

Oklahoma State Department of Education (SDE)  
 2500 North Lincoln Boulevard - Oklahoma City, Oklahoma 73105-4599  
 Student Transportation Section (405) 521-3472 <www.sde.state.ok.us/Schools/Transportation>

**Annual Inservice Attendance Verification for Oklahoma School Bus Driver Certification  
 and Subjects Approved by the State Department of Education**

School District \_\_\_\_\_ City \_\_\_\_\_ School Year \_\_\_\_\_

Bus Driver Attendee (Print) \_\_\_\_\_ or attach an Attendance Roster for each class.

**Instructions:** Employer must KEEP THIS COMPLETED FORM AT THE SCHOOL to be verified by an SDE Regional Accreditation Officer - either one form per driver or an attendance roster can be attached for each class. A minimum of four (4) hours of inservice each year is required by the State Board of Education to hold an SDE *Oklahoma School Bus Driver Certificate*. Choose inservice topics from this list. (*Do not submit this form to the State Department of Education.*)

Month/Date/Year	PRINT Name of Presenter Facilitator*	Total Hours
1. _____	Review <i>Oklahoma School Bus Driver Manual</i> _____	_____
2. _____	Review <i>Commercial Driver License (CDL) Manual</i> _____	_____
3. _____	Accidents: District Procedures - Injury/Non-injury _____	_____
4. _____	Activity Trip Procedures, Night Driving Safety _____	_____
5. _____	Blood Borne Pathogens, <u>or</u> Anaphylactic Shock _____	_____
6. _____	Bullying: Recognition, Reporting, and Prevention _____	_____
7. _____	Cardiopulmonary Resuscitation/CPR _____	_____
8. _____	Career Tech Class for Oklahoma School Bus Drivers _____	_____
9. _____	Child Abuse Recognition and Reporting Procedures _____	_____
10. _____	Diabetes Management in Schools Act (70 O.S. § 1210.196.2) _____	_____
11. _____	Drill: Evacuation of School Bus Due to Emergency _____ <small>(See pages 34 and 40 of the Oklahoma School Bus Driver Manual)</small>	_____
12. _____	Employee Harassment: Laws and District Policies _____	_____
13. _____	Evaluation of Bus Routes and Pick Up/Discharge Areas _____	_____
14. _____	Family Educational Rights and Privacy Act (FERPA) _____	_____
15. _____	Gang Activity Recognition, Reporting, and Prevention _____	_____
16. _____	Pipeline and Utility Safety: Smalley Foundation Training _____	_____
17. _____	Policies for Student Transportation (local District) _____	_____
18. _____	Special Needs Students School Bus Transportation _____	_____
19. _____	Train Railway Safety: Operation Lifesaver _____	_____
20. _____	Weather Concern - Procedures for Bus Drivers _____	_____
21. _____	Web/Online Bus Driver Training _____ <small>(Online: Safe Transit Advanced Systems Technology <u>or</u> Oklahoma Association for Pupil Transportation)</small>	_____
22. _____	Additional subject (as needed): _____	_____

Verifies Attendance: Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_ School Employer \_\_\_\_\_

\*An Inservice Presenter is not required to be an SDE certified instructor.