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Working Together for Student Success

School Bus Driver Certification

Initial Process (no specific order)

√ Licensing

1. Complete Physical (must be done before getting permit)
 - A. CDL Physical
2. Obtain CDL Permit (Class B CDL, Air Brake, P and S Endorsement)
3. Pass Skills Test
4. Obtain CDL License (Secure ID)

√ Certification

1. Complete Physical
 - A. Title 20 Physical Fitness Certificate (held locally)
2. Obtain Certificate of Enrollment (blue card)
3. Complete On Bus Requirements
 - A. Must have Certificate of Enrollment (blue card) to drive
 - B. No students if trainee is driving with a CDL permit
4. Complete Physical Performance Tests (held locally)
5. Complete Pre-Service Training
6. Obtain Standard Certificate (yellow card)



School Bus Driver Hiring Initial Process

√ Driving Record

1. Driver Provided
2. District Acquired (August 1, 2010)

√ Background Check

√ Initial Drug Test



School Bus Driver Certification

Maintaining

√ Annually

1. Complete Annual Safety Meeting
 - A. Online
 - B. Group View

√ Every Two Years

1. May Be Sooner Depending On Medical Condition
2. Renew Physicals (done every two years maximum – may be sooner)
 - A. CDL Physical
 - B. Title 20 Physical Fitness Certificate (held locally)
3. Renew Physical Performance Tests (held locally)

√ Every Four Years

1. Renew CDL License (done every four years)



School Bus Driver Certificates

Certificate of Enrollment

Valid for 1 year

Authority To Transport Passengers

Must Be In Drivers Possession

Driver Trainer IS A Passenger



Standard

Expire December 31 Each Year

Completion of Training Requirements

Authority To Transport Passengers

Must Be In Drivers Possession



Sample

Updated May 2014

(Insert employer name or place on letterhead / Return to employer when complete)

Physical Fitness Certificate

School Bus Driver

Special Purpose Bus Operator (special purpose bus capacity greater than 15 passengers)

School Bus Monitor (not required)

Indiana Code 20-27-8-1, in part states, (a) an individual may not drive a school bus for the transportation of students or be employed as a school bus monitor unless the individual satisfies the following requirements:

(7) Possess the following required physical characteristics:

(A) Sufficient physical ability to be a school bus driver, as determined by the state school committee. (Title 575 IAC 1-8)

(B) Possession and full normal use of both hands, both arms, both feet, both legs, both eyes, and both ears.

(C) Freedom from any communicable disease that:

- (i) may be transmitted through airborne or droplet means; or
- (ii) requires isolation of the infected person under 410 IAC 1-2.3.

(D) Freedom from any mental, nervous, organic, or functional disease which might impair the person's ability to properly operate a school bus.

(E) Visual acuity, with or without glasses, of at least 20/40 in each eye and a field of vision with 150 degree minimum and with depth perception of at least 80%.

Indiana Code 20-27-9-5(c)(1), in part, states if the special purpose bus has a capacity of more than fifteen passengers, the operator meet the requirements for a school bus driver set forth in I.C. 20-27-8-4

Physical Fitness Certificate Requirement

An individual who is or intends to become a school bus driver must obtain a physical examination certificate stating that the individual possesses the physical characteristics required by section 1(a)(7) of this chapter. The certificate shall be made by an individual who is registered in the Federal Motor Carrier Safety Administration's National Registry of Certified Medical Examiners after the certified medical examiner has conducted a physical examination of the school bus driver or prospective school bus driver. The school corporation shall determine how the certified medical examiner who is to conduct the physical examination is chosen and who must pay for the physical examination.. (I.C. 20-27-8-4)

I certify that _____ possesses the physical characteristics required by I.C. 20-27-8-1 to be a school bus driver, school bus monitor, or special purpose bus operator. The certificate of examination shall be filed with the school corporation or employer not more than seven days after the examination. (I.C. 20-27-8-5)

Certified medical examiner signature

Printed name

Certified medical examiner national registry ID number

Date of examination

This physical examination expires 24 months from the above date. (I. C. 20-27-8-5)

Certified medical examiner's address and telephone number

Physical Performance Test Standards

Rule 8. School Bus Driver Physical Performance Standards and Measurements

575 IAC 1-8-1 Exiting the bus

Authority: IC 20-27-3-4

Affected: IC 20-27-9

Sec. 1. (a) Driver shall demonstrate the ability to exit the bus from a seat belted position in the driver's seat and exiting from the rearmost emergency door.

(b) The measurement is pass/fail.

575 IAC 1-8-2 Quick reaction time between accelerator and service brake

Authority: IC 20-27-3-4

Affected: IC 20-27-9

Sec. 2. (a) Driver shall demonstrate quick reaction time between accelerator and service brake.

(b) In a seat belted position, driver shall with the right foot, alternately depress the accelerator and service brake ten (10) times in ten (10) seconds or less.



Physical Performance Test Standards

575 IAC 1-8-3 Climbing and descending bus service door steps

Authority: IC 20-27-3-4

Affected: IC 20-27-9

Sec. 3. (a) Driver shall demonstrate the ability to climb and descend the bus service door steps in a forward facing position two (2) times without stopping.

(b) The measurement is pass/fail.

575 IAC 1-8-4 Opening and closing bus service door

Authority: IC 20-27-3-4

Affected: IC 20-27-9

Sec. 4. (a) Driver shall demonstrate the ability to open and close the bus service door two (2) times without stopping from a seat belted position.

(b) The measurement is pass/fail.



Physical Performance Test Standards

575 IAC 1-8-5 Operating hand controls or steering wheel

Authority: IC 20-27-3-4

Affected: IC 20-27-9

Sec. 5. (a) Driver shall demonstrate the ability to operate one (1) hand control on each side of the steering wheel while the bus is in a safe forward motion.

(b) The measurement is pass/fail.

