



# Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

*Indiana Department of Education  
Office of School Transportation  
Preservice School Bus Driver Training*

### Certification of Observation and Driving Qualifications

Trainee Name: \_\_\_\_\_

Last 4 of SSN: \_\_\_\_\_

Preservice training location \_\_\_\_\_

Date of preservice \_\_\_\_\_

- ❖ Trainee: provide this form to your supervisor
- ❖ Trainee: Observation and driving hours card must be submitted prior to the one-year anniversary of the issue date of the *Certificate of Enrollment (blue card)*. *Due date:*
- ❖ All observation and driving hours must be completed with an Indiana certified school bus driver
- ❖ Trainee must possess a valid certificate of enrollment while completing the supervised driving hours
- ❖ Minimum required times: 4 (four) hours of on-bus observation; 8 (eight) hours of on-bus driving
- ❖ School corporation or employer: This information must be electronically submitted using DOE Online at <https://doeonline.doe.in.gov/>

Date	Observation Hours	Driving Hours	Activity: Route, field trip, etc.	Students onBoard Yes - No	Supervising Driver: Name & last 4 digits of SSN