



PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | June St. Clair Atkinson, Ed.D., *State Superintendent*

WWW.NCPUBLICSCHOOLS.ORG

MEMORANDUM

DATE: September 23, 2016

TO: Transportation Directors

FROM: Derek Graham, Section Chief *DSG*
Transportation Services

SUBJECT: Training Conference for New Directors, Supervisors, Office Staff

On October 27-28, 2016, we will hold our annual training for the new transportation directors and others that have come aboard since last year's training. **Day 1** will be at the Department of Public Instruction building on the first floor in rooms 150N and 150S located directly behind the security guard desk in the lobby area. **Day 2** will be held at the SECU Building located at 119 N. Salisbury Street. Note: Parking is \$2 per hour in state visitor parking lots.

Attached is a copy of the tentative agenda, directions, and a map of the state government complex.

A registration fee of \$25 is required to cover 2 lunches, breaks, handouts and supplies for this training. If you have any questions you may contact DPI Transportation Services at (919) 807-3570. Please make your check out to North Carolina Department of Public Instruction and mail it along with the completed form below by **October 19, 2016** to:

Teresa West
NCDPI – Transportation Services
6319 Mail Service Center
Raleigh, NC 27699-6319

BUDGET CODE: 0801-435600-133048977000

NAME: _____ LEA: _____

TITLE: _____ DAYS ATTENDING: ____ Thurs ____ Fri

CHECK ONE: _____ \$25 Registration fee enclosed
 _____ LEA will be paying by check
 _____ Will attend but will bring check to training

NOTE: Special dietary requests: _____

TRANSPORTATION SERVICES

Derek Graham, Section Chief | derek.graham@dpi.nc.gov
 6319 Mail Service Center, Raleigh, North Carolina 27699-6319 | (919) 807-3570 | Fax (919) 807-3578
 AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

NEW TRANSPORTATION PERSONNEL TRAINING 2016 Agenda

DAY 1: THURSDAY, OCTOBER 27, 2016 – 9:00 AM – 4:30 PM
DPI Building • 301 N. Wilmington Avenue

Opening Remarks; Organizational Overview Derek Graham, Section Chief
DPI Transportation Services

Transportation Funding Kevin Harrison, Computing Consultant
Local PRC 56 / 706 DPI Transportation Services

10 Minute Break

Legal Issues, Public School Law Derek Graham, Section Chief
DPI Transportation Services

Purchasing Bob Peters, Transportation Consultant
Disposal of Surplus Property DPI Transportation Services

BSIP Overview Kevin Harrison, Computing Consultant
Paperwork DPI Transportation Services

11:45 – 12:45 LUNCH PROVIDED

Student Training Bob Peters, Transportation Consultant
Driver Hand Signal DPI Transportation Services

School Bus Driver Training Kent Frazier, Manager
DMV School Bus and Traffic Safety

Accident Reporting Derek Graham, Section Chief
DPI Transportation Services

Special Needs Transportation Resources Steve Beechum, Transportation Consultant
DPI Transportation Services

15 Minute Break

Transportation Funding Kevin Harrison, Computing Consultant
Exercise in Application DPI Transportation Services

Preventive Maintenance Robert Taylor, Transportation Consultant
DPI Transportation Services

Vehicle Inspections Randy Henson, Transportation Consultant
Inspection Certification DPI Transportation Services

NEW TRANSPORTATION PERSONNEL TRAINING 2016 Agenda

DAY 2: FRIDAY, OCTOBER 28, 2016 - 8:30 AM – 2:30 PM

SECU Building • 119 N. Salisbury Street

Reimbursement to PRC 056 – Yellow Bus Use Steve Beachum, Transportation Consultant
Local Vehicles Kevin Harrison, Transportation Consultant

Insurance and Liability Issues Steve Beachum, Transportation Consultant
DPI Transportation Services

15 Minute Break

Annual Inventory Keith Whitley, Transportation Consultant
Parts Room Practices DPI Transportation Services

Parts Issue Processes Kevin Harrison, Computing Consultant
Inventory Losses DPI Transportation Services

11:30 – 12:15 LUNCH PROVIDED

Vehicle Replacements, Bus Specifications Randy Henson, Transportation Consultant
DPI Transportation Services

Vehicle Inventory Bob Peters, Transportation Consultant
TD-10 – Buses Operated – Bus Statuses and Uses DPI Transportation Services

TIMS Overview Kevin Hart, TIMS Project Leader
Institute for Transportation Research & Education

Resources at www.ncbussafety.org”

DRIVING DIRECTIONS

Below are driving directions and a map to get to the NC Department of Public Instruction, which is located in the Education Building in Raleigh, North Carolina:

From Interstate 40

Take Exit 298-B South Saunders Street North. Follow McDowell Street in the direction of downtown. Turn right on Morgan Street and follow to Wilmington Street and make a left turn. Follow Wilmington Street four blocks. The Education Building is on the left.

From Route 70 West

Stay on Glenwood Avenue to Peace Street. Make a left turn onto Peace and follow to Blount Street and make a right turn. Follow Blount Street to North Street and make a right turn onto North. The Education Building is straight ahead.

From Route 64 East

Come into town on New Bern Avenue, which becomes Edenton Street. Make a right turn onto Wilmington Street and follow Wilmington for four blocks. The Education Building is on the left.

From Route 1 North

Take Downtown Boulevard which becomes Dawson Street. Turn left on Jones Street and follow to Wilmington Street and make a left turn and continue two blocks. The Education Building is on the left.

STATE GOVERNMENT VISITOR PARKING LOTS

\$2.00 per hour (\$16.00 Lost Ticket)

Rates applied 7 am to 5 pm, M-F • cash and credit cards only

Visitor Lot #1 (338 spaces)



City block bounded by Wilmington, Jones, Blount and Edenton Streets
Entrance from Jones and Edenton Street

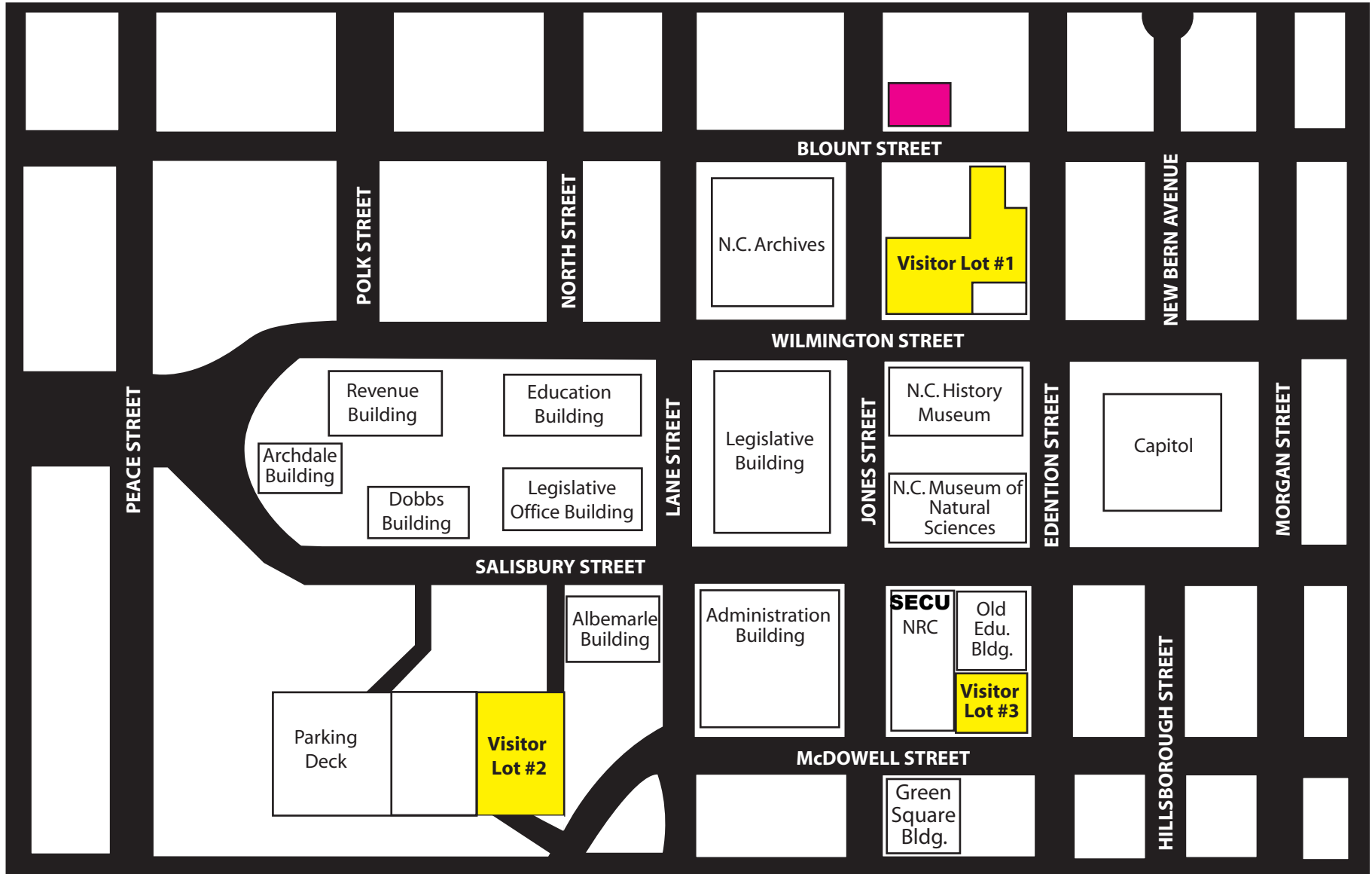
Visitor Lot #2 (216 spaces)

329 North Salisbury Street
Ground Level of Parking Lot 75
Entrance from Salisbury and McDowell Streets

Visitor Lot #3 (110 spaces)

120 West Edenton Street
Entrance from Edenton Street

 Indicates Bus Parking
 Visitor Parking



Parking Attendant on duty 8:30 a.m. - 6:30 p.m. Monday-Friday

All other parking areas reserved for employee parking M-F, 7 a.m. -5 p.m., towing enforced.