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Large Group/General Interest Inservice for All Drivers, Attendants and Substitute Personnel

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This collection of 12 PowerPoint multimedia topics has proven to be of greatest interest to all school bus drivers, regular or special needs routes, all substitutes and all attendants or monitors on special needs or regular bus routes. This is the best of the best of topics for large audiences for a one-hour presentation. Put up the poster before the next month's inservice and see if it "anchors" your message! Provide a handout of the "talking points" to each audience member. Keep an Inservice Log Book of all who signed in for inservice topic documentation for years to come. Now you can say Who received What inservice topic When and back it up with your Inservice Log Book (spreadsheet .xls file included) for all bus personnel.

Allergy Safety on the Special Needs Bus (Large Audience/General Interest)

Contagious or Infectious Students on the Special Needs Bus (Large Audience/General Interest)

Day Care and Preschool Issues (Large Audience/General Interest)

Diabetes, Students with (Large Audience/General Interest)

Emergency Bus Evacuation or Staying on the Bus? (Large Audience/General Interest)

Homeland Security on the Special Needs Bus (Large Audience/General Interest)

Lift Equipment Anatomy and Safety (Large Audience/General Interest)

Lift-Equipped Regular Buses: Inclusion on Regular Buses? (Large Audience/General Interest)

School Loading Zones and the Special Needs Bus (Large Audience/General Interest)

Seizures on the Special Needs Bus (Large Audience/General Interest)

Summer Driving on the Special Needs Bus (Large Audience/General Interest)

Winter Driving on the Special Needs Bus (Large Audience/General Interest)

1. Talking Point Handouts for all Large Group Presentation Inservice Participants.

This printer-ready handout contains outlines the contents—major points to remember on this topic—and where to go for more information. This handout should be given to each person who attends the monthly inservice meeting. Most inservice training meetings include a signup sheet for individuals to receive an hours pay for attending the large group inservice.

2. Talking Point Outlines for the Presenter of Large Group Mixed Audience Presentation.

Included in PowerPoint Presentation under "Notes" are Talking Points that provide an outline for a presenter to follow and points to cover on this topic. Many school transportation departments forget to utilize the wide array of very skilled people in their school district and within the community who can come and present and at the same time keep the attention of the employees focused during Large Group hour-long inservice meetings. A new face as the presenter makes all the difference to large group audiences.

3. Documentation of Large Group Mixed Audience Training on this Topic. The same Excel Spreadsheet File listed above has another window for documentation of who attended the inservice meeting. This documentation can be kept for years to

resolve any questions about when an employee was trained on each of the topics to provide appropriate special needs transportation service and according to local school district policies.

4. Posters for the Bulletin Board and/or Employee Break Room. Each Bulletin Board content is regarding a single topic. It has space when printed out in a large banner format to announce the date and time for the next meeting and give some hint as to the content of the meeting when held. Humor is used whenever possible unless it is a serious theme that will be covered.

5. Inservice Log Book. An Excel spreadsheet file is provided ready to be populated with your personnel who are required to attend your monthly inservice meetings.

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