



Project Transmittal Sheet-2023

Name: _____ District: _____

Address: _____ HOME or WORK (circle one)

City, State, Zip: _____

Phone: _____

Check the box next to your class level and then underline the appropriate topic area:

Level 1

- Personality Style to Team Building
- Managing Yourself/Goal Setting
- Leadership – Level I
- Rules & Regs for Basic Transportation
- Rules & Regs for Special Transportation
- Professional Writing

Level 2

- Administrative Organization & Management
- Developing a Program for Pupil Management
- Shop Operations, Fleet Analysis, Veh. Standards / Bus Replacement Revenue
- Routing & Scheduling
- Leadership Level II
- Communications

Level 3

- Human Resources & Perf. Based Eval's
- Fleet Forecasting & Depreciation
- Budget
- Risk Management
- Leadership
- Contracting / Purchased Services

Level 4

- Conflict Resolution
- Labor Relations / Negotiations / Grievances
- "Nuts & Bolts"
- STARS Revenue / Reports / GIS
- STARS Efficiency Application
- School Safety & Security for Transportation
- Leadership Capstone

Title of Project: _____

What is your "Final Product"?: _____

How will this project benefit your school district? _____

Is your project (check one):

____ Original Creation

____ Combination of Original and Existing Materials (clearly indicate what's original materials in your project)

____ Organization of Manual / Handbook Existing Materials (explain your plan) _____

Submit this form to your mentor no later than August 31 to avoid a grade deduction. Place a copy of this transmittal in your project after you receive it back "approved" by your mentor.

MENTOR CONTACT INFORMATION

Level 1

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Level 2

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Level 4

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