

Child Passenger Safety on School Buses



NATIONAL TRAINING



Instructor Prep Guide

March 2023

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About the Child Passenger Safety on School Buses National Training

The *Child Passenger Safety on School Buses National Training* was developed in partnership by the National Highway Traffic Safety Administration and the National Safety Council with the support of national subject matter experts.

Goals

The goals of the *Child Passenger Safety on School Buses National Training* are to:

1. Provide basic technical knowledge about the use of child safety restraint systems on school buses.
2. Connect child passenger safety technicians and pupil transportation providers.

Focus

The primary focus of the curriculum is the transportation of preschool-aged children and children with disabilities.

Curriculum Overview

Curriculum Versions

Two versions of the *Child Passenger Safety on School Buses National Training* curriculum are available.

✓ **Child Passenger Safety Technician (CPST) Version**

- Audience: Currently certified CPSTs
- Length: 5.0 hours
- CPST Continuing Education Units: 3.5
- CPSTs earn the school bus endorsement.¹

✓ **Pupil Transportation Version**

- Audience: Non-CPSTs and currently certified CPSTs
- Length: 7.5 hours
 - Introductory foundational information on crash dynamics and car seat basics is included.
 - Additional information on emergency evacuations is included.
- CPST Continuing Education Units: 3.5
- CPSTs earn the school bus endorsement.¹

Formats

Two formats are available for each curriculum version.

¹ The school bus endorsement will appear on a CPST's certification profile and indicates that the CPST is qualified to be a member of a teaching team for offerings of this course.

Content

The *Child Passenger Safety on School Buses National Training* is a nationally standardized curriculum delivered in a cumulative manner. ***The content must be delivered in its entirety, in modular order, and may not be altered in any way, including addition or deletion of content. Written and hands-on activities may be combined and delivered at a time that best meets the training needs as long as the activities are conducted after the content is covered in the training. Additional time may be added to the hands-on activities as deemed appropriate by the Instructor Team.***

Modules and corresponding delivery times for each version are as follows. Time may be added to modules to best meet the training needs of the participants.

Module	CPST Version	Pupil Transportation Version
Introduction	30 min.	30 min.
Identifying School Buses	15 min.	15 min.
Federal Motor Vehicle Safety Standards	30 min.	30 min.
Crash Dynamics and Occupant Restraint	NA	15 min.
Occupant Protection for Children	15 min.	15 min.
CSRS Basics: Concepts and Features	30 min.	50 min.
CSRS Types: Conventional and Integrated	NA	90 min. ²
CSRS Types: CSRS with Cam Wraps	115 min. ³	115 min. ³
CSRS and Students with Disabilities	30 min.	30 min.
CSRS and Emergency Evacuations	10 min.	35 min.
Putting it All Together Activity	15 min.	15 min.
Serving as a Community Resource	10 min.	10 min.
Total Training Time	5 hours	7.5 hours
CPST CEUs	3.5	3.5

CPST Continuing Education Units

All currently certified CPSTs will earn 3.5 continuing education units (CEUs) for successfully meeting the course completion requirements of either format of either curriculum version.

Both versions have been pre-approved by Safe Kids Certification for CEU credit. The CEU ID is noted on the certificate of completion template for the respective curriculum version.

² The CSRS Types: Conventional and Integrated module includes 45 minutes of hands-on activities.

³ The CSRS Types: CSRS with Cam Wraps module includes 60 minutes of hands-on activities.

Completion Requirements

In order to successfully complete the training, participants must:

- ✓ Attend the in-person session in its entirety.
- ✓ Participate in class discussions and activities.
- ✓ Complete online learning modules to 100 percent. (Hybrid participants only)

Resources

Resources to support the delivery of the *Child Passenger Safety on School Buses National Training* curriculum include the following:

PowerPoint Presentations

Both the CPST and Pupil Transportation versions include PowerPoint presentations for each module. The slides in the PowerPoint presentation include key concepts and graphics to support content delivery for that module. The corresponding Instructor Guide content for each PowerPoint slide is included in the Notes Page view for the slide.

PowerPoint presentations vary based on the curriculum version and format. Use of the PowerPoint presentation(s) during the in-person session, regardless of the curriculum version and format, is required.

Instructor Guide

Two versions of the Instructor Guide are available:

- ✓ CPST Version
- ✓ Pupil Transportation Version

Each Instructor Guide is a compilation of the Notes Page view of the PowerPoint presentations for the respective curriculum version.

Participant Handouts

Participant handouts are available for each module of both curriculum versions.

A compilation of all participant handouts for both curriculum versions is available in the Instructor materials. It is strongly suggested that Instructors provide a print copy of the participant handouts to all participants regardless of the curriculum version or format the participant is completing.

Additionally, participants may access the participant handouts by module at cpsboard.org/school-bus.

Participants taking a hybrid offering of the training may access a compilation of the participant handouts in the [Child Passenger Safety Learning Portal](#).

Online Learning Modules

For hybrid offerings, the online learning modules are delivered via the [Child Passenger Safety Learning Portal](#) free-of-charge.

Forms

- **Agendas:** Refer to the [Appendix](#) for sample agendas for both formats of each curriculum version.
- **Sign-In Sheets:** The sign-in sheets are fillable and track participants by child passenger safety technician status.
- **Activity Worksheets:** Worksheets to support the following activities are provided:
 - **Activity: CSRS Labels** (Pupil Transportation Version only)
 - **Hands-on Sign-off: Conventional and Integrated CSRS** (Pupil Transportation Version only)
 - **Hands-on Sign-off: CSRS with Cam Wraps**
 - **Activity: Seat These Passengers in Safe Locations**
- **Certificate of Completion Template:** A template for a certificate of completion is provided for each curriculum version. Provide a certificate of completion, print copy or via email, to all participants successfully meeting the training [completion requirements](#).
- **Evaluation:** The evaluation can be distributed to participants at the end of the training. Customization of the evaluation to meet local needs is permitted.

Media, Materials and Resources

Find the media, materials and resources referenced in each module in the training resources at cpsboard.org/school-bus. Instructors are encouraged to refer participants these online resources.

Instructors are not required to provide printed copies of the supplemental handouts to the participants.

Training Videos

The videos used throughout both curriculum versions are available in the *Child Passenger Safety on School Buses* playlist on youtube.com/cpsboard.org.

Enrichment Training Calendar

To help connect participants with trainings, the National Child Passenger Safety Board (NCPSB) maintains the [Enrichment Training Calendar](#) promoting upcoming *Child Passenger Safety on School Buses National Training* offerings.

Who Can Deliver the Training?

Any nationally certified child passenger safety technician who has the school bus endorsement⁴ may serve as an Instructor for either curriculum version. Child passenger safety technicians less experienced with delivering the school bus training and/or in the field of pupil transportation are encouraged to teach with other child passenger safety technicians who are more experienced in the field of pupil transportation and qualified to deliver the training.

⁴ Child passenger safety technicians who have completed either the 2015 *Child Passenger Safety Restraint Systems on School Buses National Training* or the 2023 *Child Passenger Safety on School Buses National Training* since Sept. 1, 2015 have earned their school bus endorsement. Child passenger safety technicians who completed a national school bus training prior to Sept. 1, 2015 will need to complete the 2023 national training in order to earn their school bus endorsement.

Pupil transportation providers, who are not nationally certified child passenger safety technicians, may assist with hands-on activities and help to provide subject matter expertise during the training. Non-child passenger safety technicians may not deliver lecture material during the training.

Preparing to Deliver the Training

Register the Training

Child passenger safety technicians planning to deliver a training must identify a Lead Instructor or course administrator who will register the training using the *Child Passenger Safety on School Buses National Training* Registration Form available at cpsboard.org/school-bus.

The option to include the training on the [NCPSB Enrichment Training Calendar](#) is given on the registration form.

Upon receipt, the *Child Passenger Safety on School Buses National Training* Registration Form will be reviewed including confirmation that all Instructor Team members are currently certified child passenger safety technicians with the school bus endorsement.

Access Training Resources

Once the training is approved, the Lead Instructor for the training will receive an email with a hyperlink to a shared document folder on Box, a cloud-based file sharing platform, to access the training resources including:

- PowerPoint Presentations
- Instructor Guide
- Participant Handouts
- Agendas
- Sign-in Sheets
- Activity Worksheets
- Certificate of Completion Templates
- Evaluation

It is strongly encouraged that training resources being used are checked for being current prior to the delivery of each training. File names will indicate a revision date as applicable.

Assign Participants to Online Learning Modules (Hybrid offerings only)

Once a hybrid training is approved, a group will be set up in the [Child Passenger Safety Learning Portal](#) to deliver the online learning modules. Access to the online learning modules will not be assigned an expiration date.

Groups will be named using this convention: “SB – state – lead instructor last name – year/month/date of in-person session”, e.g. SB-CA-Jones-20230501 for Instructor Jones offering the in-person session of a hybrid training in California on May 1, 2023.

All Instructors for the training will be assigned as group admins in the [Child Passenger Safety Learning Portal](#). A confirmation email will be sent from training@cpsboard.org.

Group admins are able to assign students to the group and monitor student progress through the online learning modules. To learn more about managing a group, see the *How-To Guide: Group Delivery of Courses and the Group Admin Role* in the [How-To Guides](#) section of the [Child Passenger Safety Learning Portal](#).

It is recommended that the Lead Instructor assign the participants to the group. A name and email address for each participant is needed to add them to the group. Contact training@cpsboard.org with questions.

Review Course Materials

IN-PERSON OFFERINGS

A thorough review of the speaker notes in the supporting PowerPoint presentations and all training resources available at cpsboard.org/school-bus is strongly recommended. Additionally, it is strongly recommended that all members of the Instructor Team practice hands-on use of CSRS on school bus seats.

HYBRID OFFERINGS

Child passenger safety technicians delivering a hybrid offering of either curriculum version are encouraged to complete the online learning modules for the respective curriculum version in the [Child Passenger Safety Learning Portal](#). Instructors will be assigned the online learning modules when delivering the first hybrid offering of both curriculum versions. To complete the online learning modules, Instructors must toggle to **View as Student** using the button at the top right of the Dashboard. Contact training@cpsboard.org with questions.

Additionally, a thorough review of the speaker notes in the supporting PowerPoint presentations and all training resources available at cpsboard.org/school-bus is strongly recommended as well as hands-on practice of use of CSRS on school bus seats.

Coordinate Equipment

Below is a list of suggested equipment needed to support the in-person sessions of either curriculum version.

The number of school bus demonstration seats and child safety restraint systems (CSRS) needed is dependent on the number of training participants.

SCHOOL BUS DEMONSTRATION SEATS

School bus seats *should be freestanding* demonstration seats. They will be used for indoor hands-on activities with a variety of types including school bus seats with no lap belt, lap belts, lap-and-shoulder belts, lower anchors and/or integrated CSRS. It is okay for the school bus seats to have more than one of the features.

Use of school bus demonstration seats is encouraged over use of school buses. Participant access and Instructor support is easier at hands-on activity stations rather than on a school bus.

*Inclusion of brand-specific CSRS in the suggested equipment list does **not** indicate endorsement of products and/or manufacturer.*

CONVENTIONAL CSRS

- Rear-facing only CSRS
- Convertible CSRS

- All-in-one CSRS
- Combination CSRS

BELT CONVERTERS

- Besi Over-the-Shoulder Harness
- EZ-ON Belt-Conversion Vest

SCHOOL BUS ONLY CSRS

- Besi Pro-Tech (II, III or IV)
- C.E. White Portable Child Restraint
- SafeGuard Star (and/or Super Star)
- SafeGuard Star Special Needs

SAFETY VESTS

- Besi Safety Vest
- EZ-ON Safety Vest

MISCELLANEOUS

- Belt cutters, one each per participant or small group
- Webbing in 10" to 12" segments, one segment per participant
- Training dolls

Training Follow-up

Sign-in Sheets

Sign-in sheets for in-person sessions, saved as a pdf, must be submitted to training@cpsboard.org within thirty days of the in-person session.

Once the copy of the sign-in sheets are received, the names of child passenger safety technicians who completed the training will be sent by the National Safety Council to Safe Kids Certification. The school bus endorsement will be added to the child passenger safety technician certification profiles by Safe Kids Certification within approximately one month from Safe Kids Certification's receipt of the sign-in sheets.

The Lead Instructor or course administrator should retain the original copy of the sign-in sheets for two years.

Activity Worksheets

Collect the hands-on installation sign-off worksheets from the participants and retain with the sign-in sheets for two years.

Online Learning Modules – Independent Completion

Individuals may complete individual online learning modules for both curriculum versions in the [Child Passenger Safety Learning Portal](#) without taking the entire training. Modules available are found in the course catalog.

Questions

For questions concerning the *Child Passenger Safety on School Buses National Training*, please contact training@cpsboard.org or the NCPSB Support Line at 844-573-6531.

Acknowledgements

The **Child Passenger Safety on School Buses National Training** was developed from the work of national subject matter experts **Denise Donaldson, Susan Shutrump** and **Charlie Vits**. This course would not be possible without their time and expertise.

The **Child Passenger Safety on School Buses National Training** curriculum was put together, in part, thanks to the work of countless volunteers. Without their tireless efforts and dedication, this would not have been possible. The CPST community is generous and giving of their time and talents!

This curriculum was created using crowd-sourced images and video footage. Thank you to all of the talented CPSTs and all of the other individuals and organizations who helped us in the producing, acquiring, or posing for the images and videos within the curriculum, and/or who volunteered in some other capacity.

Brynn Anthony

Lin Badman-Paton • Lin Badman-Paton (St. Cloud Police Department Community Outreach) • Amie Barnes (IMMI) • Brynlee Baugh • Whitney Baugh • Buckle Up with Brutus (Ohio State University)

Leonard Charette (and "Little Jasper" the bear) • Max Christensen (Iowa Department of Education) • Julie Cooley (IMMI) • Arby Creach (Osceola School Transportation Director) • Amy Regenbogen Cutler • Hannah Cutler

Chris Darling (Iowa Pupil Transportation Association) • Patrick Dean (Dean Transportation) • Susie DeMond Kolb (DeMond Kolb & Associates) • Mario DiFoggio (Daimler Truck—Thomas Built Buses) • Fred Doelker

John Filippi (Deerfield School District 109) • Tammy Franks • Allyson Futon

Meagan Gibson • Wyatt Gibson

Aaron Harris (BESI, Inc.) • Darlene Hawthorne (Thomashilfen) • Hans-Georg Höft (Thomashilfen)

IMMI/SafeGuard

Woody Johnston

Alisha Kelley

Marilyn Lane • Kyndra Lathim (Adaptive Transportation Needs—Injury Prevention Program: Doernbecher Children's Hospital) • Fred Ligouri (Daimler Truck—Thomas Built Buses) • Riley Loughlin

Miriam Manary • Julie A. Mansfield (CCHIPS: Center for Child Injury Prevention Studies—Ohio State University) • Theresa Martinez • Marysville School District • Louelle McKnight • Shayne Merritt (Merritt Manufacturing) • Charlotte Miller • Shannon Miller • Tate Miller • Anthony Mondello • Jessica Mondello • Suzanne Mueller (IMMI) • Brian Mulligan (IMMI) • Michael Munson • Dave Murphy (HSM) • Mark Murray

Steven Osborne • Marcella Ozanich

John-Paul Paonessa (Freedman Seating Company) • Ernest Paton

Angela Quinn

Rob Ramey • Samuel Regan • Shawn Rohe • Kevin R. Russell

Kristina Schukar • Oliver Schukar • Daniel Schwarz • Logan Schwarz • Sue Shutrump • Snohomish School District No. 201 (Transportation Department) • Brittany Swadener (BESI, Inc.)

Jessica Tcheng • Jessica Tipton (IMMI)

Rachel VanMatre (IMMI) • Charlie Vits

Orville Watson (Osceola County School Transportation Safety Supervisor) • Sue Weaver (BESI, Inc.) • Luke Wollak (EZ-On) • Marina Wollak (EZ-On)

Special Thanks...

A VERY special thank you goes out to two CPSTs who went above and beyond, setting up numerous photo shoots across long distance locations—taking more than 700 photos and videos combined over the course of a year! Thank you to **Denise Donaldson** and **Cassidy Miller** for these extra efforts.

Child Volunteers

Our child volunteers have a special place in our hearts as they represent all of the children we do this work for. A special thank you to all of the kids who helped out!

Pilot Course Instructors

* Denotes instructor team lead.

St. Cloud, MN

Sheila Denton
Kala Henkensiefken*
Jes Jensrud
Amy Tiedens

Frisco, TX

Fred Doelker
Denise Donaldson
Kala Henkensiefken
Miriam Manary
Susan Shutrump*
Charlie Vits

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Sheila Denton

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Kyndra Lathim*
Michelle Williams

ChampionsGate, FL

Jennifer Booge
Denise Donaldson*
Woody Johnston
Danielle Morris
Jackie Stackhouse

Hybrid Field Reviewers

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Julie Brewer
Amy Borg
Valeria Coffey
Denise Donaldson
Scott Downing
Laura Dunn
Susan Ernst
Woody Johnston
Danielle Kessenger
Malissa Lewis
Patricia Liedy
Cassidy Miller
Lewis Moquin
Terri O'Brien
Stacie Olien
Kristin Rosenthal
Thomas Smith
Sue Shutrump
Claudia Summers
Mandi Summers
Adrienne Titus
Velvet Tyndall
Bridgett Watson

School Bus Curriculum Committee

Jennifer Booge
Jessica Butterfield
Fred Doelker
Denise Donaldson
Scott Downing
Rob Duckworth
Laura Dunn
Tammy Franks
Sarah Haverstick
Kala Henkensiefken
Cass Herring
Woody Johnston
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Justin Young

Additional Curriculum Contributors

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Kami Archibald
Heidi Heflin
Janet Lubaszka
Joe O'Neil
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Appendix

Sample Agendas: In-person Offerings

SAMPLE AGENDA: CPST VERSION – IN-PERSON FORMAT

	TOPIC	TIME
9:00 a.m.	Introduction	30 minutes
9:30 a.m.	Identify School Buses	15 minutes
9:45 a.m.	Federal Motor Vehicle Safety Standards	30 minutes
10:15 a.m.	Occupant Protection for Children	15 minutes
10:30 a.m.	Break	
10:45 a.m.	Overview of CSRS Use	30 minutes
11:15 a.m.	CSRS Types: CSRS with Cam Wraps	55 minutes
12:10 p.m.	Break	
1:10 p.m.	Hands-On Activity - CSRS Types: CSRS with Cam Wraps	60 minutes
2:10 p.m.	CSRS and Students with Disabilities	30 minutes
2:40 p.m.	CSRS and Emergency Evacuation	10 minutes
2:50 p.m.	Putting It All Together Activity	15 minutes
3:05 p.m.	Serving as a Community Resource	10 minutes
	TOTAL TRAINING TIME*	5.0 hours

*Total training time does not include time scheduled for breaks.

SAMPLE AGENDA: PUPIL TRANSPORTATION VERSION – IN-PERSON FORMAT

	TOPIC	TIME
8:00 a.m.	Introduction	30 minutes
8:30 a.m.	Identify School Buses	15 minutes
8:45 a.m.	Federal Motor Vehicle Safety Standards	30 minutes
9:15 a.m.	Crash Dynamics and Occupant Restraint	15 minutes
9:30 a.m.	Occupant Protection for Children	15 minutes
9:45 a.m.	Break	
10:00 a.m.	Overview of CSRS Use	50 minutes
10:50 a.m.	Conventional and Integrated CSRS	45 minutes
11:35 a.m.	Hands-On Activity – Conventional and Integrated CSRS	45 minutes
12:20 p.m.	Lunch	
1:20 p.m.	CSRS Types: CSRS with Cam Wraps	55 minutes
2:15 p.m.	Hands-On Activity – CSRS Types: CSRS with Cam Wraps	60 minutes
3:15 p.m.	Break	
3:30 p.m.	CSRS and Students with Disabilities	30 minutes
4:00 p.m.	CSRS and Emergency Evacuation	35 minutes
4:35 p.m.	Putting It All Together Activity	15 minutes
4:50 p.m.	Next Steps	10 minutes
TOTAL TRAINING TIME*		7.5 hours

*Total training time does not include time scheduled for breaks.

Sample Agendas: Hybrid Offerings

SAMPLE AGENDA: CPST VERSION – HYBRID FORMAT

	TOPIC	TIME
9:00 a.m.	Introduction	10 minutes
9:10 a.m.	Written Activity – Seat These Passengers in Safe Locations	5 minutes
9:15 a.m.	Hands-On Activity – CSRS Types: CSRS with Cam Wraps	60 minutes
10:15 a.m.	Next Steps	15 minutes
TOTAL TRAINING TIME		1.5 hours

SAMPLE AGENDA: PUPIL TRANSPORTATION VERSION – HYBRID FORMAT

	TOPIC	TIME
9:00 a.m.	Introduction	10 minutes
9:10 a.m.	Written Activity – CSRS Labels	10 minutes
9:20 a.m.	Written Activity – Seat These Passengers in Safe Locations	10 minutes
9:30 a.m.	Hands-On Activity – Conventional and Integrated CSRS	45 minutes
10:15 a.m.	Hands-On Activity – CSRS Types: CSRS with Cam Wraps	60 minutes
11:15 a.m.	Next Steps	15 minutes
TOTAL TRAINING TIME		2.5 hours