

STEPS FOR BECOMING A NEW ON-BUS INSTRUCTOR

- ✓ Assess your district's need for another O.B.I. Please refer to 3301-83-10(E) in the Operation and Safety Rules book for criteria. Note that you should have a MAXIMUM of one OBI per 20 drivers.
- ✓ Check your driver's status online. All O.B.I.s must have a current active School Bus Driver's Certificate and be currently employed as either a regular or sub driver and have at least two years of experience on a regular route.
- ✓ Send a letter of recommendation from your district's transportation director to me, Bill Leaming, at 4200 State Rd, Ashtabula, OH 44004. It should be on district/agency letterhead. Please include information about the prospective O.B.I.'s leadership/teaching abilities.
- ✓ Download the application from the Ashtabula County ESC website (acesc.k12.oh.us). Send the completed and signed Application for New On-Bus-Instructor Certification form along with the letter of recommendation to the Ashtabula Office.
- ✓ Once the application is received, a meeting will be scheduled to cover paperwork involved with working as an O.B.I. as well as an outline of training procedures.
- ✓ Prospective O.B.I.s will shadow a current OBI during training of a new driver to learn how to train a driver properly. Any new or existing information should be shared between the current O.B.I. and prospective O.B.I. Please refer to the ODE state website for current training and testing documentation listed under driver training and certification.
- ✓ When the driver has satisfactorily completed the initial meeting with the pre-service instructor your new O.B.I. is ready to begin training and/or evaluating other drivers. Upon completion of training of the new O.B.I.'s first trainee, the pre-service instructor and the new O.B.I. will evaluate the new driver together. In the event the Pre-Service Instructor is not available the supervising O.B.I. can be substituted in the evaluation process. The new driver must pass the evaluation at a minimum of 80%. Your new O.B.I. will be required to have copies of the completed paperwork (T9, training logbook, pre-trip, and driving evaluation of supervising O.B.I.) available on the day of the evaluation. In the event the pre-service instructor is not available then copies of the paperwork did to be sent either email or postal delivery. This testing should be completed before the new driver attempts the CDL testing. Once the new driver has passed at or above the 80% mark the new O.B.I. will be issued an O.B.I. certificate.
- ✓ It is mandatory that the new O.B.I. attend my annual O.B.I. meeting, as well as scheduled training sessions throughout the year, or their certificate will be suspended.
- ✓ O.B.I. attendance at the advanced two-day summer workshop is required once every six years.
- ✓ New and veteran O.B.I.s must either be a judge or a participant at the regional road-e-o each year.
- ✓ The New O.B.I. must attend all five days of the N.E. Pre-Service Instructor's class.
- ✓ Renewal of an O.B.I.'s six-year certificate requires a driving evaluation and pre-trip inspection with the Pre-Service Instructor.

Any questions the prospective O.B.I. may have during the course of his/her training will be answered to the best of my ability via e-mail at bill.leaming@ashtabulaesc.org

Bill Leaming

9/2017