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Rebecca Fishman Lipsey
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MEMORANDUM

TO: School District Transportation Directors and Driver-Trainers

FROM: Robert Manspeaker, Director
School Transportation Management Section

DATE: January 8, 2018

SUBJECT: **The Florida Association for Pupil Transportation (FAPT) 29th Annual Spring Driver-Trainer Workshop**

The FAPT Spring Driver-Trainer Workshop for driver-trainers, route managers and other transportation personnel will be held at Lake Yale Baptist Assembly, 39034 County Road 452, Leesburg, Florida, on April 23-26, 2018. The sessions for this workshop may be used toward in-service training hours required by the state of Florida.

A \$40 registration fee for each participant includes materials and lunch each day. Lodging and meal options may be selected on the attached registration form. Registration will be confirmed based upon receipt of the completed registration form, questionnaire and full payment to FAPT, which may be made online at <http://faptflorida.org/> no later than April 6, 2018.

Extracurricular activities include an ice cream social on Monday evening, games in the fellowship hall after dinner Tuesday (there is no dinner provided on Tuesday) and karaoke in the fellowship hall on Wednesday evening.

Please complete one of the attached questionnaires for each participant. Refunds for cancellations will not be available; however, substitutions can be made prior to the workshop.

Door prizes will be given away daily.

For further information, please contact Johnnie Douglas at 850-245-9795 or Johnnie.Douglas@fldoe.org.

RM/jd

Enclosures: Registration Form
Questionnaire Form
Agenda

Linda Champion
Deputy Commissioner, Finance and Operations

FAPT 29th Annual Spring Driver Trainers Workshop, April 23-26, 2018
 Lake Yale Baptist Assembly, 39034 County Road 452, Leesburg, Florida

Registration Form

District/Contractor/School:		Registration Date:
Participant's Name:		Title:
Email:	Phone:	Gender:

Any Special or Dietary Needs:

Enter the fees that apply in the appropriate columns.							
Reg. Fee	Double Occupancy (2)	Single Occupancy (Private) (3)	Campground Use				2018
\$40 ⁽¹⁾ per person	Campus Lodging + Meals (3 Nights) \$213 per person	Campus Lodging + Meals (3 Nights) \$297	Campground (3 Nights) \$75 (4)	Camper Fee \$30 (5)	Camper Meals \$84 (6)	Commuter + Lunches \$60 (7)	TOTAL

***** Explanation of fees *****

- (1) Registration Fee includes materials, and must be paid by **ALL** participants.
- (2) Additional cost per person (double-occupancy) for participants staying on campus (includes all meals except Tuesday night).
- (3) Additional cost per person (private room) for participants staying on campus (includes all meals except Tuesday night).
- (4) Additional cost for campsite (for participants with trailers/motorhomes) instead of room lodging. Campsite is \$25 per night. (Meals sold separately.)
- (5) Additional fee of \$10 per person, per night, for participants staying in trailer/motorhome, including the owner/driver. ***** Please complete a separate registration form for each additional person, regardless of whether or not he/she is attending sessions and/or eating in the cafeteria. *****
- (6) Additional cost per person for participants camping who wish to have meals. Fee includes all meals, except Tuesday night, that on-campus attendees receive.
- (7) Additional cost per person for those not staying on campus (includes three lunches ONLY + daily use fee of \$10/Day). **This is for daily commuters only.**

On Campus Lodging

Participants staying on campus are expected to share lodging (double-occupancy), unless private (single occupancy) rates are selected above. FDOE will make all room assignments, and every effort will be made to assign district/agency/school participants to the same rooms; however, it is possible that a participant may be assigned to a room with someone from another district/agency/school. Please identify a roommate below (if applicable) or one will be assigned for you:

Name of Preferred Roommate: _____ **District/Agency/School:** _____

***Absolutely NO alcoholic beverages are allowed anywhere on the Lake Yale campus.** If any alcohol is found in any rooms, the participants assigned to those rooms will be asked to leave the property.

***Smoking is strictly prohibited inside any rooms or facilities on the property.** If Lake Yale staff determines that smoking occurred in one of the rooms, the district assigned to that room will incur a \$100 cleaning fee. Please smoke in designated areas near proper trash/cigarette receptacles.

Important Information

*Because we must guarantee a participant count, there can be no refunds for cancellations; however, substitutions can be made prior to the meeting. Substitutions must be reported to FDOE at 850-245-9795, or by email to Johnnie.Douglas@fldoe.org no later than 3:00PM on Friday, April 6, 2018. **Pre-payment of all fees is required prior to attending the meeting, unless other arrangements are made.** All questions should be directed via email to Johnnie Douglas (Johnnie.Douglas@fldoe.org) or by phone at 850-245-9795. **Registration and payment should be received by FAPT no later than April 6, 2018.** Payments may be made via PayPal or mailed to FAPT at PO Box 1248, New Smyrna Beach, FL 32168.

Approving Name/Signature: _____	Payment Information
For DOE Use Only: Room Number: _____ Scholarship: _____ Roommate: _____ Paid: ___ Date: _____ Method: _____	1) PayPal: Pay via PayPal Now! 2) Check: Chk #: _____ 3) PO: PO #: _____ 4) Mailing Payment to FAPT:



Please email completed registration to Johnnie.Douglas@fldoe.org

**FAPT 29th Annual Spring Driver Trainers Workshop
April 23-26, 2018**

QUESTIONNAIRE

To be completed for each participant and returned with the Registration Form

Name: _____

District: _____

Position: _____

Lodging: Lake Yale Campus None

Name of preferred roommate: _____



Please specify your gender: Male Female

If you do not choose a roommate, one will be chosen for you.

Special needs: _____

Special dietary needs: _____

Absolutely NO alcoholic beverages are allowed on the property. If any alcoholic beverages are found in rooms, those participants assigned to the room will be asked to leave after a call is made to their respective director.

AGENDA	Monday, April 23rd, 2018	Tuesday, April 24th, 2018	Wednesday, April 25th, 2018	Thursday, April 26th, 2018
7:30 - 8:30		Breakfast	Breakfast	Breakfast
8:30 - 8:45		IEP Process/ Information Forms/ 504 Process	First Lab - Drug Testing Update	Room Check-Out
8:45 - 9:00				Understanding Transgender Gender/Nonconforming Students
9:00 - 9:15				
9:15 - 9:30				
9:30 - 9:45				
9:45 - 10:00				
10:00 - 10:15	Break	Break	Break	
10:15 - 10:30	Registration and Check-In (Raintree Lobby) 	Medicaid and Specialized Transportation	Driver Qualification File	DHSMV/CDL Updates
10:30 - 10:45		Safely Transporting Medically Fragile Students	Raising the Bar Loading and Unloading Student Management	Every Child Has a Right to an Education (McKinney-Vento Act)
10:45 - 11:00				
11:00 - 11:15				
11:15 - 11:30				
11:30 - 11:45				
11:45 - 12:00				
12:00 - 1:00	Lunch	Lunch	Lunch	<p>Each participant is asked to bring a door prize to be given away during the week. Please label each prize with your district name.</p> <p>Thank you!</p> 
1:00 - 1:15	Roll Call	Wheelchair Compliance Q'Straint/Sure-Lok	YOU BIG BULLY	
1:15 - 1:30				
1:30 - 1:45	State of the State		Out of Sight Out of Mind	
1:45 - 2:00				
2:00 - 2:15				
2:15 - 2:30	Break	Break	Break	
2:30 - 2:45				
2:45 - 3:00	FEFP Reports Bus Driver's Responsibility	School Bus Monitor Training	Jeopardy	
3:00 - 3:15				
3:15 - 3:30				
3:30 - 3:45				
3:45 - 4:00				
4:00 - 4:15	Fit for Duty	How to Effectively Deal with EBD Students		
4:15 - 4:30				
4:30 - 4:45				
4:45 - 5:00	Social Media/ Video Etiquette			
5:30 - 6:30	Dinner	Dinner (On Your Own)	Dinner	
7:00 - ????	Ice Cream Social	Games	Karaoke	