

SEQUENCE FOR MEETING REQUIREMENTS  
FOR  
SCHOOL BUS DRIVER CERTIFICATION AND C.D.L.

DATE  
COMPLETED

CHECK LIST

A. HIRING AND SELECTION PROCESS CONDUCTED

- \_\_\_\_\_ 1. Local application
- \_\_\_\_\_ 2. Interview
- \_\_\_\_\_ 3. Semi-annual Driver Record Check
- \_\_\_\_\_ 4. School Bus Driver Physical
- \_\_\_\_\_ 5. Pre-employment Drug Testing
- \_\_\_\_\_ 6. Background Check-fingerprinting (B.C.I.I. and F.B.I.)

B. TRAINING AND LICENSING

- \_\_\_\_\_ 1. Ohio Pre-Service School Bus Driver Training Classes
- \_\_\_\_\_ 2. To Validate the Temporary Permit, Pass written C.D.L. Test at Driver Exam Station – then purchase Temp. Permit
- \_\_\_\_\_ 3. \*On-the-Bus Training with certified On-the-Bus Instructor
- \_\_\_\_\_ 4. ELDT Registration
- \_\_\_\_\_ 5. C.D.L. Skills Test – C.D.L. Testing Site
- \_\_\_\_\_ 6. Purchase C.D.L. from Deputy Registrar
- \_\_\_\_\_ 7. Register with FMCSA Clearinghouse
- \_\_\_\_\_ 8. Other training requirements by school or agency (i.e., First Aid, C.P.R., or training for handicapped, or transportation department policies)

C. CERTIFICATION

- \_\_\_\_\_ 1. Date of Ohio Pre-Service School Bus Driver Certificate of Training
- \_\_\_\_\_ 2. Date Issued (\*) Temporary 45 day Certificate when trainee completes (B, 2, 3, 4, 5, 6 and 7) prior to completing the 15 hours of Pre-Service Classroom Instruction
- \_\_\_\_\_ 3. Issuance of Annual School Bus Driver Certificate by certifying Superintendent of schools or director other agencies when all of the above requirements have been successfully completed.

The above requirements have been completed in accordance with Ohio Regulations.

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Transportation Supervisor Signature