

**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. C.D.L. Skills Test-C.D.L. Testing Site
- 5. Purchase C.D.L. from Deputy Registrar
- 6. 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 Three Month Certificate when trainee completes (B, 2, 3, 4 ,5 & 6) 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 of other agencies when all of the above requirements have been successfully completed.

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

Transportation Supervisor Signature