

# LIT WEEK: TRAIN-THE-TRAINER

<b>Monday</b>	General Information
7:30-8:00	Sign-In/Welcome
8:00-9:00	Navigating Transportation Guidelines
9:05-10:05	Post-Accident Procedures
10:10-11:25	Paperwork and Processes
11:30-12:15	Lunch
12:15-2:15	Arizona Regulations I & II
2:25-3:30	Drug & Alcohol Testing
3:30-3:45	Closing
<b>Tuesday</b>	Special Needs
7:30-8:00	Sign-In/Welcome
8:00-9:00	SPED: Emergency Evacuation and Reasonable Force
9:00-9:55	Bus Aid Program Guidelines
10:00-11:30	Introduction to Special Needs
11:30-12:15	Lunch
12:15-1:15	Special Needs Securement
1:15-2:30	SPED: Sensitivity Training
2:30-3:30	Transportation Requests
3:30-3:45	Closing
<b>Wednesday</b>	Behind-the-Wheel
7:30-8:00	Sign-In/Welcome
8:00-9:00	Losses and Loss Mitigation
9:05-10:05	CDL Pre-Trip
10:05-11:30	Beyond Mirror Grid
11:30-12:15	Lunch
12:15-1:30	BTW: Rear/Front Axle/Front Bumper & Serpentine
1:30-3:00	BTW: Parallel Parking, Offset Backing, Straight Line Backing
3:00-3:15	Closing
<b>Thursday</b>	Classroom
7:30-8:00	Sign-In/Welcome
8:00-9:00	Classroom Preparation
9:05-10:05	Key Classroom Topics
10:10-11:30	In-Service Guidelines and Ideas
11:30-12:15	Lunch
12:15-1:30	Adults and Their Learning Styles
1:30-3:00	Sustaining the Daily Bus Environment
3:30-3:45	Closing



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# LIT WEEK: DIRECTOR/SUPERVISOR

<b>Monday</b>	General Information
7:45-8:15	Sign-In/Welcome
8:15-9:30	Arizona Regulations I
9:30-10:30	Arizona Regulations II
10:45-11:45	Drug and Alcohol Testing
11:45-12:30	Lunch
12:30-1:30	Special Populations
1:30-2:30	Keys to Stakeholder Communication
2:30-2:45	Closing
<b>Tuesday</b>	Emergency Management
7:45-8:15	Sign-In/Welcome
8:15-9:30	Emergency Management for Transportation
9:30-10:30	Emergency Management: Reunification and Transportation
10:45-11:45	Transportation Access and Functional Needs
11:45-12:30	Lunch
12:30-1:45	Loss Trends and Mitigation Strategies
1:45-3:00	Post-Accident Procedures
3:00-3:15	Closing
<b>Wednesday</b>	Human Resources
7:45-8:15	Sign-In/Welcome
8:15-9:45	All Things Human Resources
9:45-10:45	All Things Human Resources II
10:45-11:45	Addressing Difficult Employee Issues
11:45-12:30	Lunch
12:30-1:30	Understanding Unemployment Insurance
1:30-2:30	Succession Planning
2:30-2:45	Closing
<b>Thursday</b>	Fleet Maintenance & Operations
7:45-8:15	Sign-In/Welcome
8:15-9:30	Launching to Success
9:30-10:30	Fleet Maintenance
10:30-11:45	Fleet Maintenance II
11:45-12:30	Lunch
12:30-1:30	White Fleet Program Management
1:30-2:45	Transportation Route Report Guidelines
2:45-3:30	Driving Funding for School Districts
3:30-3:45	Closing



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