Indiana Department of Education

Office of School Transportation and Emergency Planning

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 must be submitted prior to the one year anniversary of your initial attendance at a preservice course. 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://dc.doe.state.in.us/doeonline/login.aspx

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