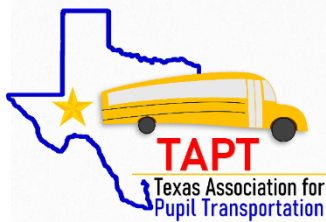


# 2026 TAPT

## PROFESSIONAL DEVELOPMENT AND CERTIFICATION HANDBOOK



Professional Development

AND

Professional Certification

Program Requirements, Guidelines & Forms



## Texas Association for Pupil Transportation

Professional Development

AND

Professional Certification

Program Requirements, Guidelines & Forms

***Course comments and materials provided during professional development class events are for informational purposes only and not for the purpose of providing legal advice. You should contact your attorney or district administrator to obtain advice with respect to any issue or problem. The opinions expressed during the course sessions and in the materials are the opinions of the individuals and may not reflect the opinions of the Texas Association for Pupil Transportation. (TAPT)***

**Revised 1-1-2026**

**[www.tapt.com](http://www.tapt.com)**

**Note:** This PDC Handbook is reviewed and revised annually. The revised version and forms are posted online under the Education TAB. Please refer to the latest revision for requirements and applications. Only current applications will be accepted.

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Texas Association for Pupil Transportation (TAPT)

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## INTRODUCTION AND PURPOSE

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The Texas Association for Pupil Transportation (TAPT) Professional Development and Certification Program was developed to emphasize the importance of professional leadership in the field of pupil transportation by enhancing and updating knowledge and skills necessary to provide safe, efficient, and effective student transportation for all levels of supervision.

**Membership is required to attend PDC classes, to access the PDC Portal and to apply for Professional Certification (Active or Associate level required).**

**To join or renew membership and receive the Members Only eNewsletter, please select the MEMBERSHIP Tab.**

This handbook is provided to give Active or Associate level TAPT Members information regarding TAPT Professional Development Courses (PDC) and the Professional Certification Program.

- The position, experience, knowledge, and characteristic requirements to become professionally certified in the field of pupil transportation.
- The PDC course requirements were designed to offer a well-rounded knowledge and to achieve varying levels of Professional Certification as appropriate for the position held.
- The requirements to apply for the Official and Administrator Exit Exams
- Continuing Education Requirements to maintain your Professional Certification as required every three years from the anniversary of receiving your professional certification.

The Professional Development and Certification Committee meets at least annually to review course offerings, add new courses, discuss course requirements, and devise the annual schedule of PDC classes for the upcoming year. Upon approval of new courses recommended by the PDC Committee to the TAPT Executive Committee at the September Board Meeting, the schedule is posted online for your convenience and planning. Registration will be announced and available for TAPT Members online at [www.tapt.com](http://www.tapt.com) under the Events Tab and via the Member Newsletter.

In person and live Instructor-driven online PDC Classes are scheduled throughout the year and in areas across the state. You can review upcoming events under the Events TAB online and the course offerings under the Education TAB.

PDC classes may also be requested by Members for other locations by contacting the Executive Director.

The PDC Class Schedule may be accessed at [www.tapt.com](http://www.tapt.com) under the EDUCATION Tab. Locations and dates will be announced online and through the TAPT Member's Only Newsletter.

- **Membership is required to attend PDC classes and to access the PDC Portal.**
- **Active or Associate level required for Professional Certification. (See requirements)**
- **Certain Business Associate members may be eligible. (Contact TAPT office.)**
- **To become a member and receive the Members Only Newsletter, click on MEMBERSHIP Tab.**

For those interested in serving as a TAPT PDC Instructor, please notify the Executive Director for guidelines and application.



## SECTION ONE

### Professional Development Courses (PDC)

See next section for:

- Professional Development by Subject Track
- Brief course descriptions

*Courses with .5 in the course number are three-hour courses. (The Trainer Academy is a 4-day course.)*

*Courses marked \* are for Directors and Assistant Directors Only*

PDC 00 Or 0.5	Orientation to TAPT
PDC 01	Introduction to Transportation: Operations Administration Overview
PDC 02	Student Management
PDC 03	Purchasing
PDC 04	Accident Investigation
PDC 05	Routing and Scheduling
PDC 05A	Advanced Routing and Scheduling
PDC 06	Vehicle Inspection and Maintenance
PDC 06A.5 (NEW)	Vehicle Spec'ing and Receiving
PDC 07	Risk Management-Workers Comp
PDC 08	Personnel Management
PDC 08A.5	Advanced Personnel Management-Directors/ADs Only
PDC 08B	Personnel Management: Staffing, Assessment & Restructure for Growth-Directors/AD Only
PDC 08C	Personnel Management: Recruiting, Selecting & Onboarding
PDC 11	Special Transportation Orientation
PDC 11A NEW	Behavioral Challenges of Transporting Students with Disabilities (NEW 2025)
PDC 12	Introduction to State Reporting
PDC 12A	Advanced State Reporting
PDC 12B	Budgeting
PDC 13	Presentation Skills
PDC 13A	Presentation Skills: In Practice
PDC 14	Advanced Student Management: Behavioral Perspective
PDC 14A	Student Management: 3-Dimensional Approach
PDC 15	Official Professional Certification Exit Exam (Must submit Exit Exam Request Form)

PDC 15A.5	Administrator Professional Certification Exit Exam (Must submit Exit Exam Request Form)
PDC 16	Emergency Preparedness
PDC 17	Wage and Labor Laws
PDC 18	Legal Issues
PDC 19	Field Trips & Extracurricular Events
PDC 20	Safety & Security Management
PDC 21.5	Dispatcher Roles & Responsibilities
PDC 22	Documentation in Transportation
PDC 22A.5	Advanced Documentation for <b>Directors/AD Only</b>
PDC 23	<b>LEADERSHIP SERIES: PDC #s 23 and 23.5 numbered courses.</b> Introduction to Leadership: Necessary Lessons
PDC 23.5	Leadership: Change and Transition
PDC 23.5A	Leadership: Becoming a Leader
PDC 23.5B	Leadership: Styles and Qualities
PDC 23.5C	Leadership: Team Building
PDC 23.5D	Leadership: Board Relations
PDC 23.5E	Leadership: Problem Solving
PDC 23F	Leadership: Ethics
PDC 23H	Leadership: Trust and Culture
PDC 23.5J	Leadership: Special Transportation Responsibility & Accountability ( <b>Directors, ADs ONLY</b> )
PDC 23.5K	Leadership: Dealing With Difficult Employee Behaviors
PDC 23L	Leadership: Strengths Based Capacity
PDC 23.5M <b>NEW</b>	Leadership: Coaching for Success
<b><u>PDC 23N NEW</u></b>	<b><u>Emerging Leaders Forum</u></b> (5-hour session)
PDC 25	Child Passenger Restraint Systems (Based on the NHTSA Course)



PDC 26	Emerging Technology
PDC 27*	Assessing & Interpreting Driver Records <b>and Mandated Regulations</b> (now 6-hour course)
PDC 28	Training the Special Transportation Team
PDC 29	Supporting At Risk Populations <i>(Formerly No Child Left Behind - McKinney Vento)</i>
PDC 30.5	Communicating With a Diverse Public
PDC 32.5	Presenting a Positive Public Image
PDC 33.5A	Communication Skills: Interaction with Parents and Guardians
PDC 33.5B	Communication Skills: School District Staff
PDC 33.5C	Communication Skills: Community and Media
PDC 36	Liability in School Transportation
PDC 37	Business Skills in Transportation
PDC 37A	Business Skills: Professional Writing
PDC 37B.5	Business Skills: Writing and Revising Departmental Processes
PDC 37C.5	Business Skills: Project Management
PDC 37D.5	Business Skills: Writing/Revising Departmental Handbooks
PDC 37E.5 <b>NEW</b>	Business Skills: What Administrative Assistants Need to Know
PDC 38	Mental Health Response
PDC 38A <b>NEW</b>	Thriving from Within: Self Improvement and Recharge
PDC 39/39.5 PDC 39.5A	Current Issues: Various current and relevant topics such as ELDT. Foundations for Success (Current Issues)
PDC 40	Transportation Compliance Assessment and Evaluation <i>(Combined PDC 10, 24, 35)</i>
PDC 43	Trainer Academy (4 Day Course) For Trainers and Supervisors (Course credit may only be used toward the Trainer Level of Professional Certification.)

**The following sections:**

- **List Courses by subject track.**
- **Provide brief descriptions of each course.**

## **PDC COURSES BY TRACK (SUBJECT MATTER)**

### **INTRODUCTORY - New Transportation Administrators or Staff**

PDC 00	Orientation to TAPT
PDC 01	Introduction to Transportation (Operations Administration Overview)
PDC 11	Special Transportation Orientation
PDC 13	Presentation Skills
PDC 22	Documentation
PDC 23	Introduction to Leadership: Necessary Lessons
PDC 23.5	Leadership: Change and Transition
PDC 23.5A	Leadership: Becoming a Leader
PDC 26	Emerging Technology
PDC 37	Business Skills in Transportation
PDC 33.5A,B,C	Communication Skills (Series of three courses)

### **Student Management**

PDC 02	Student Management-A Behavioral Perspective
PDC 11A	Behavioral Challenges of Transporting Students with Disabilities
PDC 14	Advanced Student Management (02 is a pre-requisite to 14)
PDC 14A	Student Management: 3-Dimensional Approach
PDC 38	Mental Health Response

### **New Administrators/Operational**

PDC 01	Introduction to Transportation (Operations Administration Overview)
PDC 03	Purchasing
PDC 04	Accident Investigation
PDC 05/05A	Routing and Scheduling (05 is a pre-requisite to 05A)
PDC 06	Vehicle Inspection and Maintenance
PDC 06A.5	Vehicle Spec'ing and Receiving
PDC 12/12A	State Reporting (12A is for those experienced or have taken PDC 12)
PDC 12B	Budgeting
PDC 16	Emergency Preparedness
PDC 19	Field Trip Planning
PDC 20	Safety and Security Management
PDC 21.5	Dispatcher Roles and Responsibilities
PDC 22	Documentation
<u>PDC 23N</u>	Emerging Leaders Forum (5 Hours)
PDC 26	Emerging Technology
PDC 27	Assessing and Interpreting Driving Records & Mandated Regulations
PDC 32.5	Presenting a Positive Public Image
PDC 37B.5	Business Skills: Writing & Maintaining Departmental Procedures
PDC 37.5C	Business Skills: Project Management
PDC 37D.5	Business Skills: Writing & Revising Departmental Handbooks
PDC 40	Transportation Compliance Assessment and Evaluation

### **Compliance**

PDC 03	Purchasing
PDC 06A.5	

PDC 07	Risk Management
PDC 11	Special Transportation Orientation
PDC 17	Wage and Labor Laws
PDC 18	Legal Issues
PDC 23.5J	*Special Transportation Leadership
PDC 23F	Leadership: Ethics
PDC 27	Assessing and Interpreting Driving Records & Mandated Regulations
PDC 36	Liability in School Transportation
PDC 40	Transportation Compliance Assessment and Evaluation

### Personnel

PDC 07	Risk Management and Workers Comp
PDC 08	Personnel Management
PDC 08A.5	*Advanced Personnel Management
PDC 08B	*Personnel Management: Staffing, Assessment & Restructure for Growth
PDC 08C	Personnel Management: Recruiting, Selecting and Onboarding
PDC 22	Documentation
PDC 22.5A	*Advanced Documentation
PDC 23.5C	Leadership: Team Building
PDC 23H	Leadership: Trust and Culture
PDC 23.5K	Leadership: Dealing with Difficult Employee Behaviors
PDC 23L	Leadership: Strengths-Based Capacity
PDC 23.5M	Leadership: Coaching for Success
PDC 27	Assessing and Interpreting Driving Records & Mandated Regulations
PDC 38	Mental Health Response

### Training

PDC 02	Student Management
PDC 04	Accident Investigation
PDC 11	Special Transportation Orientation
PDC 13	Presentation Skills
PDC 19	Field Trips
PDC 23.5C	Leadership: Team Building
PDC 23.5M	Coaching for Success
PDC 25	Child Safety Restraint Systems (Hands on Training)
PDC 27	Assessing and Interpreting Driver Records and Mandated Regulations
PDC 28	Training the Special Needs Team
PDC 37D.5	Business Skills: Writing and Revising Departmental Handbooks
PDC 39.5	Current Issues: ELDT Guidance
PDC 39.5A	Foundations for Success
PDC 43	Trainer Academy (4-day, 34 Hour, In the Field and Classroom Training program)

### Special Transportation

PDC 11	Special Transportation Orientation
PDC 11A	Behavior Challenges of Transporting Students with Disabilities
PDC 28	Training the Special Needs Team
PDC 23.5J	*Special Transportation Leadership
PDC 25	Child Safety Restraint Systems

PDC 29	Supporting At Risk Populations (McKinney Vento)
PDC 38	Mental Health Response

### **Business and Communication Skills**

PDC 13/13A	Presentation Skills
PDC 23.5B	Leadership: Styles and Qualities
PDC 23.5D	Leadership: Board Relations
PDC 23.5E	Leadership: Problem Solving
PDC 23.5J	*Leadership: Special Transportation Responsibility and Accountability
PDC 30.5	Communicating with a Diverse Public
PDC 32.5	Presenting a Positive Public Image
PDC 33.5A,B,C	Communication Skills (Parents, Staff, Media and Community)
PDC 37	Business Skills in Transportation
PDC 37A	Business Skills: Professional Writing
PDC 37B.5	Business Skills: Writing and Maintaining Departmental Procedures
PDC 37C.5	Business Skills: Project Management
PDC 37D.5	Business Skills: Writing and Revising Departmental Handbooks
PDC 37E.5	Business Skills: What Admin Assistants Need to Know (Coming soon)

### **Shop Management**

PDC 0.5	Orientation to TAPT
PDC 01	Introduction to Transportation – Operations Administration Overview
PDC 03	Purchasing
PDC 04	Accident Investigation
PDC 06	Vehicle Inspection and Maintenance
PDC 06A.5	Vehicle Spec'ing and Receiving
PDC 07	Risk Management
PDC 08	Personnel Management
PDC 12B	Budgeting
PDC 16	Emergency Preparedness
PDC 20	Safety and Security Management
PDC 22	Documentation
PDC 23 & 23.5	Leadership Series
PDC 23N	Emerging Leaders Forum
PDC 25	Child Safety Restraint Systems for School Buses
PDC 26	Emerging Technology
PDC 30.5	Communicating with a Diverse Public
PDC 32.5	Presenting a Positive Public Image
PDC 33.5B C	Communication Skills
PDC 36	Liability
PDC 37	Business Skills
PDC 38	Mental Health Response
PDC 38A	Thriving from Within: Positive Self-Development & Recharge for Leaders
PDC 39.5A	Foundations for Success
PDC 40	Compliance Assessment and Evaluation

**Leadership**

Any of the 23 or 23.5 Courses	Leadership Series
PDC 23N	Emerging Leaders Forum (5 Hours)
PDC 32.5	Presenting a Positive Public Image

**Wellness**

PDC 38	Mental Health Response
PDC 38A	Thriving from Within: Positive Self-Development and Recharge for Leaders
PDC 07	Risk Management & Workers Comp

<b>15 Official Exit Exam</b> <b>15A Administrator Exit Exam</b>	<b>Professional Certification Exit Exams (Requires Enrollment Approval)</b>
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**PDC COURSE DESCRIPTIONS**

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**PDC 00 or 0.5 ORIENTATION TO TAPT (Texas Association for Pupil Transportation)**

Overview of the Texas Association for Pupil Transportation; its mission and goals; professional development and professional certification programs; and the benefits of membership. This course is a requirement for all levels of certification. Note: This course is in addition to the course credit hour requirements and does not count toward required hours.

**PDC 01 INTRODUCTION TO TRANSPORTATION: Operations Administration Overview.**

Introduction and overview of transportation operation responsibilities and compliances.

- Knowledge of the general guidelines and principles for establishing transportation services
- Overview of data collection and timelines for state reporting
- Specific duties of transportation administrators and supervisors.
- General guidelines for providing special transportation services for students with disabilities.
- General overview of purchasing and other compliances.

**PDC 02 STUDENT MANAGEMENT**

The search for innovative programs that address student misbehavior is ongoing. This course puts a focus on the need for driver training regarding student management and presents a look at student management from the perspective of the behavioral tendencies of the students on the bus as well as behavioral tendencies of people in general. Attendees will learn how changes in society, characteristics and perceptions affect how we look at student management.

- Introduction/philosophy of student safety management
- Need for continuing bus driver training.
- Bus driver responsibilities and perceptions
- Self-analysis (understanding why we do what we do)

### **PDC 03 PURCHASING OF TRANSPORTATION SERVICES AND EQUIPMENT**

Take this course to become familiar with the general requirements for purchasing in line with TEA guidelines.

**PDC 04 ACCIDENT INVESTIGATION** (Note: PDC 04 and PDC 04A Advanced Accident Investigation were combined.)

- Basic accident investigation techniques, including operator responsibility, on-scene collection of data and post-accident analysis.
- Transportation operations, policies, and procedures.
- District responsibility
- Understanding Accident Reports
- Notification procedures and operator responsibilities
- Current trends and accident investigator tools
- Levels of investigation
- Interview techniques.
- Photographic techniques, equipment, problems, and solutions
- NTSB

### **PDC 05 ROUTING AND SCHEDULING**

Requirements for establishing school bus routes, extra-curricular trip scheduling, staggered school starting times for multiple tier bus runs, and general understanding of redistricting. General overview of routing software programs.

- Knowledge of general guidelines and requirements for establishing bus routes
- An understanding of bus route scheduling
- Multi-tier routing
- How reviewing and adjusting bell schedules for maximizing ridership and reducing cost
- Review of routing, loading, and scheduling annually for the purpose of increasing efficiency and cost effectiveness

### **PDC 05A ADVANCED ROUTING AND SCHEDULING**

*(PDC 05 Routing and Scheduling is a pre-requisite to attend this course)*

### **PDC 06 BUS INSPECTION AND MAINTENANCE**

Preventive Maintenance (PM) program; equipment for school buses, fleet replacement policies, parts inventory procedures and cost analysis.

- Knowledge of long-range plans for purchase/replacement of vehicles and equipment
- Understanding basic considerations necessary for a preventive maintenance schedule
- Develop an inventory control for parts and supplies
- Develop a system for the yearly recording of maintenance costs for planning and evaluation

### **PDC 06A.5 VEHICLE SPEC'ING AND RECEIVING**

Knowledge of the Texas Specification for school buses is vital for compiling bus specs for purchasing new buses and making sure specs reflect district needs.

### **PDC 07 RISK MANAGEMENT: WORKERS COMPENSATION**

This course provides a basic understanding of risk management including Worker's Compensation, loss prevention, and development and implementation of a successful accident prevention program.

### **PDC 08 PERSONNEL MANAGEMENT**

Attendees will receive an overview of best practices related to effective personnel management.

- Developing and providing training for all staff
- Appropriate training for transportation of students in Special Education programs
- Effective communication
- Performance counseling, improvement plans and evaluation
- Personnel appreciation, recognition/incentives/Awards Programs/Merit systems.

### **PDC 08A.5 ADVANCED PERSONNEL MANAGEMENT (Directors and Assistant Directors)**

*(Completion of PDC 08 pre-requisite)*

### **PDC 08B PERSONNEL MANAGEMENT: STAFFING ASSESSMENT AND RESTRUCTURE FOR GROWTH**

*(Directors and Assistant Directors ONLY)*

This course will focus on assessing the current staffing structure of the department in consideration of meeting district growth and other program changes and the resulting staffing impact of restructure.

### **PDC 08C PERSONNEL MANAGEMENT: RECRUITING, SELECTING AND ONBOARDING**

This course will generate lively discussion regarding innovative hiring procedures to ensure you, and your staff are interviewing and hiring the person you really want for the job and who will enhance your operations and retention.

### **PDC 11 SPECIAL TRANSPORTATION ORIENTATION**

This course provides a comprehensive overview of special transportation operations with a focus on the rules, regulations, and best practices that guide safe and effective operations. Participants will explore key aspects of special transportation, including the Individualized Education Program (IEP) process, behavior management strategies, routing considerations, staff training, specialized equipment, and overall program operations. This course is designed to equip transportation professionals with the knowledge, skills, and best practices necessary to ensure compliance, safety, and equity in providing transportation services for students with disabilities.

- Understand the legal foundation for providing special transportation services.
- Become familiar with the definitions of disabilities and how they are applied by special education departments.

- Gain a comprehensive understanding of the IEP and its direct relationship to transportation planning and services.
- Learn state and federal regulations governing student discipline for individuals with disabilities.
- Explore current trends, case law, and court rulings that continue to shape the landscape of special transportation.

#### **PDC 11A SPECIAL TRANSPORTATION: BEHAVIORAL CHALLENGES ON THE SCHOOL BUS**

This course is designed to provide transportation professionals with the knowledge and tools needed to effectively manage behavioral challenges that may arise on the school bus, particularly those connected to a student's disability. Participants will gain a deeper understanding of the underlying causes of behavior by exploring the relationship between disabilities, environmental factors, and student responses. Through discussion and real-world examples, we will focus on proactive strategies, communication techniques, and collaborative problem-solving approaches that foster safer, more supportive transportation experiences.

- Identify common behavioral challenges and their root causes.
- Recognize how disability-related factors influence behavior.
- Apply practical strategies to de-escalate and prevent disruptive situations.
- Collaborate with school staff, parents, and support teams to create individualized, workable solutions.

#### **PDC 12 INTRODUCTION TO STATE REPORTING**

Becoming familiar with state reports and funding, including rider eligibility requirements, eligible route service requirements and use of the Foundation School Program Payment System.

- To learn key steps to accurate state reporting
- To learn requirements for student rider eligibility
- To understand what constitutes eligible route service.
- To define program and sub-program types of eligible services
- To become familiar with report requirements: Route Service (school year) and Operations (fiscal year)
- To gain knowledge in the use of the Foundation School Program Payment System (FSP)

#### **PDC 12A ADVANCED STATE REPORTING** *(PDC 12 is a pre-requisite or experience in filing state reports)*

This course is a continuation of the concepts of the PDC 12 Course, with additional focus on the history of the report and typical scenarios that may be encountered while preparing the state reports. Question and answer sessions will focus on specific challenges that may arise during the report process.

#### **PDC 12B BUDGETING**

Becoming familiar with all parts of an account code, assessing and prioritizing the needs of your department, establishing a procedure for managing funds on an annual basis and protecting your investment.

- To become familiar with all parts of an account code.



- To develop an understanding of the proper code to charge an expenditure.
- To realize the importance of assessing and prioritizing the needs of your departments.
- To establish a procedure for managing funds on an annual basis.
- To discuss protecting your investment.
- To understand the relationship between state reports and state funding.

### **PDC 13 PRESENTATION SKILLS**

A general overview of tips and strategies for enhancing your delivery of a report or making a presentation before both large and small groups.

- To define a presentation
- To know the difference between a speech and a presentation
- To formulate a presentation
- To consider use of brain/mind principles when developing a presentation
- To learn about first impressions, dress and perceptions, color, graphics, humor, posters, music
- To build relationships with the audience
- To establish presence with the audience
- To deal with audience participation
- To manage nervousness
- To improve presentation quality

### **PDC 13A PRESENTATION SKILLS: IN PRACTICE**

Participants of this course will build upon skills learned in PDC 13 Presentation Skills and learn how to apply those in development and delivery of a presentation with critique from peers.

### **PDC 14 ADVANCED STUDENT MANAGEMENT: A BEHAVIORIAL PERSPECTIVE** *(PDC 02 is a pre-requisite)*

This course is a continuation of the concepts of the Transportation # 02 Course with additional focus on self-analysis of human behavioral tendencies and perceptions. A general overview is provided of the effects of brain development on behavior, gender differences, behavior patterns and communication styles as well as progressive attitude toward student management.

- Self-analysis (Our perceptions and beliefs)
- Perceptions: Brain dominance; Problem Solving; Stereotypes
- Communication styles
- Overview of behavioral patterns
- Human brain and gender differences

### **PDC 14A STUDENT MANAGEMENT: 3-DIMENSIONAL PERSPECTIVE APPROACH**

This course takes you further into understanding the why and how of student management perceptions and our own realities. Emphasis is placed on development of a student management program in three dimensions:

- Proactive
- Action
- Maintenance

**PDC 15 OFFICIAL EXIT EXAM (*Must be vetted and request approval for enrollment before registering*)**

The Exit Exam is the final step to achieving the level of TAPT Pupil Transportation Official Professional Certification. To qualify for this certification, applicants must demonstrate a working knowledge of the responsibilities of a top administrative position that involves establishing programs and policies, setting standards, developing materials, personnel management and providing leadership to achieve designated goals in all areas of student transportation operations.

Attendee must be a TAPT Active or Associate level Member. The Exit Exam Application and letter of recommendation must be submitted for approval of enrollment into the Exit Exam. *See Application in this handbook in the Forms section.* (Contact Executive Director for more information)

The Exit Exam Session will be given in both oral and written formats and questions will cover all transportation operations for public schools; elements of routing, scheduling, personnel management, purchasing, budgeting, special transportation, state reports, leadership, communication, and public relations, demonstrating the competence necessary to manage a pupil transportation operation.

Exit Exam Structure:

- Oral Review
- Oral Presentation
- Written Exam (Paper based three-hour limit)
- Written Essay
- No cell phones or open books
- Must pass with at least 70%.

A working knowledge of all aspects of supervising a transportation operation including the following:

- State and Federal Laws and Compliances; Texas Administrative Code; Texas Transportation Code; FMVSS; IDEA; FMSCA; NHTSA
- Current National School Transportation Specifications and Procedures (NCST.org)
- Texas Specifications for School Buses
- Transportation Policies and Procedures
- Personnel Management and Evaluation
- Board and Media Relations
- Shop Management
- Staff Training
- Routing and Rezoning
- Leadership and Communication

Exams will be graded after the end of the PDC event or conference. All attendees will be emailed individually with exam grades and notice of successful completion or failed attempt. Those passing with at least 70% completion may submit their applications and fee for the Official Professional Certification.

Attendees who do not pass the Exit Exam will be given the opportunity to retake an Exit Exam at a future PDC Class Event. (Generally February)

**Note: Those wishing to retake the Exit Exam must notify the Executive Director of retake intention, and the attendee will be scheduled and notified of date and time.** There will be no charge for the retake. The retake will be a different exam but will cover the same expected knowledge of transportation operations. If the attendee fails to pass the retake, he or she must register and pay for the third attempt.

#### **PDC 15A.5 ADMINISTRATOR EXIT EXAM (Directors and Asst. Directors Only)**

Those seeking this level must first successfully pass and receive the Official level of professional certification, be vetted and request approval for enrollment before registering. *(See Forms Section)* Please refer to PDC 15 above and to the requirements section in this handbook.

#### **PDC 16 EMERGENCY PREPAREDNESS**

Crisis Plan development, accident response plan, on route conflict preparedness. Dealing with the media, severe weather situations, facility and equipment preparedness, response role in community disaster situations.

- To develop an understanding of crisis planning and development.
- To gain an understanding of an effective vehicle accident response plan.
- To become aware of on route conflict situation preparedness.
- To develop knowledge of dealing with the media.
- To become aware of the need for information and training about severe weather situations.
- To gain an understanding of facilities and equipment preparedness.
- To become aware of the transportation department's response role in a community disaster situation.

#### **PDC 17 WAGE AND LABOR LAWS**

This course will provide a basic understanding of the legal requirements related to the Fair Labor Standards Act. Attendees will become familiar with:

- The history of minimum wage, exemption, timekeeping requirements, enforcement agencies and penalties.
- How to define and calculate overtime and learn basic pay terminology and methods including definitions of factors used to consider job compensation.
- The concept of turnover and to be able to identify ideas for recruiting and retaining employees.

#### **PDC 18 LEGAL ISSUES IN TRANSPORTATION**

This course will provide a comprehensive overview of legal issues in pupil transportation including but not limited to dealing with liability for student injuries, all areas of sexual harassment, employment practices for directors, handling grievances and community relationships, confidentiality and other areas of legal concern.

## **PDC 19 FIELD TRIPS AND EXTRA-CURRICULAR TRAVEL**

This course will review and consider scheduling, supporting and assigning trips for extracurricular and co-curricular programs.

## **PDC 20 SAFETY AND SECURITY MANAGEMENT** *(Formerly STUDENT SAFETY MANAGEMENT)*

Topics include safe student loading/unloading, safe student ridership, student evacuation procedures, and protecting students from further injury following bus accidents and procedures for students in crisis situations. (hostage, weapons, and severe weather)

## **PDC 21.5 DISPATCHER ROLES AND RESPONSIBILITY**

Presents an overview of the general function of the dispatcher, including proper radio procedures, developing listening skills and gaining and maintaining control during emergencies.

## **PDC 22 DOCUMENTATION IN TRANSPORTATION**

Provides appreciation for why we document, what to document and how to document in our busy everyday lives of transporting students. The class focuses on employee training and vehicle documentation through a power point presentation, sample documents and interactive classroom activities.

- To gain a better understanding of what, why and how we document in public school transportation.
- To review sample documents to implement for documenting training, employees, vehicles, and various other aspects of pupil transportation.
- To gain a better working knowledge of employee records (MVR's, physicals, and reprimands) through classroom activities and presentation.
- To gain a better understanding of how to successfully correct employees' inappropriate behavior and practices.

## **PDC 22A.5 ADVANCED DOCUMENTATION IN TRANSPORTATION**

*(Directors and Asst. Directors Only) PDC 22 is a pre-requisite.*

This version of the PDC 22 Documentation course, for directors and assistant directors, is an advanced version for those responsible for documenting operational information and staff performance. This course includes a detailed overview of employee documentation, investigations, grievances, and key performance indicators.

## **PDC 23 INTRODUCTION TO LEADERSHIP: NECESSARY LESSONS**

The most successful and effective leaders understand the “essentials” of leadership and that development and enhancement of leadership skills is a continuing process. Great leaders master many leadership skills by learning “necessary lessons”; some through their own life experiences. Awareness, attention, and in-depth focus will be afforded to some of these “necessary lessons”.

- Introduction and experience as a leader
- Necessary Lessons:
  - Understanding Leadership Basics
  - Communication
  - Ongoing self-analysis
  - Perceptions and behaviors
  - Presentation
  - Responsibility
  - Tell the story.

### **PDC 23.5 LEADERSHIP: CHANGE AND TRANSITION**

Tradition may be wise, but leaders face situations each day that call for innovative solutions. Bringing about change calls for transitions which in turn influence the behavior of people directly and indirectly involved. Successful leaders focus on the process of making the changes.

- Understanding the Behavior of People
- Identifying the Need for Change
- Overcoming the Difficulties of Change
- Relationship of Change and Transitions
- Managing Transitions

### **PDC 23.5A LEADERSHIP: BECOMING A LEADER**

Fundamentals of leadership, and the enhancement of leadership skills for those in leadership roles.

- The Essence of Leadership
- Levels of leadership
- Understanding the Behavior of People Based on Perceptions
- Assuming a Role of Leadership
- Visualize Success/Share Vision
- Visibility and Accessibility

### **PDC 23.5B LEADERSHIP: STYLES AND QUALITIES**

This course will define what leadership is, discuss various leadership styles, and discuss qualities an effective leader should display and utilize.

- General Leadership Information
- Leadership Styles
- Leadership Qualities
- Group Exercise
- General Review

### **PDC 23.5C LEADERSHIP: TEAM BUILDING**

Teaches the student how Leadership and Team Building works to inspire others to higher levels of performance by realizing what a Leader must Know, Be and Do.

- Show how leaders evaluate themselves and their effectiveness as a Leader.
- Discuss Importance of Communicating effectively and appropriately.
- Importance of building and improving relationships
- Model behaviors that build positive atmospheres and working environments.

### **PDC 23.5D LEADERSHIP: BOARD RELATIONS (Directors and Assistant Directors)**

The Board of Trustees, commonly called “the School Board” set policies for their school district. Leadership within the district may have opportunities to provide feedback to the School Board and have an impact on policies. A successful leader will strive to maintain a positive relationship with the Board and develop strategies for promoting that relationship.

- Purpose and responsibilities of a School Board
- How to be effective in our presentations to the Board
- 

### **PDC 23.5E LEADERSHIP: PROBLEM SOLVING**

Good leaders know and understand the importance of not putting decisions off or dealing with problems within the department. Making informed and prompt decisions is vital to the moral and culture of the department. A look at potential problems and solutions for those in administrative roles.

### **PDC 23F LEADERSHIP: ETHICS**

This course will define and discuss what ethics was-is-and will be in the future. Conversations will center on various aspects related to the school bus industry. Discussions will focus on the ethical qualities an effective leader should exemplify.

- General ethics information
- Ethical qualities and definitions

### **PDC 23H LEADERSHIP: TRUST AND CULTURE**

Recent challenges have caused undue hardships for the Transportation team. Directors are pulling double duty driving/covering open routes and trying to supervise a good operation. Shifting changes in the workplace and workforce structure can often lead to mistrust and an unhealthy or uncomfortable workplace culture. This course will discuss ways to increase trust and create a culture where people feel validated and appreciated.

### **PDC 23.5J SPECIAL TRANSPORTATION LEADERSHIP AND ACCOUNTABILITY.**

(Directors and Asst. Directors Only.)

Great collaboration can exist between the Transportation and Special Education departments when both work together for what is best for students with disabilities. Eliminating the “can’t do” attitude and focusing on the IEP process as guided by IDEA will provide the most beneficial services to the student, the parents and those providing related services to include specialized and documented training regarding proper equipment usage and disability challenges, characteristics, abilities, and impact; purchases of specialized equipment and vehicles; and making sure that the transportation team has a seat at the table.

#### **PDC 23.5K LEADERSHIP: DEALING WITH DIFFICULT EMPLOYEE BEHAVIORS**

Attend this interactive session in which attendees will arrive at workable solutions for how to address employees who present challenges in the workplace.

- Identify behaviors and patterns
- Discuss solutions to address difficult behaviors

#### **PDC 23L LEADERSHIP: STRENGTHS BASED CAPACITY**

We hire people for their skills and expertise but are we using them to their full potential? Are we expecting excellence from them in areas that are not their forte? Is this causing departmental stress and undue hardship? This interactive course will cover how we can utilize all employees to their full potential by identifying and harnessing their strengths.

#### **PDC 23M LEADERSHIP: COACHING FOR SUCCESS**

Leadership is about the success of our staff and how we can guide them to be successful. Take this course to learn how to effectively coach our staff for their success and the success of the department.

#### **PDC 23.5N EMERGING LEADERSHIP (5 Hours)**

Whether you are a new supervisor or a tenured supervisor we all desire to be the best leaders we can be. What does that mean for varying levels of leadership and supervision? Take this class to learn how to increase sound leadership skills and know the difference between being a boss and a true leader.

#### **PDC 25 CHILD SAFETY RESTRAINT SYSTEMS (CSRS) IN SCHOOL BUSES**

This class, in line with NHTSA recommendations, will review proper selection, installation and usage of restraint systems in a school bus. Drivers, attendants, driver trainers, school administrators and maintenance personnel will benefit from this class.

- Characteristics of the pre-school population
- How a school bus provides safety to child passengers
- Identify how occupant protection systems are used in school buses.
- Proper installation of child safety restraint systems in school buses
- Proper securement of the child in a child restraint system
- Proper maintenance, storage, and disposal of child restraint systems
- Overview of evacuation procedures for children riding in child restraint systems

## **PDC 26 EMERGING TECHNOLOGY**

This course will provide an understanding of ever-changing technology and the effects on purchasing, maintaining, researching and implementing various technologies into the Transportation Department.

## **PDC 27 ASSESSING AND INTERPRETING DRIVING RECORDS AND MANDATED REGULATIONS**

Ability to understand and appropriately grade the MVR (driving record - received from the TX DPS); interpret the codes; and assess points according to the Texas Administrative Code. Also learn associated mandated regulations regarding school bus drivers and licensing.

- Discuss penalty point system for school bus drivers as outlined in Texas Administrative Code
- Discuss how to read and score MVRs to determine driver eligibility referring to the charts provided in the Tx Admin Code.
- What disqualifies an employee from driving a school bus?
- How to read MVRs to determine self-certification status

## **PDC 28 TRAINING THE SPECIAL TRANSPORTATION TEAM**

Provides practical experience for those who need to be able to plan, provide, and present information to the Special Transportation Team. It focuses on the Legal Basis, IDEA Terminology, Department/District Assessment, Equipment, Personnel, and other resources available to Transportation Practitioners.

- Terminology used by the Special Education Department/IDEA
- Definitions related to students with disabilities.
- Regulations related to behavioral issues and development of effective behavioral responses, reporting and discipline in relation to individuals with disabilities.
- The legal basis for providing the Related Service Transportation (IDEA)
- The communication process which during the IEP placement of a child on specialized transportation.
- Basic information about the elements of effective adult in-service training
- To increase knowledge of available resources

## **PDC 29 SUPPORTING AT RISK POPULATIONS (FORMERLY NO CHILD LEFT BEHIND)**

An overview of current federal and state requirements and best practices regarding the transportation of students who qualify under No Child Left Behind (McKinney Vento) legislation, victims of abuse and violent crime and hazardous rated campuses and children in foster care.

- Homelessness/Misplaced
- In-district and Out of district students
- Contracted services
- Public School Choice
- Failure to make Adequate Yearly Progress (AYP)
- Victims of Violent Crimes
- Unsafe Schools



### **PDC 30.5 COMMUNICATING WITH A DIVERSE PUBLIC**

This course takes a close look at diversity in the workplace and on the school bus and how our own opinions and philosophies may hinder making fair and consistent decisions and in a consistent manner. Realizing that our goal is safe and efficient transportation for all students.

### **PDC 32.5 PRESENTING A POSITIVE PUBLIC IMAGE**

What do school district staff, administrators, parents, and the community visualize when considering the Transportation Department? Are you getting the support you feel you need? A positive public image is vital to receiving support from the district and from the community for new initiatives. Attend this course to learn and discuss what it means to build good relationships and how to build a positive image that appropriately reflects you and your team.

### **PDC 33.5A COMMUNICATION SKILLS: INTERACTION WITH PARENTS/GUARDIANS**

You will learn about your communication style and with this knowledge you will discover dramatic improvement as you interact with parents and guardians. Hands-on and interactive learning will help you gain new perspectives and a good understanding of the importance of respecting the parent's point of view. In addition, you will learn the value of active listening and effective tools to positively represent your district.

- Communication Defined
- Communication Challenges with Parents and Guardians
- Communication Success-what does it look like?

### **PDC 33.5B COMMUNICATION SKILLS: SCHOOL DISTRICT STAFF**

You will learn a two-fold approach to assist transportation staff in communicating with district staff internally with subordinates as well as employees outside of the transportation department. You will also learn great communications skills as we reveal a variety of bad communication habits and techniques on how to overcome those habits.

- Learn about communication challenges from activities and videos.
- Communicate effectively with internal district staff.
- Characteristics of Great Communicators
- How to have crucial conversations

### **PDC 33.5C COMMUNICATION SKILLS: COMMUNITY AND MEDIA**

This course covers a variety of crisis/media situations involving school transportation related incidents and provides tools transportation professionals can use if they are faced with a media event. You will also have a hands-on activity proving how communication affects the relationship of your district with your community.

- Understanding Importance of Public Opinion
- Identify Decision Making for Positive Community Results
- Discuss the Role Communication Plays in Public Opinion
- Learn How to Work with the Media

## **PDC 36 LIABILITY IN TRANSPORTATION**

This course will examine liability for Texas public school districts, specifically in student transportation. The purpose of this course is to ascertain potential liability for public schools for incidents that occur beyond vehicular accidents (i.e., vehicle crashes and collisions), such as incidents at a school bus stop, walking to the school bus stop, and student incidents on the bus not directly resulting from a vehicular collision, which may result in injury.

## **PDC 37 BUSINESS SKILLS FOR TRANSPORTATION**

This course provides an overview of business skills relevant to the transportation professional.

- Writing skills
- Staffing
- Communication

## **PDC 37A BUSINESS SKILLS: PROFESSIONAL WRITING**

This course is intended to provide a basic understanding of the skills required to produce effective written business communication. Participants will review the principles of English grammar, style and formatting guidelines and will be afforded the opportunity to practice these skills. While not required, participants may wish to bring a laptop or other device with word processor capabilities.

## **PDC 37B.5 BUSINESS SKILLS: WRITING AND REVISING DEPARTMENTAL PROCEDURES**

How long has it been since you reviewed your policies and procedures for updates? This course will assist you with writing and revising your policies and procedures.

## **PDC 37C.5 PROJECT MANAGEMENT**

This course focuses on understanding the five stages of project management and how to plan each task to ensure the highest chances of successful project completion. From initiation, planning and closing, this course will provide real-life scenarios of project successes and failures to help students comprehend the importance of each of these essential stages.

## **PDC 37D.5 BUSINESS SKILLS: WRITING AND REVISING DEPARTMENT HANDBOOKS**

Attend this course to learn good practice regarding department handbook revisions. Recommended that 37B.5 be attended as a pre-requisite.

## **PDC 37E.5 BUSINESS SKILLS FOR ADMINISTRATIVE ASSISTANTS**

Coming Soon.

## **PDC 38 MENTAL HEALTH RESPONSE**

- Signs and Behaviors to help identify suicidal thoughts and behaviors.
- Signs of Non-suicidal Self-Injury and how to assist.
- Facts about Panic Attacks, identifying behaviors, and how to assist.
- Youth affected by a Traumatic Event

- Traumatic events that may affect young adults and adults.
- Facts about Aggressive Behaviors and how to assist.

### **PDC 38A THRIVING FROM WITHIN: POSITIVE SELF DEVELOPMENT AND RECHARGE FOR LEADERS**

The transportation daily grind can become very stressful. Budget cuts, personnel issues unfunded mandates, shortage of drivers and just trying to maintain morale and a good culture can leave us burned out and exhausted. We must take care of ourselves if we wish to take care of our department. Learn basic skills for changing habits and the great results from caring for oneself first.

### **PDC 39/39.5 CURRENT ISSUES ROUNDTABLE**

The topics of this course will change as needs arise. Current, trending, and relevant topics will be the focus of discussion and will provide attendees with an opportunity to request topics to be selected for discussion in advance (during or before registration). 3-5 topics will be discussed or one main topic such as has been presented with ELDT preparation. Local, state, and national best practices will be discussed as well as roundtable discussions from those in attendance.

### **PDC 39.5A CURRENT ISSUES: FOUNDATIONS FOR SUCCESS**

This course will address current and relevant trends that need attention when creating foundations for success both personally and professionally.

### **PDC 40 TRANSPORTATION COMPLIANCE ASSESSMENT AND EVALUATION** *(New course 1-1-2021 which combines and updates PDC 24, 35 and 10)*

Study of basic transportation management techniques; how to create, analyze and evaluate a super-efficient and effective business; how to set baselines for continuous improvement; and how to determine best practices for your district.

- How to use data to monitor and improve daily operations
- Develop procedures for timely reporting of all state, federal and local reporting compliances.
- Provide techniques to improve driver morale and increase efficiency.
- District policies and procedures for efficiency and effectiveness
- Procedures for monitoring transportation costs; budgeting; and purchasing guidelines.
- Routing and scheduling efficiencies for General Ed, Special Ed, Extra-curricular and Pre-school
- Equipment and vehicle replacement
- Staff training and Safety programs.
- Student management and parent complaint policies and procedures
- To develop an understanding of fleet maintenance, preventive maintenance, and maintenance documentation requirements.

### **PDC 43 Trainer Academy** (4 Day/34 Hour Course for Trainers and Supervisors)

This course trains trainers with tried and tested backing and turning exercises in the field for new or veteran drivers and several classroom sessions (see list below) cover important areas needed to enhance the skills of new or prospective Driver Trainers and prepare them with the latest skills, training

techniques and information vital to any Training Program. 34-hours of theory and hands-on exercises led by TAPT instructors with years of first-hand training experience. (Course credit may only be used for the Trainer level of Certification.)

The course includes the following Classroom and Field Activities, Demonstrations and Personal Consultations. **All 4 days must be attended. (Note: this class is often divided into 2 weekends.)**

**Classroom:**

- Presentation Skills
- Entry Level Driver Training (ELDT)
- Pre-Trip Inspection
- Precision Backing and Turning Theory
- Terminology
- FMCSA Clearinghouse Overview
- Student Management
- Personal Knowledge Assessment
- Documentation
- Special Transportation Considerations
- Leadership

**Field Activities:**

- Precision Backing Field Exercises- Hands on and instructing other team members.
  - Straight Line Backing
  - Gradual Backing
  - Sharp Backing and Recovery
- Precision Turning Field Exercises
  - Sharp
  - Rounded
  - Left
  - Optical Illusion

**Demonstrations:**

Air Brake Test/Inspection

Suspension Protection

Emergency Vehicle Control Maneuvers (Weather and location permitting)

Wheelchair Securement & Proper Lift Use

**Consultations:**

One-on-One Consultations - Constructive Feedback

Turning and Backing Evaluations

Written Exam

Graduation

Each participant will receive a course handbook including resources to use for instruction in their own district. Certificates of completion will be emailed within 7 business days of successful completion and payment. Those needing further training will be offered the opportunity if scheduled within 30 days of the course.

## SECTION TWO

### Professional Certification Program

#### PURPOSE:

The TAPT Professional Certification Program was developed to enhance the knowledge and skills of school district transportation department administrators and staff. The program requirements are centered on ensuring that student transportation professionals have a well-rounded educational experience and qualify for the roles and responsibilities commensurate with the level of professional certification applied for and that the professional staff member continues to learn and maintain that standing.

#### QUALIFICATIONS, COURSE CREDIT REQUIREMENTS, PROFESSIONAL CERTIFICATION LEVELS AND ELIGIBILITY

TAPT Professional Certification is available to TAPT Members actively involved in the daily transportation of students in the state of Texas. (Certain contractors for student transportation may be eligible.) Email the Executive Director for details.

Applicants for professional certification must:

- Be employed in positions of responsibility commensurate with the category/level of requested Professional Certification
- Be actively involved in the day-to-day transportation of students and knowledgeable of pupil transportation services and operations.
- Continue to seek professional development opportunities and maintain their certification by submitting continuing education hours every three years.
- Maintain current level of membership depending on the level requested. (Renewable annually each July 1)
- Attend conferences and workshops related to student transportation.

TAPT Members receive a Certificate of Course Completion upon successfully completing a paid for course. The certificate is accessible from a link that is sent out 7-10 business days after successful completion. The link is only available for a short period of time. ***Be sure to open the link and save the class completion certificate as soon as you receive the link. It is recommended that you save the certificate to a personal flash drive as well as in print form and on your work or personal computer.***

**Note: replacement certificates are only available until the next PDC Event.**

Members may see all courses completed by registering for the **PDC Portal**. (Within Member Section)

Members approved for TAPT Professional Certification will receive a Certification Number that will remain with the Member for the entirety of their Membership and professional certification with TAPT.

Professional certification status may be revoked or marked inactive by:

- Failure to maintain Membership.
- Failure to submit continuing ed requirements as outlined in this handbook.
- ***Please see "Continuing Education Requirements"***.

## PDC COURSE CREDIT REQUIREMENTS:

1. To obtain credit for a TAPT Professional Development Course (PDC), Members must have a current membership; submitted payment; and attended and successfully completed the course within **seven years** of applying for professional certification status. *Testing out of a course is not an option. Courses taken more than seven years earlier must be re-taken.*

2. All course participants must attend and successfully complete all six (6) or three (3) hours of instruction, including break time, for course credit. (Courses with .5 in the course number are 3-hour courses) Failure to remain in the class the entire length of the class (3 or 6 hours) or to successfully complete the exam will result in no course credit.

3. Exceptions may be made for some emergencies and/or “personal needs”, but these exceptions shall be limited. Participants shall notify the instructor in the event of an emergency. It shall be the discretion of the instructor and/or Executive Director to grant credit for the class or allow for makeup at a later date. ***Failure to notify the instructor or Executive Director in a timely manner will void this option.***

*Note: The TAPT PDC #00 or 0.5 Orientation to TAPT Course is a requirement **in addition to** the required course credits.*

4. To ensure that all courses meet all TAPT Professional Development requirements, any course counting toward TAPT Professional Certification course credit must be approved by the Professional Development and Certification Committee. This approval process shall apply to courses offered by other organizations if comparable to the TAPT approved curriculum and course credit hours, and applicable to pupil transportation. The courses must be available to TAPT for a minimum of two years.

5. Course credit/non-credit appeals shall be decided by the Professional Development Committee Chairs. The request for appeal must be made in a letter mailed to the Executive Director within 30 days of completion of the course.

6. Credit granted for TAPT Professional Certification and/or continuing education hours (to maintain TAPT Professional Certification status), for any course taught outside a TAPT Event must be a TAPT approved course and taught by a TAPT Certified Instructor. Written approval of the credit shall be required from the TAPT Professional Development Committee Chairperson(s). *TAPT Events include annual conference and off-site and online TAPT scheduled courses.*

7. Courses requested to be taught at a school district are open enrollment only to hosting school district’s employees. No registration fee shall be assessed. The hosting school district shall bear all expenses of providing the course. It may be permissible for two or more school districts to cooperatively host an outside TAPT Event if approved by the TAPT Professional Certification Committee Chairperson(s).

Hosting entities should require attendees to sign an attendance roster and confirm attendance and completion of the entire length of the course required. **The hosting entity shall submit the sign-in roster to the TAPT Executive Director to document authentication in case an attendee should request credit for the course.** Graded exams should also be submitted to TAPT to verify successful completion of the entire course. If the hosting entity includes the course credit fee in the registration fee and submits a Certificate of Completion to the attendee, TAPT will note the course credit in the attendee’s transcripts. Members wishing course credit must be a TAPT Active or Associate Member.

To receive credit for a course taken at a school district or other outside event, the requesting TAPT Member must submit a certificate of completion or be verified via a sign in roster from the school district and approved by the instructor with appropriate course credit fee.

Course Credit Fees:

- \$50.00 for a 6-hour course
- \$30.00 for a 3-hour course
- ***Certificate of Completion must be submitted.***

**Members may access the PDC Portal online to review professional development attended.**

The PDC Portal may be accessed within the Members Only section of the website. Each member will register themselves for the Portal using the email address that their membership is under.

**Change in Contact Information:** If the member has changed districts, last name, or has a different email address, a request may be sent to the technology support chair to merge all email addresses to see all classes completed. Members should notify the Executive Director immediately upon changing districts.

**Deadlines:** Please be sure to check deadlines as stated in the registration for cancellations and refunds. No refunds are available after the deadline date. Substitutions may be made by contacting the Executive Director via email. Please include the substitute's name, title, email address and cell phone number.

#### **ONLINE TAPT PDC COURSE CREDIT REQUIREMENTS.**

Courses attended virtually through TAPT require Membership, and individual registration and sign on. All online course registration fees must be paid by the deadline date to attend.

Unpaid registrations will be deleted to make room for wait-listed participants. In most cases, online classes will be capped at a max attendance of 30 participants.

***Attendance of online classes should be treated with the same respect and dignity as an in-person class.***

- Participants must have the Zoom app downloaded onto their personal or work devices.
- TAPT is not responsible for equipment or internet issues experienced by the participant.
- Participants must remain in camera view and within their frame throughout the entirety of the course except during scheduled breaks. *If the Instructor makes more than two requests to the attendee to remain in frame, course credit may not be awarded, and the class will have to be re-taken at attendee's cost.*
- Please select a table or desk for attending, when possible, to create a classroom environment.
- Participants must participate in the group breakout activity sessions as instructed.
- Participants should be prepared to answer questions and participate.
- Participants should attend in an area without interruptions and background noise (such as pets)
- Participants should avoid unnecessary movement, other activities, or side conversations (even on mute) so that other attendees are not distracted.
- Participants should MUTE the mic option during the presentation.
- Both Video and Audio features should be muted during the break.
- Attendance will be checked after each break or lunch.
- Participants may use the CHAT feature to ask questions or raise their hand.
- Participants must successfully complete the Exam with a 70% passing score **No cell phone usage will be allowed during the Exam.**
- Participants will receive a Certificate of Completion via email 7-10 days after the course.

## **PROFESSIONAL CERTIFICATION CATEGORIES**

**All levels require a current Active or Associate Level of TAPT Membership**

- TAPT Professionally Certified Pupil Transportation Trainer (CTPTT)
- TAPT Professionally Certified Pupil Transportation Specialist (CTPTSP)
- TAPT Professionally Certified Pupil Transportation Supervisor (CTPTS)
- TAPT Professionally Certified Special Transportation Specialist (CSTSP)
- TAPT Professionally Certified Special Transportation Supervisor (CSTS)
- TAPT Professionally Certified Shop Technician Specialist (CTTS)
- TAPT Professionally Certified Shop Supervisor (CTSS)
- TAPT Professionally Certified Pupil Transportation Official (CTPTO)  
Requires Active Level membership. **REQUIRES EXIT EXAM.**
- TAPT Professionally Certified Pupil Transportation Administrator (CTPTA)  
This level is for Directors or Assistant Directors only.

***ONLY CURRENT APPLICATIONS WILL BE ACCEPTED.*** Applications for Professional Certification are processed between August 1 and March 1 due to Conference Registration and Planning.



## **TRAINER - TAPT PUPIL TRANSPORTATION TRAINER PROFESSIONAL CERTIFICATION (CTPTT)**

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Applicants for this level of professional certification must be current Members involved in the transportation of students in the state of Texas, and have knowledge and interest in pupil transportation positions with responsibility **commensurate with the roles and responsibilities of a student transportation trainer.**

Certification as a Transportation Trainer is available for those individuals qualified to function at this technical level of the pupil transportation system. To qualify for this certification, applicants must:

- Demonstrate appropriate teaching skills.
- Ensure the ability to teach behind-the-wheel training to prospective school bus drivers, and/or any necessary retraining.
- Have a basic knowledge of all federal and state laws and best practice.
- Knowledge of student management and special transportation methods and law.

### **Applicant must:**

1. Demonstrate a working knowledge of basic pupil transportation principles.
2. Have experience in the training program of a pupil transportation operation.
3. Have a high school diploma or equivalent.
4. Be an Active or Associate level TAPT member in good standing. (Check for exceptions.)
5. Submit a Letter of Recommendation from the Director or immediate Supervisor:
  - Confirming that the applicant has met the qualifications for a school district driver trainer.
  - Submit dated and signed on District Letterhead
  - Confirming that the applicant has met the course requirements as outlined in this section.

### **Course Credit Requirements: (Must be exact course number as listed)**

1. TAPT PDC coursework from the following: (24 Hours plus TAPT Trainer Academy)
  - PDC 02
  - PDC 11
  - PDC 22
  - PDC 25
  - PDC 00 or 0.5 Orientation to TAPT
2. Completion of PDC 43- TAPT School Bus Driver Trainer Academy (34 Hours)

Submit **current** application from the PDC Handbook with application fee, letter of recommendation and copies of Certificate for any class taken outside of TAPT. Additional course credit fee required. Current Active or Associate level Membership required.

Required courses completed and credited longer than seven (7) years from date of application are not acceptable and must be taken again to receive credit and meet the course requirements. Full Day Course is 6 hours. Half day (courses with .5 in the course number) count for 3 hours.

***ONLY CURRENT APPLICATIONS WILL BE ACCEPTED. PLEASE REFER TO FORMS SECTION.***

***Please allow 6-8 weeks for processing – longer if submitted between March and July.***

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## **SPECIALIST - TAPT PUPIL TRANSPORTATION SPECIALIST PROFESSIONAL CERTIFICATION** **(CTPTSP)**

Certification as a Pupil Transportation Specialist is available for Active or Associate level Members (and other applicable levels) who qualify as Support Services Personnel in the pupil transportation industry. To qualify for this certification, applicants must demonstrate the ability to carry out responsibilities at the operations level and have experience in a pupil transportation position with responsibility commensurate with the category of certification.

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### **Applicant must:**

1. Demonstrate the ability to perform functions of the pupil transportation program and hold positions of responsibility commensurate with the category of professional certification requested.
2. Have interest or experience in the operation of a pupil transportation program.
3. Have a high school diploma or equivalent.
4. Be a TAPT Active or Associate level member in good standing.
5. Submit application to the TAPT Executive Director for review and verification.
6. Submit a Letter of Recommendation from the Director or immediate Supervisor on District Letterhead (dated and signed) confirming that the applicant has met the qualifications of the level applied for and has met the course requirements as outlined above.

### **Course Credit Requirements: (Must be exact course number as listed)**

Completion of TAPT PDC coursework from the following: (48 Hours)

- PDC 01 (May not be substituted for TASBO course)
- PDC 02, 14 or 14A
- PDC 22
- PDC 23
- PDC 26
- PDC 05 or 05A
- 12 Hours from TAPT PDC elective courses. (Any course that is not a required course.)
- PDC 00 or 0.5 Orientation to TAPT

Submit current application from the PDC Handbook with application fee, letter of recommendation on District letterhead (signed and dated) and proof of membership to the TAPT Executive Director.

Required courses completed and credited longer than seven (7) years from date of application are not acceptable and must be taken again to receive credit and meet the course requirements.

Full Day Course is 6 hours. Two ½ day courses equal 1 full day course. ½ day course is any course listed with .5 (EXCEPT FOR THE PDC COURSE ORIENTATION TO TAPT.)

***ONLY CURRENT APPLICATIONS WILL BE ACCEPTED. REFER TO FORMS SECTION.***

***Please allow 6-8 weeks for processing or longer if between March and July.***

## **SUPERVISOR - TAPT PUPIL TRANSPORTATION SUPERVISOR PROFESSIONAL CERTIFICATION (CTPTS)**

Certification is available for Active or Associate level Members (or applicable) qualified to function at a supervisory and technical level and who are capable of carrying out policy and program directives of district officials.

Applicants are expected to administer programs, provide leadership, and engage in the development of programs and materials within limitations established by their management.

1. The Active or Associate level Member must hold a position of responsibility commensurate with the category of professional certification requested.
2. Upon completion of course work, submit the Professional Certification application to the TAPT Executive Director for review and verification.

### **Applicant must:**

1. Be a person capable of managing the responsibilities for one or more areas of pupil transportation.
2. Desire to serve in a position that assists top administrators responsible for the total district pupil transportation operation.
3. Have supervised persons in the transportation department or wish to have supervisory responsibilities.
4. Have a high school diploma or equivalent.
5. Be a TAPT Active or Associate member in good standing.

Submit a Letter of Recommendation from the Director or immediate Supervisor on District Letterhead (signed and dated) confirming that the applicant has met the qualifications as outlined above and has met the course requirements.

### **\*Course Credit Requirements: (Must be exact course number as listed)**

Successfully complete the TAPT PDC coursework from the following: (54 Hours)

- PDC 01 (01 may not be substituted for TASBO course)
- PDC 08
- PDC 22
- PDC 23
- PDC 26
- PDC 11
- One of: 23.5, 23.5A, 23.5B, or 23.5C Leadership series (3 hours)
- One of: 37.5 or 39.5A (3 Hours)
- 12 Hours of TAPT PDC Electives (Any course that is not a required course.)
- PDC 0.5 or 00 Orientation to TAPT

Required courses completed and credited longer than seven (7) years from date of application are not acceptable and must be taken again to receive credit and meet the course requirements.

Full Day Course is 6 hours. A half-day course is 3 hours and is any course listed with .5 in the course number.

***ONLY CURRENT APPLICATIONS WILL BE ACCEPTED. PLEASE REFER TO FORMS SECTION.***

***Please allow 6-8 weeks for processing or longer if between March and July.***

## **SPECIAL TRANSPORTATION SPECIALIST - TAPT SPECIAL TRANSPORTATION SPECIALIST PROFESSIONAL CERTIFICATION (CSTSP)**

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Certification as a Special Transportation Specialist is available for TAPT Active or Associate level Members who qualify as Support Services Personnel in the **special transportation** industry and who hold positions of responsibility commensurate with this category of certification pertaining to the transportation of students with disabilities and special needs.

### **Applicant must:**

1. Demonstrate a working knowledge of federal and state laws pertaining to the transportation of students with disabilities.
2. Demonstrate the ability to perform functions related to the special transportation program.
3. Have interest or experience in the operation of a pupil transportation program.
4. Have a high school diploma or equivalent.
5. Be a TAPT Active or Associate level member in good standing.

Submit a Letter of Recommendation from the Director or immediate Supervisor on District Letterhead (signed and dated) confirming that the applicant has met the qualifications and course requirements as outlined above.

### **\*Course Credit Requirements: (Must be exact course number as listed)**

Successfully complete TAPT PDC coursework from the following: (48 Hours)

- 
- PDC 01 (01 may not be substituted with TASBO course)
  - PDC 11
  - PDC 28
  - PDC 25 CSRS Course
  - 6 Hours from one of: PDC 02, or 14
  - 6 Hours from one of: 05 or 05A
  - 6 Hours from 19
  - 6 Hours of TAPT PDC Electives (Any course that is not a required course.)
  - Completion of TAPT PDC 00 or 0.5 "Orientation to TAPT"
- 

Upon completion of course work, submit the Application for Professional Certification to the TAPT Executive Director for review and verification.

Required courses completed and credited longer than seven (7) years from date of application are not acceptable and must be taken again to receive credit and meet the course requirements.

Full Day Course is 6 hours. A half-day course (3 hours) is any course listed with .5 (EXCEPT FOR THE PDC COURSE ORIENTATION TO TAPT.)

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Documentation from the applicant is required and a \$50.00 administrative fee will be charged for any course not taken through TAPT.

**ONLY CURRENT APPLICATIONS WILL BE ACCEPTED. PLEASE REFER TO FORMS SECTION.**

**Please allow 6-8 weeks for processing or longer if between March and July.**

## **SPECIAL TRANSPORTATION SUPERVISOR - TAPT SPECIAL TRANSPORTATION SUPERVISOR PROFESSIONAL CERTIFICATION (CSTS)**

---

Certification is available to Active or Associate TAPT Members who qualify to function at a supervisory and technical level of the pupil transportation operations and whose role is directly related to the supervision and coordination of the **special transportation operations** of the department.

To qualify for this certification, applicants must have the ability to conduct policy and program directives of the officials. Applicants are expected to administer programs and supervisory roles, provide leadership, and engage in the development of programs and materials within limitations established by their management.

Members seeking this level of professional certification should hold positions of responsibility commensurate with the category of certification pertaining to the area of transportation of students with disabilities and special needs.

1. Be a person capable of managing the responsibilities for one or more areas of specialized transportation for children with disabilities.

### **Applicant must:**

1. Desire to serve in a position that supervises the special transportation program in a district and assists an individual who has responsibility as a top administrator for the total district pupil transportation operation.
2. Have a high school diploma or equivalent.
3. Be a current TAPT Active or Associate level member in good standing.
4. Submit a Letter of Recommendation from the Director or immediate Supervisor on District Letterhead (dated and signed) confirming that the applicant has met the qualifications and course requirements as outlined above.

### **\*Course Credit Requirements: (Must be exact course number as listed) 60 Hours**

- PDC 01 (01 may not be substituted for TASBO course)
- PDC 08
- PDC 11A (Must have taken 11 prior to 11A)
- PDC 22
- PDC 23
- PDC 25
- PDC 23F
- PDC 18
- 3 Hours from one of: 30.5, 33.5A, 32.5, 39.5A
- 3 Hours from one of the 23.5 Leadership Series Courses (3-hours)
- Any one 6-hour TAPT elective course or two 3-hour elective courses.
- Completion of TAPT PDC 0.5 or 00 "Orientation to TAPT"

Required courses successfully completed and credited longer than seven (7) years from date of application are not acceptable and must be taken again to receive credit and meet the course requirements.

Full Day Course is 6 hours. A half-day course (3 hours) is any course listed with .5 in the course number.

**ONLY CURRENT APPLICATIONS WILL BE ACCEPTED. PLEASE REFER TO FORMS SECTION.**

***Please allow 6-8 weeks for processing or longer is between March and July.***

**SHOP TECHNICIAN SPECIALIST - TAPT SHOP TECHNICIAN SPECIALIST PROFESSIONAL  
CERTIFICATION (CTTS) (New 2025)**

Certification as a Pupil Transportation Shop Technician Specialist is available for Active or Associate level Members who qualify as Fleet Services Personnel in the pupil transportation industry. To qualify for this certification, applicants must demonstrate the ability to carry out responsibilities at the fleet services level and have experience in a pupil transportation position with responsibility commensurate with the category of certification.

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**Applicant must:**

1. Demonstrate the ability to perform functions of the pupil transportation fleet maintenance program and hold positions of responsibility commensurate with the category of professional certification requested.
2. Have interest or experience in the operation of a pupil transportation fleet services program.
3. Have a high school diploma or equivalent.
4. Be a TAPT Active or Associate level member in good standing.
5. Submit application to the TAPT Executive Director for review and verification.
6. Submit a Letter of Recommendation from the Director or immediate Supervisor on District Letterhead (dated and signed) confirming that the applicant has met the qualifications of the level applied for and has met the course requirements as outlined above.

**Course Credit Requirements: (Must be exact course number as listed)**

Completion of TAPT PDC coursework from the following: (42 Hours) plus 0.5 or 00 Orientation to TAPT)

- PDC 01
- PDC 04
- PDC 06
- PDC 23
- PDC 25
- One of: PDC 07, 16 or 20.
- One of: 23.5 Leadership Series 3-Hour Courses
- One of 30.5, 32.5, 33.5A, 33.5B or 33.5C Communication Courses. (3-hours each)
- PDC 00 or 0.5 Orientation to TAPT (No Credit Hours)

Submit current application from the PDC Handbook with application fee, letter of recommendation on District letterhead (signed and dated) and proof of current TAPT membership to the TAPT Executive Director.

Required courses successfully completed longer than seven (7) years from date of application are not acceptable and must be taken again to receive credit and meet the course requirements.

***ONLY CURRENT APPLICATIONS WILL BE ACCEPTED. REFER TO FORMS SECTION.***

***Please allow 6-8 weeks for processing or longer if between March and July.***

## **SHOP SUPERVISOR - TAPT PUPIL TRANSPORTATION SHOP SUPERVISOR PROFESSIONAL CERTIFICATION (CTSS) (New 2025)**

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Certification is available for Active or Associate level Members qualified to function at a supervisory and technical level and who are capable of carrying out policy and program directives of district officials. Applicants are expected to administer fleet services programs, provide leadership, and engage in the development of programs and materials within limitations established by their management.

- The Active or Associate level Member must hold a position of responsibility commensurate with the category of professional certification requested.

Upon completion of course work, submit the Professional Certification application to the TAPT Executive Director for review and verification.

### **Applicant must:**

1. Be a person capable of managing the responsibilities for one or more areas of pupil transportation.
2. Desire to serve in a position that assists top administrators responsible for the total district pupil transportation operation.
3. Have supervised staff in the transportation department or wish to have supervisory responsibilities.
4. Have a high school diploma or equivalent.
5. Be a current TAPT Active or Associate level member in good standing.

Submit a Letter of Recommendation from the Director or immediate Supervisor on District Letterhead (signed and dated) confirming that the applicant has met the qualifications as outlined above and has met the course requirements.

### **\*Course Credit Requirements: Must be exact course number as listed)**

Successfully complete the TAPT PDC coursework from the following: (54 Hours)

- PDC 01 (01 may not be substituted for TASBO course)
- One of: 03 or 12B
- PDC 06
- PDC 08
- PDC 22
- PDC 23
- PDC 36
- PDC 06A.5
- One of: 23.5, 23.5A, or 23.5C Leadership series (3 hours)
- One of: 04 or 16
- PDC 0.5 or 00 Orientation to TAPT

Required courses successfully completed longer than seven (7) years from date of application are not acceptable and must be taken again to receive credit and meet the course requirements.

Full Day Course is 6 hours. A half-day course is 3 hours and is any course listed with .5 in the course number.

***ONLY CURRENT APPLICATIONS WILL BE ACCEPTED. PLEASE REFER TO FORMS SECTION.***

***Please allow 6-8 weeks for processing or longer if between March and July.***

## **OFFICIAL - TAPT PUPIL TRANSPORTATION OFFICIAL PROFESSIONAL CERTIFICATION (CTPTO)**

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The Pupil Transportation Official level of Professional Certification is available to TAPT Active level (please check with TAPT for other applicable levels of membership) Members qualified to serve as:

- The top administrator of a pupil transportation system and,
- Who can demonstrate the ability and capability for handling a position that involves:
  - Establishing programs and policies
  - Setting standards
  - Developing materials
  - Supervising staff
  - Managing fleet operations
  - Providing leadership to achieve designated goals.
  - **Applicable knowledge necessary for directing a pupil transportation operation.**

### **Applicant must:**

1. Be a person capable of administering the overall operation of pupil transportation.
2. Desire to serve in a position that has responsibility for the total district pupil transportation operation.
3. Have a high school diploma or higher.
4. Be a TAPT Active level member in good standing.
5. Meet the course requirements as outlined in this handbook with all courses having been successfully completed within seven years of application date.
6. Submit Request for Enrollment Application to be vetted and approved to register for and attend the next Official Exit Exam Class. PDC 15.
2. Submit a Letter of Recommendation with the Request for Enrollment form. The Letter of Recommendation should be from the applicant's immediate supervisor on District Letterhead (dated and signed) confirming that the applicant has met the qualifications for the Official level of professional certification and has met the course requirements as outlined above.
3. Course credits and date of completion must be listed on the Request Form.
7. Upon approval, the applicant will register for the Exit Exam when registration opens for the Annual State Conference.
8. After Conference, each person will be emailed individually with their exam score. Participants must complete the exam with at least a 70% passing grade.
9. After successfully passing the Official Exit Exam, submit the most current Official Professional Certification Application and fee **within 60 days of being notified of successful completion of the Exit Exam.** (Additional fees may be incurred if after 60 days; retake after 90 days.)

(See worksheet below and in Section 4 to assist you with course planning.)

### **\*Course Credit Requirements: (Must be exact course number as listed)**

Successful completion of 90 hours of TAPT PDC coursework from the following:

- PDC 01, 03, 08, 11, 12, 12B, 22 and 23. (01 may not be substituted for TASBO course)
- One of: PDC 07 or 17
- One of: PDC 30.5, 32.5, 33.5A, 33.5B, 33.5C
- One of: 02 or 14
- One of 05 or 05A
- One of: PDC 10, 35 or 40



- Two of the (three-hour) 23.5 Leadership Series Courses
- One of: PDC 39.5A Foundations of Success or 37.5 Business Skills Series
- 6 Hours of elective courses. (Any class or 2 half day courses that are not required courses.)
- Completion of either 00 or 0.5 Orientation to TAPT

Approved Request for Enrollment Application submitted with Letter of Recommendation.

Current Active or Associate level of membership.

Registration for the Official Exit Exam and Active level membership for the upcoming year.

Successful Completion of the Exit Exam.

Application and fee as stated above.

Required courses completed and credited for longer than seven (7) years from date of application are not acceptable and must be taken again to receive credit and meet the course requirements.

Full Day Course is 6 hours. A half-day course is any course listed with .5 and is three hours.

Completed application from the applicant is required and a \$50.00 administrative fee will be charged for any courses not taken through TAPT. Must not have been taken more than seven years prior to application.

***ONLY CURRENT APPLICATIONS WILL BE ACCEPTED. PLEASE REFER TO FORMS SECTION.***

***Please allow 6-8 weeks for processing.***

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(See worksheet below and in Section 4 to assist you with course planning.)

**TAPT**  
**OFFICIAL PROFESSIONAL CERTIFICATION WORKSHEET**  
**Required Courses for the Official Level of Professional Certification**

Before you start this journey, be sure to read and review **ALL** required qualifications as stipulated in the PDC Handbook in addition to the course credit requirements to ensure you qualify for the Official Level of Professional Certification. Please reach out to the Executive Director with any questions.

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Course Credit:</b>	<b>Required PDC Courses (Circle or list course taken)</b>	<b>Date Taken Must be within 7 years.</b>	<b>Upcoming Date/ Location</b>
0	00 Orientation to TAPT, or 0.5 Orientation to TAPT		
6	01 Introduction to Transportation		
6	03 Purchasing		
6	05 or 05A Routing & Scheduling		
6	08 Personnel Management		
6	11 Special Transportation		
6	12 State Reporting		
6	12B Budgeting		
6	22 Documentation		
6	23 Introduction to Leadership		
6 Select One	07 Risk Management, or 17 Wage & Labor Laws		
3 Select One	30.5; 32.5, 33.5A,B,C		
6 Select One	02 Student Management, or 14 Student Management		
6 Select One	10, 35, 40 Compliance & Evaluation		
6 Select Two	23.5_____ 23.5_____		
3 Select One	39.5A Foundations of Success or 37.5 Business Skills series		
6 Elective Course	PDC_____		

**REVISED 1-1-2026**

## **ADMINISTRATOR –**

### **TAPT PUPIL TRANSPORTATION ADMINISTRATOR PROFESSIONAL CERTIFICATION (CTPTA)**

Certification as a TAPT Professionally Certified Administrator (formerly Master Official) of Pupil Transportation is available to Active level Members who have:

- Successfully served as the top administrator or at a level near the top administrator of a pupil transportation operation in Texas school districts. (Director or Assistant Director)

To qualify for this level of advanced professional certification, applicants must have experience providing leadership in:

- Competently managing day-to-day transportation operations
- Establishing programs and policies
- Setting standards
- Achieving designated goals
- Communicating effectively
- Focusing on providing exemplary transportation services to all students.

Applicants must have completed the required years of experience at the time of the application and as reflected in the District Organizational Chart:

- Three (3) years of experience as a Transportation Director or Executive Director (or equivalent of the top administrator for the department), Or
- Five (5) years of experience as a Transportation Assistant Director
- Must currently hold one of those positions or have held one of these positions within the last seven (7) years.
- Must provide District Organizational Chart
- Provide Letter of Recommendation from immediate supervisor verifying years of service.
- Provide a Letter of Professional Reference confirming the above characteristics as a top administrator.

**Note:** In situations where the district contracts with a third party to administer and/or manage the district's transportation operations, the district person titled Transportation Director or equivalent would be considered the Assistant Director as pertaining to Master Official Certification eligibility. The district person titled Assistant Director or equivalent and under the supervision of the district's Transportation Director would not meet the standards of this requirement for Master Official Certification.

#### **Applicant must meet the following requirements:**

1. Hold active TAPT Official level of Professional Certification.
2. Be an Active level TAPT member in good standing and one who supports TAPT and its programs.
3. Desire to be the "best of the best" - accepting the responsibility of upholding the highest of standards as a leader in pupil transportation.

4. Must meet the years of experience requirements as stated above (Please see note above regarding districts in which transportation is outsourced to a contracted managing company.)
5. Have successfully completed and be credited with required course credits for courses not completed longer than seven years prior to application.

**SEE ADMINISTRATOR CREDIT REQUIREMENT WORKSHEET IN FORMS SECTION.**

6. Have completed PDC 00 or 0.5 Orientation to TAPT.
7. Submit Request for Enrollment in the Administrator Exit Exam (PDC 15A.5), District Organizational Chart, One Professional Letter of Recommendation, and a Letter of Recommendation from the district superintendent or assistant superintendent.
8. The dated and signed Letter of Recommendation on District Letterhead should confirm that the applicant has met the qualifications as outlined above including position and years of service requirements and has met the course requirements.
9. Upon approval, register for the Administrator Exit Exam when registration opens. Be sure to add Active Membership to the registration for the upcoming year.
10. The Administrator Exit Exam is now offered at both the annual conference and at the February PDC Event.
11. With successful completion of the Administrator Exit Exam (85%) submit Administrator Application and fee. SEE FORMS SECTION AND ONLY SUBMIT THE MOST CURRENT FORM
12. Applicants have **60 days after successful completion** of the Administrator Exit Exam to submit the application and fee. (After 60 days additional fees may be incurred; after 90 days retake may be required)

**(See worksheet in Section 4 and below to assist you with course planning.)**

99 Hours of TAPT PDC coursework from: **Must be exact course number as listed.**

PDC 01,11A, 12A, 14A, 23F, 26, 23L, and 40

One of: 08B or 08C

One of: 05A, 16, or 29

Three of: 23.5D, 23.5E, 23.5J, or 23.5M

Two of: 30.5, 32.5, 33.5A,B,C or 39.5A

Two of: 37B.5, 37C.5, or 22A.5

One of: PDC 07 or 17 – must not be same as for the Official.

One of: PDC 18 or 36

One 6 hour elective

Completion of Orientation to TAPT (0.5 or 00)

Attendance at TAPT Full Conference and Trade Show within last three years. *(Note: registration for pre-conference professional development **classes only** does not meet this requirement.)*

Attend at least one of the following within the last five years: (Must submit copy of badge.)

- TASBO Annual Conference and Trade Show
- National Transporting Students with Disabilities Conference and Trade Show
- STN Expo and Trade Show
- NAPT ACTS Conference and Trade Show
- Southeastern States Conference and Trade Show
- Pre-approved alternate Student Transportation Conference and Trade Show
- (additional TAPT conference if not eligible to travel out of state)

Must be vetted as having met the requirements by submitting the Request for Enrollment Form (See Forms Section) with all required documentation.

Upon approval, register for, attend, and successfully complete (with 85%) the TAPT Administrator Exit Exam (PDC 15A.5) during annual TAPT Conference or during the February PDC Event.

(Administrator Exam will be administered in same fashion as Exit Exam)

Exit Exam Enrollment Request Application must be submitted with:

Letter of Recommendation from Superintendent or Assistant Superintendent on District Letterhead signed and dated.

One Letter of Professional Reference

Organizational Chart

Course Credits and Dates Listed on Exit Exam Enrollment request.

Copy of Badge from Conferences attended or other proof.

(See Administrator worksheet on the following page and in Section 4 to assist you with course planning.)

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***ONLY CURRENT APPLICATIONS WILL BE ACCEPTED. PLEASE REFER TO FORMS SECTION.***

**Please allow 6-8 weeks for processing.**

**Revised 1-1-2026**

# TAPT

## ADMINISTRATOR PROFESSIONAL CERTIFICATION COURSE REQUIREMENT WORKSHEET

- No course credit for any class taken seven years or more prior to application.
- This is only a worksheet to help you track your course credit hours.
- **Please review the complete guidelines in the PDC Handbook.**
- The Official level must be achieved before applying for Administrator level.

NAME: \_\_\_\_\_ DISTRICT: \_\_\_\_\_

Required:	Course Selections: <b>Circle PDC taken.</b>	Date Taken:	Need or Date:
	01 Introduction to Transportation 11A Special Transportation: Behavioral Challenges 12A Advanced State Reporting 14A Student Management: 3 D Approach 23F Leadership: Ethics 26 Technology 23L Leadership: Strengths Based Employee Capacity 40 Compliance, Assessment, Evaluation		
Select One:	05A, 16, or 29		
Select one:	08B Staffing, Assessment & Restructure for Growth 08C Recruiting, Selecting, Onboarding		
Select three:	Leadership: 23.5D, 23.5E, 23.5J or 23.5M		
Select two:	30.5, 32.5, 33.5A, B, C, 39.5A		
Select two:	37B.5 37C.5 22A.5		
Select one:	07 or 17 (Must be different from the Official)		
Select one:	18 or 36		
6 Hours of Electives			
Either one:	00 or 0.5 Orientation to TAPT		
<b>TOTAL: 99 HOURS</b>			

Revised 1-1-2026

For questions regarding course requirements: [Marisa@tapt.com](mailto:Marisa@tapt.com)

## SECTION THREE

### PROFESSIONAL CERTIFICATION MAINTENANCE AND CONTINUING-ED REQUIREMENTS

#### MAINTAINING YOUR CERTIFICATION

**Contact Information:** Members who have received a level of Professional Certification must notify TAPT of any employment, name or email changes by emailing: [Marisa@tapt.com](mailto:Marisa@tapt.com).

Retiring Members must notify the Executive Director in writing of retirement and retirement date and provide new email and contact information. Requests for Honorary Lifetime Membership will be submitted to the Executive Committee for approval.

**The following continuing education hours must be achieved every three years:**

Trainer	6 Hours	TAPT PDC Course
Specialist	12 Hours	6 hours from TAPT PDC Course
Supervisor	18 Hours -	6 hours from TAPT PDC Course
Official and Administrator	34 Hours -	9 hours from TAPT PDC Courses 10 hours Conference attendance

TAPT Active or Associate Members who have attained a level of professional certification must complete the following requirements to maintain active status:

- Renew membership annually (Membership is effective July 1 through June 30 annually)
- Successfully complete TAPT courses every three years; or by teaching a six-hour course every three years.
- TAPT Instructors should strive to complete at least 6 Hours every three years in addition to teaching.
- Submitting Continuing Ed Form every three years on anniversary date of receiving certification.
- Email completed Continuing Education Report (See Forms Section) to the TAPT Executive Director who maintains all professional certification and course transcript records.
- The report must be completed every three years within the same month or on certification expiration date.

#### REQUIREMENTS FOR CONTINUING EDUCATION AND REPORTING

If continuing education requirements are not met by a member within the specified three (3) years, an individual's professional certification status will automatically transpose as "inactive".

In addition to PDC course work, Members may accrue continuing-ed hours as shown below:

TAPT State Conference (Must be full conference)	10 Hours – Attendee
TAPT Executive Committee Member	10 Hours (once every three years)
NAPT Conference	5 Hours – Attendee
NAPT PDS Courses (in person)	3 Hours
NAPT Online PDS	1 Hour
TAPT Committee Meetings	2 Hours – Committee
TAPT Trainer Academy	10 Hours – Attendance
Affiliated Chapter Meetings	2 Hours – Attendance

Teaching School Bus Driver Certification  
SBD Re-Certification

10 Hours (Once in 3-year period), or  
5 Hours (Once in 3-year period)

Miscellaneous Meetings - 50 minutes required for each hour submitted.

- A. TASBO Conference, Workshops, Classes (transportation programs)
- B. Workshops held by approved organizations (transportation related/mechanical)
- C. Texas Department of Public Safety
- D. Meeting held by government official (State Specification/TEA/Regional Service Center)
- E. Course work after certification that is transportation related (and certificate submitted)
- F. Any committee approved related transportation meeting.

For a member to regain “active” professional certification at the level previously held, continuing education requirements must be completed.

Twelve (12) hours of the continuing education requirement for that level must be TAPT PDC Courses.

**Failure to maintain annual renewal of Membership:**

Those holding a level of professional certification but who do not remain a current TAPT Member:

- If three years or less, a person may join for the current year and pay for the 2 prior years and complete 12 hours of course credit.
- If longer than three years, a person must join for the current year and a review of course work must occur with certain course work needed or repeated if older than 7 years.
- For Official or Administrator levels, the Exit Exam or Administrator Exam taken again and attend one TAPT or comparable size conference.
- Orientation to TAPT required if never taken.
- Classes completed seven years or earlier may have to be re-taken.
- Contact the Executive Director to review your circumstances for reinstatement.

Retiring TAPT Members and Honorary Lifetime Members will maintain their level of Professional Certification without the continuing education requirement.

**Contact Information:**

**Members must notify the Executive Director in writing of retirement and retirement date and provide new email and contact information. Requests for Honorary Lifetime Membership will be submitted to the Executive Committee for approval.**

**Please notify TAPT of any employment, name or email changes by emailing: [Marisa@tapt.com](mailto:Marisa@tapt.com).**



## SECTION FOUR

### FORMS AND APPLICATIONS

The following forms and applications may be found by clicking on this link:

<https://www.tapt.com/certification-forms.html>

**Continuing Education Hours Submittal Form (Due every three years)**

**Request to Enroll in Official Exit Exam (PDC 15)**

**Official Professional Certification Worksheet**

**Request to Enroll in Administrator Exit Exam (PDC 15A.5)**

**Professional Certification Applications**

- **Trainer**
- **Specialist**
- **Supervisor**
- **Special Transportation Specialist**
- **Special Transportation Supervisor**
- **Shop Technician Specialist**
- **Shop Supervisor**
- **Official**
- **Administrator**

**Course Credit Worksheet - Administrator Level**

**Interested in applying to be a TAPT Professional Development Instructor?**

**Send a letter of interest to the TAPT Executive Director and the Professional Development Instructor Guidelines and application will be emailed to you.**

**1-1-26**

***Note: Only the most current applications will be accepted.***