

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. ____ Fill out an employment application with either a contractor or school district.
2. ____ Have contractor or district/school submit a Child Protective Registry registration.
____ Complete a pre-employment drug test. If working for a contractor, have them submit drug test verification to district/school. BAT not required for pre-employment. The driver must go to one of the approved drug testing locations.
____ Obtain Criminal History Record Check Authorization Form and get finger printed.
Remember to get a receipt for a file copy for the Transportation Supervisor/School.
3. ____ School bus driver/aide applicant affidavit to Transportation Office
____ DOE school bus driver physical form
____ TB test results or letter from physician stating that you cannot take the test and are clear of TB.
Return these forms to Transportation Office. A green physical card will be issued to you at this time. You must have a green card in order to work with a Certified Driver Trainer (CDT) in step 7.
4. ____ 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 class date schedule.
5. ____ 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 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.
You will need a Fee Waiver from a Transportation Supervisor or you will have to pay to get a permit.
6. ____ Arrange through your contractor or Transportation Office to be trained by a CDL qualified driver (with "S" and other appropriate endorsements) to develop those skills necessary to safely operate a school bus. This training does not have to be done by a CDT.
7. ____ Contact a CDT to arrange for the required 6 hours of behind-the-wheel instruction/evaluation which consists of the following:
 - 2 hours onboard observation with students
 - 2 hours skills evaluation – no students onboard
 - 2 hours skills demonstration driving & managing students **Note: only after obtaining CDL with "S" endorsement and before driving alone with students.**

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8. ____ Deliver DOE Trainer's Evaluation form to the Transportation Supervisor's Office.
9. ____ Upon notification from DMV that your background check meets requirements to obtain an "S" endorsement (copy to Transportation Supervisor) and if **all** above requirements except for the last two hours of behind-the-wheel training) have been successfully completed, the Transportation Supervisor can issue you a Yellow card.
10. ____ 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.**
11. ____ Complete 2 hours skills demonstration driving & managing students with the CDT
Note: only after obtaining CDL with "S" endorsement and before driving alone with students.

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.

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