## Virginia Department of Education

### 2024 Pupil Transportation Training Schedule

**Train-the-Trainer** **Re-Certification**

*Monday, Tuesday and Wednesday* *Thursday and Friday*

March 11, 12, and 13, 2024 March 14 and 15, 2024

April 15, 16, and 17, 2024 April 18 and 19, 2024

May 6, 7, and 8, 2024 May 9 and 10, 2024

June 24, 25, and 26, 2024 June 27 and 28, 2024

July 8, 9, and 10, 2024 July 11 and 12, 2024

August 12, 13, and 14, 2024 August 15 and 16, 2024

September 16, 17, and 18, 2024 September 19 and 20, 2024

October 21, 22, and 23, 2024 October 24 and 25, 2024

November 18, 19, and 20, 2024 November 21 and 22, 2024

December 2, 3, and 4, 2024 December 5 and 6, 2024

\*New Director and Supervisor Training, Wednesday July 17, and Thursday July 18, 2024\*

(1) week prior to each class, registration will be closed in SSWS, and an email will be sent to participants.

**Virtual Train-the-Trainer Certification** is a three (3) day training. The class will begin at 10:00am and end at 2:00pm, Monday, Tuesday, and Wednesday. This class is for current School Bus Drivers that wish to be Certified Trainers. The participant must have a valid Virginia CDL with a “S” and “P” endorsement and at least two (2) years’ experience operating a school bus. The Virginia Department of Education does not separate the training responsibilities between classroom and behind the wheel training. Trainers must actively participate in all three (3) days of training to qualify for certification. The cost for certification training is $45.00 for each participant and is *non-refundable.*

**Virtual Re-Certification** is a two (2) day training. The class will begin at 10:00am and end at 12:00pm on Thursday and Friday. This class is for Certified Trainers that wish to recertify after five (5) years. Trainers must participate both days to qualify. The cost for recertification training is $35.00 for each participant and is *non-refundable*.

Invoice for payment will be sent from the *Office of Fiscal Services*, you may contact [accountsreceivable@doe.virginia.gov](mailto:accountsreceivable@doe.virginia.gov) or (804) 774-4299 with questions and or concerns about invoices.

Prior to training, each participant must download the Zoom application and have a working camera and microphone. All registered trainers must have a valid email address for module invites, schedule access and verification of attendance.