



# SCHOOL BUS INSTRUCTOR DEVELOPMENT TRAINING PROGRAM

*We must attain a class size of at least 20 participants to host the program.*

**Tuesday, April 25 – Friday, April 28, 2023**

DoubleTree by Hilton Nashua, 2 Somerset Parkway, Nashua, NH 03063  
(The Friday, April 28 session will take place at Manchester Transit Authority Facility)

**ABOUT THE COURSE:** This intensive four-day training program is conducted by New Hampshire School Transportation Association in conjunction with the Office of Pupil Transportation for the NH State Police. Satisfactory completion of this course will satisfy the state requirement for 32 hours of training in an approved curriculum. A participant may then apply to the NH Department of Safety to sit for the certification exam. The curriculum for the 2023 program will include both classroom and hands-on training. Each student will be required to demonstrate the skills and theories learned by presenting a lesson to a small group of peers on Thursday, April 27. On Friday, April 28, students will assemble at Manchester Transit Authority facility for a live Pre-Trip Inspection demonstration. Students will learn what is required to pass the Pre-Trip part of the CDL exam. **All participants are required to attend Friday's session in order to receive a Certificate of Completion.**

**This course meets the requirements for state certification and is open to any person holding a valid NH school bus driver certificate.**

**INSTRUCTORS:** Cynthia Fournier, First Student, Inc.  
Marc Raposo, Butler's Bus Service  
Ryan Renauld Smith, Manchester Transit Authority  
Trooper Gregory Hildreth, Supervisor, Pupil Transportation Office  
and Rebecca Kelsea, Program Assistant II, Pupil Transportation Office

**PROGRAM CLASS SIZE WILL BE LIMITED TO THE FIRST 40 PERSONS WHO REGISTER WITH PAYMENT (20 person minimum).** Register early to ensure a spot in this professional development workshop. Please email your registration form to us right away and follow up with payment. (**see instructions on the registration form**)

**COST: \$640 NHSTA members; \$950 Non-Members** which includes four days of instruction (Tuesday – Friday), daily beverage breaks and lunch and all necessary handouts.

**THE DEADLINE TO REGISTER IS FRIDAY, MARCH 31, 2023!**

**PROGRAM SCHEDULE: You MUST attend the complete 32 hours of instruction, including the evening workshops on Tuesday and Wednesday and the Friday session at Manchester Transit.**

Tues., April 25 – Check-in	7:30 - 8:45 a.m. sharp.
Tues. Instruction	9:00 a.m. – 5:30 p.m. & 7:00 – 9:00 p.m.
Wed., Apr. 26 Instruction	8:00 a.m. – 5:00 p.m.
Wed. night Workshop	7:00 p.m.-- Midnight
Thurs., Apr 27 Instruction	8:00 a.m. -- 5:00 p.m.
Fri. Apr. 28 Instruction	9:00 a.m. – 5:00 p.m.

**OVERNIGHT ROOMS:** A block of hotel rooms has been reserved at the DoubleTree by Hilton Nashua.. Cost is \$136 per room plus state tax (single/double/triple). Reservations must be made directly with the hotel by calling 603-886-1200 by Monday, April 3, 2023 to be assured a room. (After that date, rooms are on an availability basis. Be sure to mention the New Hampshire School Transportation Association to receive the special group rate.

**CURRICULUM TO BE USED:** The instructor training curriculum has been revised to meet current state needs and a copy will be provided to each registered student. Instructor training techniques for small groups and one-on-one teaching will also be provided, as well as knowledge on Rules and Regulations, Special Needs, Student Management and Bullying.

Important Considerations and Reminders for Participants

1. **Although not required, it is strongly recommended that all students plan to stay overnight at the host hotel on Tuesday, Wednesday, and Thursday vs. traveling to and from home.** This will provide the maximum opportunity for learning, sharing of ideas, participation in scheduled evening activities, and to learn about related training resources and opportunities.
2. Lodging costs can be reduced by sharing a room with a fellow classmate. The NHSTA executive office will gladly provide a list of enrollees for that purpose.
3. Hotel check-in is at 3:00 p.m.
4. The NHSTA School Bus Handbook and other training materials and course outline will be distributed at the check-in table which will be open at 7:30 a.m. on Tuesday, April 25<sup>th</sup>.
5. Students are required to bring their own supplies to facilitate note taking. (paper, pens, pencils, etc.)
6. To help prepare for your pre-assigned subject for Thursday's Practice Teaching, you may wish to bring materials that you are currently using for driver training such as videos, CDs, posters and a laptop, etc. for your practice teaching presentation..  
Please note that **laptops and all electronic devices are not to be used** during instruction time. They may be used during your practice teaching presentation. If using PowerPoint for your presentation, prior knowledge and use of this program is recommended.
7. **REMEMBER** that this program is designed to help improve your TEACHING AND FACILITATION SKILLS, **it will not include driving skills.** One of the best tools used will be your participation in the "Practice Teaching" workshops.
8. **Cancellation Policy.** No cancellations or refunds will be accepted/made after Friday, March 31, 2023. Substitutions will be accepted after that date. No registrations will be considered complete until all fees are paid in full.
9. AFTER YOU HAVE REGISTERED AND PAID FOR THE TRAINING, you will receive a confirmation. Cynthia Fournier will **then** send a tentative daily schedule, and additional information concerning the teaching exercise which all participants will take part in.

**If registering more than one student, please copy the enclosed registration form and participant questionnaire\* for each registrant.**

**\* The participant questionnaire (ONLY) should be returned as INDICATED ON THE QUESTIONNAIRE and NOT to NHSTA.**



**STUDENT REGISTRATION FORM**

**SCHOOL BUS INSTRUCTOR DEVELOPMENT TRAINING PROGRAM**

**April 25-28, 2023**

**DoubleTree by Hilton Nashua and Manchester Transit Authority**

Send this completed application with the appropriate registration fee to:  
NH School Transportation Association  
17 Depot Street, Suite 3  
Concord, NH 03301 or scan and email form to [info@nhsta.org](mailto:info@nhsta.org) and [nhschoolbus.instructors@gmail.com](mailto:nhschoolbus.instructors@gmail.com)

(Please use a separate sheet for each applicant.)

Please register the following person for the 2023 School Bus Instructor Development Program. A check for \$ 640 (members) or \$950 (non-members) is enclosed. (Please make the check payable to the NH School Transportation Association.)

REGISTRANT NAME \_\_\_\_\_

REGISTRANT  
EMAIL \_\_\_\_\_

COMPANY NAME or SCHOOL DISTRICT \_\_\_\_\_

TERMINAL LOCATION: \_\_\_\_\_

FLEET ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

FLEET TELEPHONE \_\_\_\_\_

DRIVER LICENSE NUMBER \_\_\_\_\_

SCHOOL BUS CERTIFICATE NUMBER \_\_\_\_\_ EXP. DATE \_\_\_\_\_

EMAIL ADDRESS  
(FOR STUDENT'S SUPERVISOR/MANAGER): \_\_\_\_\_

## PARTICIPANT QUESTIONNAIRE

NEW HAMPSHIRE SCHOOL TRANSPORTATION ASSOCIATION  
SCHOOL BUS SAFETY INSTRUCTOR TRAINING PROGRAM  
April 25-28, 2023

The following information will be given to the lead instructor(s) to allow for preparation of the course and to assist in assignment to the breakout sessions on Thursday, April 27.

Name \_\_\_\_\_ Employer/sponsor \_\_\_\_\_

1. How long have you held a NH school bus certificate? \_\_\_\_\_

2. Your title and function with your employer \_\_\_\_\_  
\_\_\_\_\_

3. Are you presently a NH certified school bus instructor? Yes \_\_\_\_\_ No \_\_\_\_\_

4. If you answered yes to question #3, have you instructed this school year? Yes \_\_\_\_\_ No \_\_\_\_\_

What types of classes? \_\_\_\_\_

5. Have you taught outside the school bus industry? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, what and where?  
\_\_\_\_\_

### PERSONAL INFORMATION (OPTIONAL, BUT HELPFUL):

1. What would you say is your weakest skill as an instructor?  
\_\_\_\_\_

2. What would you say is your strongest skill as an instructor?  
\_\_\_\_\_

3. What do you do for FUN and ENJOYMENT away from work?  
\_\_\_\_\_

Please **DO NOT** return this form with your registration. **Scan or email this form it to**  
[info@nhsta.org](mailto:info@nhsta.org) and [nhschoolbus.instructors@gmail.com](mailto:nhschoolbus.instructors@gmail.com) Your cooperation is appreciated.  
We are looking forward to meeting and working with you!