

## **Clarification on a Few Items**

### **Important Dates to Remember**

- **Driver's license expiration**
  - Typically, on your birthday every 4 years
  - You can renew a CDL up to one year in advance
  - By law, motorist must notify the Secretary of State's office of an address change or name change within 10 days and CDL holders must obtain a corrected driver's license within 30 days (625 ILCS 5/3-416, 6-116, 6-511)
- **Refresher class anniversary date**
  - An annual refresher course must be completed within 364 days of the last annual refresher course attended. If an individual completes subsequent refresher training between the actual refresher date and 60 days prior to that refresher date, the next annual refresher date will not change. If refresher training is completed more than 60 days prior to the refresher date, the date the driver completes the refresher training will become the new annual refresher date.
  - *"If the driver goes beyond their refresher class anniversary date without taking a refresher class, they still hold a valid permit, but cannot use it (transport students) until the refresher class is taken and before the permit expires."*
- **Permit expiration date**
  - Based upon when you finalized your initial school bus permit with the Secretary of State; this date will not change as long as you maintain a valid school bus permit.
  - Physical and drug test are only valid for 90 days, do not have done more than 90 days prior to the expiration of your permit
  - Refresher class must be 364 days or sooner from the previous class, there is no grace period on a refresher date.

### **Cell Phone Use (625 ILCS 5/12-813.1)**

School Bus drivers may not operate a cell phone (talk or text) while driving a school bus. See the statute for exceptions (625 ILCS 5/12-813.1)

### **Excessive Idling (625 ILCS 5/11-1429) Sec. 11-1429.**

- Stay alert on your route. In general, the school bus operator may idle a maximum of 10 minutes in any 60-minute period. See the statute for exceptions and more details (65ILCS 5/11-1429). If you are required to be idle for an excessive period of time, shut off the engine until you are ready to move again.
- "Affected areas" means the counties of Cook, DuPage, Lake, Kane, McHenry, Will, Madison, St. Clair and Monroe and the townships of Aux Sable and Goose Lake in Grundy County and the township of Oswego in Kendall County.

### **EpiPen – A link on EpiPen use**

- <https://www.epipen.com/-/media/files/epipen/howtouseepipenautoinjector.pdf>

### **Length of the Classes**

- The Initial Class is a minimum of 8 hours of instruction time plus the exam.
- The Refresher Class is a minimum of 2 hours of instruction time.

## **Initial Exams**

The Driver is allowed to miss a maximum of 10 questions and pass the exam, if they miss more than 10, they are to be offered a 2nd (different) quiz at that time. If they pass the 2<sup>nd</sup> quiz they have completed and passed the initial class. If they fail the 2<sup>nd</sup> quiz, they must retake an initial class all over again, on another date. Make sure that you are not teaching the exam. We want to make sure that our Illinois School Bus Drivers know what they are doing and are safe out there while transporting the students.

These exams and answer keys are to be guarded with the utmost care. Each exam is to be numbered and recorded upon the answer key of the driver taking the exam. If the exam is not accounted for at the end of class, the driver does not receive credit for taking the class or exam. The exam is not to leave the room and no photos may be taken of the exam as well. Answer keys are to be kept in the same way, never to leave your sight. If an exam or answer key comes up missing, all instructors in the state will have to turn in their exams and answer keys and a new set will be generated for all. Unfortunately, in the world today, we have those who do not want to follow the rules and take advantage whenever they find a chance. This is only putting the lives of our students entrusted in their hands in jeopardy. Please treat the exams and answer keys like GOLD.

- **Company / District Policy**  
Refrain from interjecting your company / district policies and practices into your classes. Only instruct what is in the *Illinois Professional School Bus Driver Training Curriculum* or what is in the statute. Here is a link to the curriculum for you to review. [https://www.isbe.net/Documents/busdriver\\_trainmanual.pdf](https://www.isbe.net/Documents/busdriver_trainmanual.pdf)  
Due to changes in the ISBE website, some of the ISBE links located within the Illinois Professional School Bus Driver Training Curriculum, are no longer active.
- **Signing Off on Attendance**  
Instructors are not to be signing certificates or anything else that is given to the drivers at the completion of the classes verifying their attendance. The only valid "Certificates of Completion" are distributed by the ROE, as the proof of attendance! Several of the ROEs will not send out the certificates until they receive payment for attending the class.
- **Aides and Monitors in Initial / Refresher Classes**  
Aides and Monitors are allowed to sit in a class for content only. If they are obtaining credit for a school bus permit they must register as a driver. If they are there only for continuing education, do not list them on the roster. They CAN NOT take a needed seat for a driver. If seating is limited, drivers have the first opportunity.
- **ISBE Website**  
ISBE Website is a useful tool for instructors. Visit the website at: <https://www.isbe.net/Pages/Funding-and-Disbursements-Transportation-Programs.aspx> Scroll down to "**School Bus Instructor and Driver Materials**"