SCHOOL BUS "S" ENDORSEMENT REQUIREMENTS

Delaware law requires school bus operators to carry a passenger "P" and school bus "S" endorsement on their driver license.

To complete the DMV Online Criminal History Record Authorization From use the following link: https://cdlis.dmv.de.gov/cdlis/

In order to receive the "S" endorsement, the applicant must meet the following requirements:

1. Must be at least 18 years of age with 1 year of driving experience.
2. Must hold or qualify for a commercial driver license (CDL) with P (passenger) endorsement.
3. May not have more than 5 points on his/her 3-year driving record at the time of the application.
4. May not have had his/her license suspended, revoked or disqualified in this State or any other jurisdiction for moving violations in the last 5 years.
   a. If you transferred your out of state license to Delaware within the last 5 years, you must provide a certified driving record from your previous state
5. The applicant may have never been convicted of any of the following crimes under the laws of this State or of any other jurisdiction:
   a. Any crime constituting the manufacture, delivery or possession of a controlled substance or counterfeit controlled substance classified as such in Schedule I, II, III, IV or V of Chapter 47 of Title 16;
   b. Any crime against a child;
   c. A or B felony;
   d. Any crime constituting a felony homicide, including, but not limited to, murder, manslaughter and vehicular homicide;
   e. Any crime constituting a felony sexual offense;
   f. Any crime constituting a felony offense against public administration involving bribery, improper influence or abuse of office; or
   g. Any crime other than those listed above, constituting a felony for which the person has not been pardoned or for which less than 5 years have passed since the person fully discharged all imposed sentences. As used herein, the term "sentence" includes, but is not limited to, all period of modifications of a sentence, probation, parole or suspension and all forms of fines, restitution or community service.
   If all of the above qualifications are met, the applicant must:

   - Upon receiving DMV's signed approval, appear in person at one of the State Bureau of Identification (SBI) locations listed in the attachment to submit the DMV-approved CHRCA form and apply for a criminal history background check. This check shall include a national criminal background check, in addition to a review of the applicants' Delaware-based criminal history, a fingerprinting of applicants who are subjected to a national criminal background check, and expressly authorizes the use of

records of the Federal Bureau of Identification for screening the applicants.

- Background checks are valid for a period of 6 months.

6. The applicant must provide proof (yellow card) he/she successfully completed a training course through the Department of Education (DOE). Contact DOE for instruction to become a school bus driver and details surrounding training.
7. The applicant must pass a skills/road exam in a school bus administered by the Division of Motor Vehicles.

Additional responsibilities a current "S" holder must keep in mind:

- A current "S" holder may not have more than 8 points on his/her 3 year driving record.
- Any time a license with a school bus endorsement is suspended, revoked or disqualified for moving violations, or the driver exceeds 8 points for moving violations, the School Bus Endorsement shall become invalid, and the endorsement shall be removed from the license.

DIRECTIONS TO PROCESS DMV'S AUTHORIZATION APPROVAL &
COMPLETE SCHOOL BUS BACKGROUND CHECK

1.) If the applicant meets the requirements listed above, they will complete DMV's online Criminal History Record Check Authorization Form: https://cdlis.dmv.de.gov/cdlis/
   a. The applicant must provide an email for the signed form to be emailed to. This can be a personal email or their employer's email.
   b. Please ensure your mailing address is listed properly, once the background check is approved your "S" eligible clearance letter will be mailed to the mailing address provided. (The clearance letter is required to move through the licensing process)
2.) The applicant will receive their approved authorization form in the email they provided.
3.) Print off the signed authorization form.
4.) Schedule an appointment with the State Bureau of Identification (SBI) or walk-in to their Dover location on days they accept School Bus walk-ins. *(Please see SBI Locations and Hours of Service below)*
5.) Take the approved authorization form to the State Bureau of Identification (SBI)
6.) Process fingerprints at SBI location
7.) Once background results are approved, DMV will mail an eligibility letter to the mailing address that was provided on the Criminal History Record Check Authorization Form.
8.) The applicant will then provide that eligibility letter to the school district holding their driver file.

STATE BUREAU OF IDENTIFICATION
(SBI)

- Monday - Thursday, 8:30 a.m. - 3:30 p.m.

SBI's Main Office - Kent County(by appointment only) The office is located at 600 South Bay Road, Suite 1, Dover, DE 19901.
Hours of operation are:

- Monday, Tuesday, Thursday, and Friday, 8:30 a.m. to 3:30 p.m.
- Wednesday, 8:30 a.m. to 11:00 a.m. and 12:30 p.m. to 3:30 p.m. (School Bus Walk-Ins)
- To schedule an appointment call 302-739-2528

SBI's Northern Office - New Castle County (by appointment only)

The office is located at Delaware State Police Troop 2, on Route 40, in Bear, just west of the Fox Run Shopping Center, between routes 72 and 896.

- Monday - Friday, 8:30 a.m. to 3:30 p.m.
- To schedule an appointment call 302-739-2528

SBI's Southern Office - Sussex County (by appointment only)

The office is in the Thurman Adams State Service Center located at 546 S. Bedford Street, Room 202, Georgetown, DE.
- *CASH IS NOT ACCEPTED* at this location

For updated information you can always visit our website at:
https://dsp.delaware.gov/obtaining-a-certified-criminal-history

SBI requires a photo ID and the fee for this process is $65.00