2019 SCHOOL BUS DRIVER INSTRUCTOR TRAINING

Oregon Department of Education
Pupil Transportation Services
Public Service Building
255 Capitol Street NE
Salem, OR 97310

All workshops will be held in Salem, Oregon.

- Behind-the-Wheel   5 days $400.00

1. Begins at 8:00 a.m. on Monday, March 25, 2019.
2. Concludes at 5:00 p.m. on Friday, March 29, 2019.

- Commercial Driver License-Third Party Examiner   3 days $350.00

1. Begins at 8:00 a.m. on Tuesday, July 9, 2019.
2. Concludes at approximately 2:00 p.m. on Thursday, July 11, 2019.
3. Requires School Bus Behind-the-Wheel Instructor Certification.
4. Please note that new restrictions on Third Party Examiners being made active are noted in the preceding letter.

- Core and Advanced Programs   5 days $400.00

1. Session begins at 8:00 a.m. on Monday, July 22, 2019 or July 29, 2019.
2. Concludes at approximately 5:00 p.m. on Friday, July 26, 2019 or Aug 2, 2019.
3. Lunches are provided Monday, Tuesday, Thursday and Friday only.
4. If there is not enough demand to fill both classes, they will be combined.

The Department of Education reserves the right to select the applicants to be trained, and to assign an applicant to a workshop other than the one requested.

Instructions for registering for a class through iLearn Oregon

This process should all be done in one day so please make sure you set aside at least 30 minutes of time before you begin.

1. Visit http://iLearn.oregon.gov using Firefox 17-24 or Chrome 24-30 (these are the supported browsers. You will need to allow pop-ups for this website to work correctly.
2. If you already have a login ID, log in and move to step 14. Otherwise, click on "Create Account" directly below the "Log In" button.
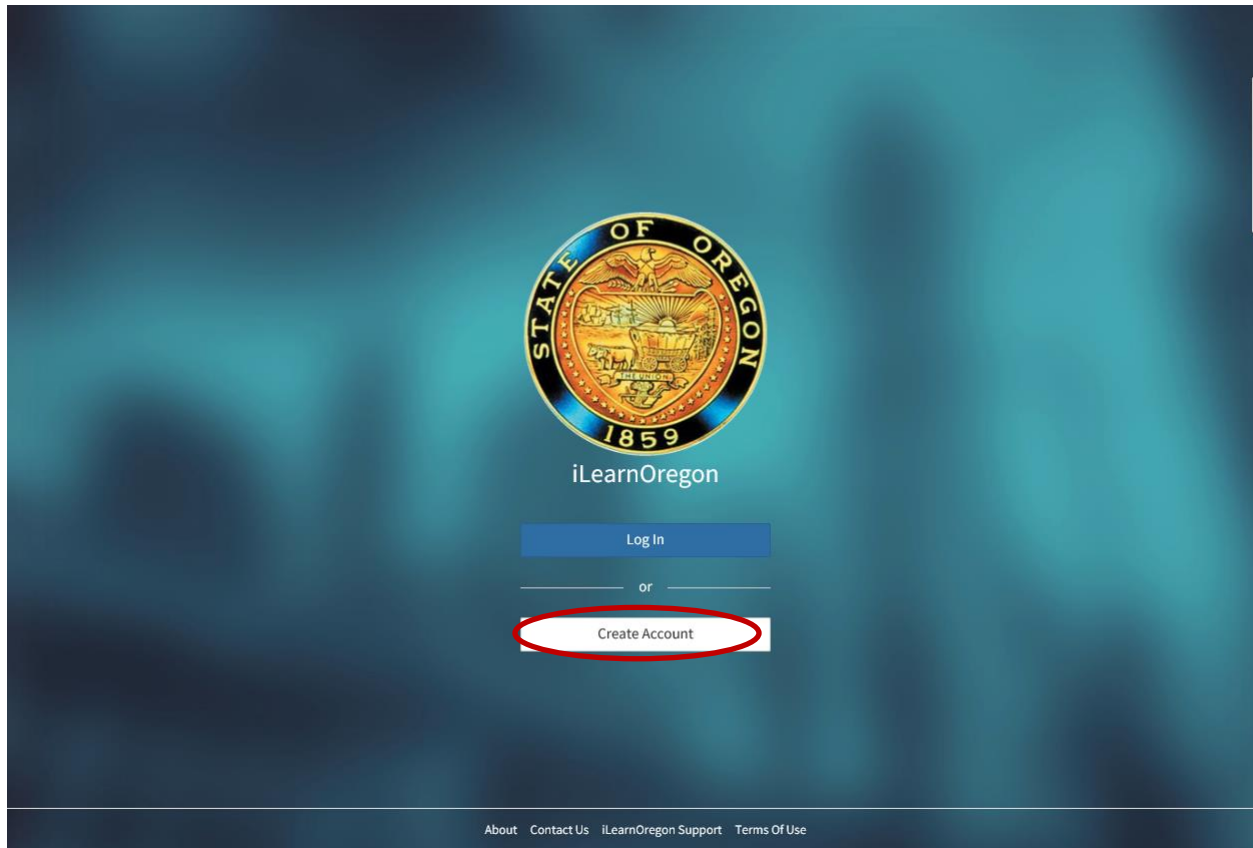
3. From the User Registration screen, you will need to select Not a State Employee.

4. Enter your First and Last Name.

5. Enter in the Email Address where you want any system emails to be sent. (Please DO NOT use your supervisor's email.)

6. Create a Login ID.

7. For the Job Title, leave it on (None Selected). The job titles in the drop list come from the State's Position and Personnel Data Base (PPDB) and only apply to state employees.

8. For the Organization, select the drop down menu, search for Education, Oregon Department of, and select it.

9. Once you select the agency, a listing of agency divisions will display. Scroll all the way to the bottom of the list and then, click on Student Services - Pupil Transportation.

10. For manager, select (None Selected).

* Type:	○ State Employee ○ State Employee using a non-State email ◉ Not a State Employee
* First Name:	John
* Last Name:	Doe
Middle Name/Init:	
* Email:	JohnDoe@ode.state.or.us
* Choose a login ID:	JohnDoe
Job Title:	(None Selected) ▼
Organization:	- Education, Oregon Department of ▼

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            ┌─Communications
            ├─Government & Legal Affairs
            ├─Internal Audit
            └─ODE - Human Resources
        ┌─State Board of Education
        ├─Student Services - Pupil Transportation
        └─Youth Development Division
  <                                              >
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Manager:	(None Selected) ▼

Submit

11. Click Submit.

12. Close the web browser.

13. Follow the instructions that you receive in your email. It will have a temporary password that is good for only 1 day.

14. Once logged into the system, search the Learning Catalog on the right side of the page for "school bus".

15. Find and click on the class that you are interested in attending

NOTE: The examples below show registration for the Behind-the-Wheel Training Workshop. Instructions are the same for all workshops.

16. It will open up the sections of the class that registration is currently open for. Click the Request Access button for the class. Core as two weeks available. If you are available for both weeks, please request access to both.

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Home   Current Training   Transcript   Catalog

Search Results

ODE - Behind-the-Wheel Training Workshop

Classroom

Description
This course qualifies individuals to train and administer tests (not reported to DMV) to applicants for a School Bus Driver's Permit or Certificate and school activity vehicle drivers.

Rating: Rate ★★★★☆

Scheduled course sections: 1		Sort by Date ▾
➕ 2019 Behind-the-Wheel Training In-Person OSD - McKnight Cafeteria Instructors: Craig Pruitt,David Bohl,Brock Dittus	3/25/2019 - 3/29/2019 8:00 AM - 5:00 PM	**Request Access** Open for enrollment 54 seats left

Course Provider: **ODE - Oregon Department of Education**

Course Number:

Duration (Hours): **40**

Credits: **None**

Item Details

17. A pop-up window will appear asking you to provide a reason for the request. Please include any information here that you feel will help us make decisions if more people than we have room for wish to take the course. For example, include how long you have been driving a CMV, a School Bus, and other training experience you have, etc. (NOTE: If you do not see the pop-up, or the screen does not change, then you have a pop-up blocker. You must allow pop-ups from iLearn to navigate the website.) If you are able to attend either Core class, please indicate your preference here. Then click on Request Access.

18. You will receive an email from garrett.klever@state.or.us letting you know that you have requested access to the workshop. ODE staff will review this and email any additional forms that must be filled out or instructions to be followed, including payment information, before a registration request will be considered complete. You will not receive notification of acceptance or denial until after the registration deadline for the workshop has closed.

19. If you need to cancel or withdraw from a class, the steps above can be used to cancel your request or withdraw from the course if you have already been accepted. Requests cancelled after the end of registration will not receive a refund.

20. If you have any questions, please contact Brock Dittus at brock.dittus@state.or.us or 503-947- 5724.