

REQUIREMENTS & PROCEDURES FOR OBTAINING A SCHOOL BUS DRIVER LICENSE

Checklist for Trainee Applicants

Once you have decided that you would like to become a school bus driver, you should begin by:

1.		Complete an employment application with either a contractor or a school district.
2.		Have a contractor or district/school submit a Child Protective Registry registration.
3.		Complete a pre-employment drug test. If working for a contractor, have them submit drug test verification to district/school. <u>BAT not required for pre-employment</u> . The driver must go to one of the approved drug testing locations.
4.		Obtain Criminal History Record Check Authorization Form from DMV. DMV must sign off on the authorization prior to getting fingerprinted. The form can be taken to DMV locations for signature, or the form can be emailed to DOT_Endorsements@delaware.gov Remember to get a receipt for a file copy for Transportation Office.
5.		Complete School Bus Driver/Aide Affidavit and provide to Transportation Office (notary required)
6.		<p>Medical Requirements</p> <ul style="list-style-type: none"> • Have a doctor complete the DOE School Bus Driver Physical Form – <i>(DOT Physical not accepted for initial physical must be on DOE Physical Form)</i> • Have a TB Test completed and provide results or letter from a physician stating you cannot take the test and are clear of TB. • Once the DOE School Bus Driver Physical Form and TB Test Results are submitted to the district, a green physical card will be issued to you. <i>A green physical card must be issued in order to work with a Certified Driver Trainer</i>
<p>Steps 7, 8, and 9 can be completed in any order. All three steps must be completed and all paperwork before receiving a yellow card from the Transportation Office.</p>		
7.		Attend the Department of Education (DOE) 12-hour class in basic school bus driver/aide training. These classes are held every month in each county. Your prospective employer and Transportation Office will have the class date schedule.
8.		Obtain access link from your employer into DOE Online Theory Instruction. Complete the required coursework and submit the certificate of completion to the district. <i>(Effective Date has been postponed) This step is currently not available or required.</i>
9.		Go to the Division of Motor Vehicles (DMV) to take the Commercial Driver’s License (CDL) and “S” knowledge exams and obtain a Commercial Learner’s Permit (CLP) with “P” and “S” endorsements and “P” and “M” or “N” restrictions. You will need to wait at least 14 calendar days from that date before taking the DMV Skills test, which includes the Pre-trip test, basic maneuvers test, and road test. To avoid unnecessary delay, recommend scheduling the Skills

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		<p>test as soon as possible after CLP issuance. If you already have a CDL, you will need to take the “S” knowledge exam and follow the procedures above.</p> <p>You will need a Fee Waiver from a Transportation Office, or you will have to pay to get a permit.</p> <p>If you have held a license in another state in the past 5 years, you will be required to provide a <u>certified 5-year driving record</u> from that state to Delaware DMV at the time of your skills test.</p>
Step 10 can begin after Step 6, and Step 9 are completed		
10.		<p>Contact a Delaware Certified School Bus Trainer to arrange for the required Entry Level Driver Range & Behind the Wheel Training to be completed. The driver applicant must show proficiency in all areas before moving to the next section.</p> <ul style="list-style-type: none"> • Section I – Onboard observation of CDSBT with students • Section II- Entry Level Driving Training Range Training • Section III – Entry Level Driver Training Behind-the-Wheel Training
11.		<p>Deliver all remaining paperwork, including Certified Driver Training Checklist, and DMV “S” eligible letter to the Transportation Office holding your records.</p> <ul style="list-style-type: none"> • Upon notification receiving the notification letter in the mail from DMV that you are “S” eligible, you must provide a copy to the Transportation Office.
12.		<p>Upon submittal of all required documents to the Transportation Office holding your record, they will issue a yellow card that will be given to DMV at the time of your skills test at DMV.</p>
13.		<p>Upon submittal of the Yellow card to DMV, they will complete your records check and issue you your CDL with the appropriate endorsements. Be sure to check your license to be sure that all information is correct before you leave DMV.</p>
14.		<p>Return to your CDSBDT to complete the last section of Behind-the-Wheel Training Section IV. In this section, once you have received your “S” endorsement from DMV, you will operate a School Bus with students on board transporting them to/from school during normal school hours. You must show proficiency in operation before completing the training.</p>
15.		<p>Once Section IV has been completed with a CDSBDT take Section IV paperwork to the Transportation Office holding your records and provide them with a copy of your new driver’s license showing the CDL with “P” and “S” endorsement.</p>
16.		<p>Once Section IV is complete and a copy of driver’s license showing CDL with “P” and “S” endorsement, you are legally authorized to begin your duties as a School Bus Driver with children onboard.</p>

This document is for guidance only, and the Department of Education is not providing legal advice. The driver is responsible for completing all requirements of the law regardless of whether they are included on this form.

January 20, 2020