



# STS EXPRESS

January 2012

Special Edition

## Transportation Supervisor Certification Program Updates

At a recent meeting attended by STS Supervisor Course Committee members, Rutgers Center for Government Services Assistant Director for Curriculum Development Kathi Cupano, and Program Coordinator Laura Flagg, course introductions and test out procedures for the new Transportation Supervisor courses were agreed upon.

### Eight Courses

There are eight courses in the Transportation Supervisors Certification Program. The following five are similar to courses in the original New Jersey Department of Education Transportation Supervisors program, but have been updated and expanded with additional information.

- Management & Supervisory Skills  
(formerly Pupil Transportation Supervision)
- Financial Operations  
(formerly Contracts & Financial Recordkeeping)
- Routing & Scheduling  
(course title was not changed)
- Employee Training/Safety Education  
(formerly Student/Driver Safety Education)
- Fleet Management  
(formerly Vehicle Maintenance)

### New courses:

- Transporting Students with Disabilities
- Codes, Statutes, and Regulations
- Emergency Management



### First Course in Progress

Management & Supervisory Skills began in November 2011 at Brass Castle Elementary School in the North on Wednesday evenings,

Hunterdon Central Regional High School in the Central area on Tuesday evenings, and Winslow School District in Southern New Jersey on Monday evenings.

### Course Hours



Each course varies in length depending on the number of topics and material covered. Course rates are set by Rutgers based on the number of course hours and course materials.



### Next Course

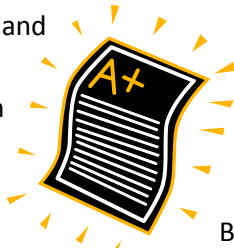
The next course to be offered will be Transporting Students with Disabilities which is 21 hours long. Registration for the course will open up in early February 2012 on the Rutgers website and the class will begin in April/May 2012. It will cost \$607.00. The first class, Management and Supervisory Skills, will be repeated at this time. Rutgers plans to introduce a new course every semester and offer already introduced courses for students following the current parameters of courses offered by Rutgers.

### Register at the Rutgers website:

<http://cgs.rutgers.edu/programs/school-transportation-supervisors>

## Test Out

Rutgers has compared the original five New Jersey Department of Education Transportation Supervisor courses with the new course curriculum and determined that students who successfully completed any of the original five NJDOE courses and can provide the required documentation can test out of each of the five associated new courses individually. The Rutgers Center for Continuing Studies in New Brunswick will be the location for test out opportunities. The cost for the test out exam will be \$56 and students will be able to register for them on the Rutgers website as they become available.



## Order in which classes must be taken – Prerequisites

None, nada, zero, zilch. Take the courses in any order you choose to complete all eight and obtain your certification.



## Review Classes

Rutgers will also be offering a review course for the test out for each of the five similar courses at three locations in the state – North, Central, and South. The first review will be for Management & Supervisory Skills. The review course will cost \$94 and last three hours. Test outs will be scheduled approximately two weeks after the reviews to allow students time to familiarize themselves with the material covered and prepare for the test. Students are not required to attend the review prior to taking the test but it

***... any test failure requires the student to retake the course...***

is strongly recommended. Rutgers policy for both those who attempt to test out of a course and students attending the classes is that any test failure requires the student to retake the course and pass the test successfully before receiving credit toward certification. Rutgers will schedule an additional review class for the Management & Supervisory Skills Course on Sunday, March 25, 2012 as a pre-conference workshop at the School Transportation Supervisors Conference being held at the Golden Nugget in Atlantic City. The review course will cost \$94 and last three hours.

## Wrap Up

In summary, Rutgers has been very receptive to suggestions to insure the success of this transportation certification program. Rutgers will review current class locations and if warranted will adjust locations to accommodate students. However, ideally they would like to establish three locations to be used for the program. Rutgers will also consider holding classes on Saturday if a need is established for them. Rutgers anticipates offering the Codes, Statutes and Regulations module in the fall of 2012. As additional information becomes available, it will be disseminated to STS members via email, on our website and in the “STS Express.”

