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...Helping Schools Help Children in Tuscarawas, Carroll, Harrison and Belmont Counties...

OBI Training/Certification Procedure - EFFECTIVE IMMEDIATELY

- ❖ Assess your district's need for another OBI. 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 each 20 drivers.
- ❖ Check your driver's status online. All OBIs must have a current active School Bus Driver's Certificate and be currently employed as either a regular or sub driver.
- ❖ Send a letter of recommendation from your district's superintendent/agency's director to the preservice instructor, Rob Higgenbotham, attn.: OBI Recommendation. It should be on district/agency letterhead, and should include information about the prospective OBI including work ethic, experience, dedication to job, relationship with staff, leadership/teaching abilities, etc.
- ❖ Send the completed and signed Application for New On-Bus-Instructor Certification form along with the letter of recommendation. This form may be downloaded at www.ecoesc.org > programs > preservice school bus. Forms are at the bottom of the page.
- ❖ We will schedule periodic sessions to cover the paperwork involved with working as an OBI. Sessions will be held at the ECO ESC, and will begin at 10:00 on a weekday to allow drivers to do the morning run. This session will last approximately 2-2½ hours, which should allow a driver to be back in the district in time for the afternoon run, depending on distance from New Phila. Driver should bring his/her CDL and a copy of current School Bus Driver's Certificate to this session. Upcoming sessions will be announced. Driver does **NOT** need to drive the bus to this session. Your driver will automatically be enrolled in the next paperwork training session when the letter of recommendation is received.
- ❖ Once paperwork session has been completed, your driver will be assigned a mentor to work with before training with the preservice instructor. This mentor will be an experienced OBI who has evidenced skill in training, and will work with the prospective OBI until he/she feels the driver will be able to train new school bus professionals correctly and to pass the pretrip and driving evaluation with the preservice instructor. The mentor will notify the Preservice Department when the prospective OBI is ready.
- ❖ The prospective OBI or his/her supervisor should contact the Preservice department to schedule a training date. This will be scheduled as soon as practical but not during July, Dec., Jan., or Feb. That session will be held at the CDL site in Gnadenhutzen. Your driver will need to drive the bus to the site to meet with the preservice instructor.
- ❖ Within 2 weeks of completing the training with the preservice instructor, the prospective OBI should contact the Preservice Department to schedule the final evaluation. The prospective OBI must meet with the preservice instructor for the evaluation to verify that the prospective OBI has studied and mastered the pretrip and driving processes. Driver will come to the ECO ESC office. This can be scheduled as soon as possible but must be completed before a driver will be certified as an OBI. Driver will be scored on the OBI scoring, value 3 points per error on Pick Up and Discharge. The route sheet for this evaluation is available on our website www.ecoesc.org > programs > preservice school bus, forms listed on the right.
- ❖ On the evaluation date, driver should drive the bus to the ECO ESC office to arrive promptly.

- ❖ When the driver has satisfactorily completed both the paperwork training and driving portions of the training with a mentor, and passed both the pretrip and driving evaluation with the preservice instructor, the OBI certificate will be issued. It will be mailed to the Transportation Supervisor's office. The original certificate should be given to the new OBI to keep in his/her own personal file, and a copy should be kept in the district's file. Once the training is complete and you've received the certificate from our office, your new OBI is ready to begin training and/or evaluating other drivers. Driver may **NOT** train drivers **BEFORE** OBI certificate is issued.
- ❖ Your new OBI will be required to send copies of the completed paperwork (T-9, Pretrip, and Driving Evaluation, no other documents) to the Preservice Office and/or schedule a check ride with the Preservice Office for at least the first three drivers he/she trains. We will review this paperwork and notify the OBI if the forms are not filled out correctly. If we need to do a check ride with the driver, the district office will be notified. We will work with each OBI to be sure they understand how the forms should be correctly filled out to comply with state expectations.
- ❖ Your new OBI will be required to attend an annual OBI meeting along with all other OBIs. Check the schedule for possible dates for this meeting in the spring of the current school year. Prospective OBIs who have not completed training before the annual meeting are not required to attend, but we encourage you to send them so they have the latest information and a "head start" when they come for training.
- ❖ All OBIs are required to be tested by the preservice instructor to recertify with OBI status. Drivers not evaluated by Rob Higgenbotham will not continue as OBIs when their certificate is renewed; however, this will not affect their school bus driver's certificate.
- ❖ There is **no charge** for training a new OBI or for the required OBI meeting.
- ❖ **As previously mentioned, there will be NO OBI trainings scheduled in July, December, January, or February.**