedures and their implications for economy and safety. Computer-aided and manual routing strategies are evaluated and compared.

602 - School Bus Routing & Scheduling II (1 Hour / 0.1 CEU)

This course discusses the practical knowledge needed to efficiently manage school bus routing and scheduling operations both manually and computer assisted. It details the staggering of school bus routes, computer assisted routing, and scheduling. Global positioning systems (GPS) and organizational impacts are also outlined.

605 - School Transportation Contract Management (1 Hour / 0.1 CEU)

This course discusses the process school districts use to obtain contract transportation services. It explains the differences between a request for proposal (RFP) and a bid, and covers the contents and documents contained in a RFP or bid. This course also discusses how to include the elements necessary for monitoring contractor performance to ensure safe, economical, and quality transportation.

606 - Management and Emergency Planning (2.5 Hours / 0.25 CEU)

This course discusses techniques and strategies to help transportation professionals identify and manage risk. It details risk management policy, procedures, and elements of training to avoid risk. This course also outlines emergency planning, crisis management, and school bus security.



701 - Introduction to Leadership and Management (1.5 Hours / 0.15 CEU)

This course presents an introduction to leadership and management. It defines the role of leadership for both experienced and novice managers. This course discusses different leadership models and explains how different models must be used with different individuals and in different circumstances. This course also details strategies for developing a work force into a committed team that has the preparation to get the job done right and the creativity to find even better ways to function.

702 - Personal Skills for Managers (1.5 Hours / 0.15 CEU)

This course presents the personal skills necessary to be successful in a leadership position. Professional demeanor and E-mail and phone etiquette are discussed as well as the importance of setting a positive tone and handling negative or difficult people. It discusses how to handle conflict successfully. Time management and personal work habits that improve managers' efficiency and effectiveness are also outlined.

703 - Personal Skills: Time Management (1.5 Hours / 0.15 CEU)

Effective time management is essential to meet the time crunches a school transportation professional faces daily. Excellent personal skills are needed to overcome the challenges of time and communication. This course describes how to eliminate time wasters, avoid procrastination, streamline and organize work, conduct productive meetings, and de-clutter. This course also explains ways to delegate effectively, strategies for saying "No," and new ways to set goals.

901 - School Transportation Security Assessment (1.5 Hours / 0.15 CEU)

This course discusses the role of a security assessment for school transportation facilities and why such security plans are important. The course includes steps for gathering critical information on transportation operations and including emergency response agencies in the security planning process. A list of current best practices in school transportation security is included to educate transportation staff in strategies for securing their facilities. Finally, the course walks the participant through a comprehensive security assessment and discusses key points required in the evaluation.

902 - Crisis Communication (1.5 Hours / 0.15 CEU)

This course presents the importance of communication during a crisis. The course details the importance of pre-planning, especially information gathering and information dissemination, and how thinking about issues in advance helps make the best of a crisis situation. The course discusses how to create a crisis communication response team and what roles each team member plays during a crisis event. The course also discusses steps for creating a crisis command center. Finally, the course covers the appropriate means of communicating to the community and disseminating information to the media.

CONTACT US



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