



Requirements for School Bus Driver Training via Zoom

1. Region 4 Instructors must have a Region 4 facilitator/co-instructor with them to monitor Zoom during the entire course. The facilitator/co-instructor will monitor Zoom for questions and ensure that all students are visible during the entire course.
2. A maximum of 70 students will be allowed for each class.
3. All of the training must be held at a school district facility. (Ex: transportation Center, classroom, etc.) Students will NOT be allowed to take the class in any other location or from their home. **Absolutely no exceptions will be made for training outside of the district.** If a student cannot be present at the district to take the class, he/she will not be given credit and must reregister in the next available class.
4. Each district must designate a monitor to be present for the entire course. This district monitor must be part of school bus transportation and pre-approved by Region 4. **Approved monitors will be paid for their time by the district.** The monitor will be responsible for the following:
 - a. Receive registration sheets, question and answer sheets, and student handbooks from the ESC prior to the course.
 - b. Ensure students are registered for the course, show up on time, participate and most of all PAY ATTENTION.
 - c. Serve as the proctor for the test.
 - d. Turn all paperwork back in to the ESC at the end of the class (may be scanned and emailed).
5. **Certification cards will not be issued for the class until all paperwork has been received from the monitor and returned to Region 4.**
6. A printed copy of the student handbook must be provided for each student. The handbook may be picked up at Region 4 or printed from Region 4's transportation website.
7. Students must follow their district policies, TEA, and CDC recommended guidelines for social distancing during gatherings.
8. Participants must have access to a desktop or laptop computer with high-speed internet connection, a camera that enables them to be seen from the shoulders up, and two-way communication (microphone and speaker required) with the instructor. The video must be turned on and remain on the entire time of the training.
9. **CELL PHONES ARE NOT PERMITTED TO BE USED FOR THE TRAINING.** Absolutely no exceptions will be made so please be sure that monitors and students are made aware of this prior to the class.



10. Please have students login **at least 15 minutes** prior to the class start time. This will allow for the ESC facilitator/co-instructor to ensure that all students are present, visible by the camera, and that speakers/microphones are working properly.
11. Students must enter their **LEGAL NAME (First & Last)** as it appears on their license when prompted by Zoom at the start of the meeting. The student must be in view at least from the shoulders up at all times.
12. Students in a group setting using one computer/laptop must each be visible at all times on the screen for the ESC facilitator to see. Each student must have their legal name on a tent card that is visible to the ESC facilitator. This training method must be approved by Region 4 ahead of time for your district.
13. If applicable, the lab portion of the course will need to be completed by the school district trainer and a record of this will need to be submitted to the ESC verifying that the lab exercises were performed. Certification cards will not be issued until this is received.