



**NEW YORK ASSOCIATION  
FOR PUPIL TRANSPORTATION**

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**NYAPT**

*Our future is riding with us!*

## **LEADERSHIP DEVELOPMENT AND CERTIFICATION INSTITUTE**

### **SCHOOL TRANSPORTATION MANAGEMENT PROGRAM**

#### **What is the Leadership Development and Certification Institute School Transportation Management Program?**

This professional development program is modeled after the NYAPT Certification Program that has been in existence for several years. The program is designed to assist in the development of the school transportation leader, provide the skill set and knowledge base necessary to become a school transportation leader, and/or to test the knowledge of experienced transportation professionals.

The Leadership Development Institute is important to the industry and to your professional growth, as it will provide school transportation professionals with a process to continuously develop skills to become successful leaders and to remain up to date and professionally relevant in an ever-changing industry environment. As leaders, we must do everything necessary to provide a safe bus ride for every student who rides a school bus in New York State. This starts with a knowledgeable and skilled school transportation leader.

#### **What's in it for me?**

The responsibilities of a school transportation professional are extensive and wide-ranging. A school transportation professional can expect at any given time in their day to be involved in:

- Fleet management, bus routing, staff scheduling, and driver training.
- Management of safety sensitive factors relating to student needs, traffic, weather, road construction, and parent concerns.
- Providing data and related information in support of business officials and school leaders.
- Board of Education, public, and transportation related presentations.
- Emerging issues and trends that have an impact on school bus transportation.

This program will encourage continuous and meaningful professional development to assist with handling these responsibilities. This revised program will offer new and updated NYAPT created or sponsored educational courses and professional development opportunities!

While there is currently no provision in New York State to ensure portability for persons with this certification status, such professional certification credentials often lead to promotions or increases in salary.

NYAPT will be promoting the School Transportation Leadership Development Institute Program with the State Education Department, School Superintendents, Business Officials and School Boards to gain credibility for certified leaders who participate in continuous professional development.

## **Who is eligible to participate?**

All members of NYAPT in good standing are eligible to participate in the program and to attain NYAPT School Transportation Leadership Certification. Applicants must minimally have a high school/equivalency diploma or preferably a higher level of formal education.

## **How does the certification program work?**

Eligible individuals will need to complete and submit the Leadership Application form that can be found on NYAPT's website under the certification tab. Completed applications will need to be scanned and sent to [membership@nyapt.org](mailto:membership@nyapt.org). Applicants will pay a fee of \$175.00 at the time of application. An invoice will be sent to you via email once your application is received.

The fee will gain you entrance into the program, covers the first three years of certification and will allow individuals in the program access to NYAPT developed courses that will generally be offered before the Winter Workshop and at the Annual Summer Conference each year.

## **What a candidate needs to complete to become certified:**

- Attend or have attended at least one NYAPT Annual Summer Conference within the past two years.
- Attend or have attended at least one NYAPT Winter Workshop within the past two years.
- Take and pass the Leadership Certification Final Exam.
- In order to successfully pass the certification test:
  - Attain the necessary knowledge of NYS Department of Education, NYS Department of Motor Vehicle, NYS Department of Transportation, and USDOT Laws and Regulations as they pertain to pupil transportation.
  - Reference materials for review:
    - NYSED 2006 District Safety Review
    - NYAPT 2010 Transportation Law Course
    - National School Transportation Specifications and Procedures
    - Current PTSI NYS Laws and Regulations Book

## **How to maintain the certification:**

Transportation professionals must participate in professional development over a three-year period to maintain the certification. Professional development will be rated on a point system. To re-certify, certified leaders must accumulate 200 professional development points within the three-year recertification period, with at least 50 professional development points coming from participation in educational courses. These courses include:

- New York specific program offerings provided by NYAPT
- NAPT (National Association for Pupil Transportation) professional development courses
- Relevant professional development courses or programs approved by the Leadership Development Committee.

The remaining 150 points can be acquired through the following:

- Attend NYAPT Annual Conference
- Attend NYAPT Winter Workshop
- Become a NYSED SBDI
- Become a NYSED MI
- Become a 19-A examiner

- Complete a professional development webinar series
- Write publications for a trade magazine
- Participate in state and local chapter activities such as a committee member, leadership role, or service the NYAPT Executive Committee
- Participate in local or state safety events

NYAPT created a self-assessment checklist to track courses and points as they are completed. The checklist is available for download on NYAPT's website, under the Certification tab. To re-certify, certified professionals will complete and submit the self-assessment checklist, along with supportive documentation. There will be a \$75 recertification fee.

Accumulating 200 points in each three-year recertification period will be required to re-certify. For example, if the initial certification exam is passed in July 2020, a candidate becomes certified. That transportation professional then has until July 2023 to complete 200 points of professional development. At that point, complete the self-assessment and send the assessment and documentation to NYAPT, along with the recertification fee. The Leadership Development Committee will then review your work and issue a recertification.

Please contact the NYAPT office at [membership@nyapt.org](mailto:membership@nyapt.org) if you have questions regarding this program.

***“An investment in knowledge always pays the best interest.”***

Benjamin Franklin