

## **“S” Endorsement Transfer into Delaware**

Out of State School Bus Drivers who are transferring their license and Commercial Driver License with Passenger “P” and School Bus “S” Endorsements to Delaware will be able to transfer their “S” endorsement but will only be able to complete their transfer once the following steps have been completed successfully. Once the steps are completed successfully they will receive a Delaware Department of Education Transfer Letter and an “S” yellow card certifying the Delaware requirements have been satisfied and “S” is eligible to transfer.

1. Complete a DMV Criminal History Record Check Authorization Form online at <https://cdlis.dmv.de.gov/cdlis/>
2. After receiving the signed DMV Criminal History Record Check Authorization from DMV through email, the applicant will then complete the Criminal History Background check at one of the State Bureau of Investigation locations.
3. Report to a Local School District/Charter School Transportation Office and complete the DDOE “S” Endorsement Out-of-State Transfer Request. DDOE will then verify previous state credentials to ensure they meet or exceed Delaware requirements. If they meet or exceed and the applicant has completed all the following requirements successfully DDOE will issue an “S” approval transfer letter to be provided to Department of Motor Vehicles. The letter will not be issued until the following Delaware requirements are completed successfully.
4. Request a 5-year **Certified** Driving Record from their licensing state(s). This *cannot* be printed offline; as that is not a certified copy. Certified copies will have a statement authorizing the record as official and include signatures from the DMV and/or state seal. If the applicant has been licensed in multiple states in the last 5-years they must supply a certified driving record from each of those states in which they were licensed.
5. All applicant must successfully complete the following items before receiving the “S” transfer letter from DDOE and their yellow card to receive “S” endorsement.
  - a. Complete the [Delaware School Bus Driver Physical](#) with TB screening (if required).
  - b. Complete the Child Protection Registry from the state they are transferring from and provide results to their employer/district.
  - c. Complete a Pre-Employment Drug Test (Employer will provide directions and paperwork). .
  - d. Complete [Delaware School Bus Driver/Aide Affidavit](#).
  - e. Complete the two day [Delaware School Bus Driver Classroom Instruction](#).
  - f. Complete the Behind the Wheel Theory Instruction Section 3 requirements for Out of State Drivers with a Certified Delaware School Bus Driver Trainer.
6. Once all the above requirements are met the applicant must supply their local school district with the following paperwork:
  - a. “S” eligible letter from DMV stating they are eligible for an “S” endorsement.
  - b. Copy of their current out-of-state driver license.
  - c. Completed Delaware School Bus Driver Physical & TB test results (if required)
  - d. Child Protection Results from the state they are transferring from.

- e. Pre-Employment drug test verification from their employer
  - f. Completed Delaware School Bus Driver/Aide Affidavit.
  - g. Verification of completing the Delaware School Bus Out-of-State “S” Theory instruction and test.
  - h. Section 3 from their certified driver trainer.
  - i. 5-year certified driving record from previous state.
7. Delaware Department of Education will provide the local School District with the “S” approval transfer letter and the district will issue an “S” yellow card once the local School District uploads the required documents into Transportation Record System.
8. The applicant then will report to Division of Motor Vehicles with the following required documents:
  - a. 5-year certified driving record from their previous state
  - b. Their DMV “S” background clearance eligible letter
  - c. Their DDOE “S” transfer approval letter (***must be printed with yellow background***)
  - d. Their “S” yellow card
  - e. Other source documents necessary to transfer his/her out-of-state driver license to Delaware.
9. Division of Motor Vehicles will issue the transfer of license with “S” endorsement if they have received a 5-year certified driving record which meets all licensing requirements, DDOE “S” transfer approval letter, eligible background letter and their “S” yellow card.
10. Upon completion and receiving their Delaware Driver’s License and “S” endorsement the applicant will complete Section 4 of behind the Wheel Training with a Delaware Certified School Bus Driver Trainer.
11. The applicant will then take the completed Section 4 paperwork and their new Delaware Driver’s License with “S” endorsement to their local School District to have uploaded into the Transportation Record System.

## REQUIREMENTS & PROCEDURES FOR OUT-OF-STATE DRIVER CHECKLIST

**The following items must be completed if you are going to drive a school bus in Delaware but hold an Out-of-State license and continue to reside in another state.**

1.		Complete all requirements in the state in which you hold a license and obtain the “P and S” endorsement on your license in that state. You must maintain the “P and S” endorsements in the state that you are licensed and follow all required certifications at all times.
2.		Complete an employment application with either a contractor or a school district in the State of Delaware that you plan to work for.
3.		Complete a Child Protective Registry within the State that you reside and provide the results to the employer you plan to work for within the State of Delaware.
4.		Complete DMV’s online Criminal History Record Check Authorization Form at: <a href="https://cdlis.dmv.de.gov/cdlis/">https://cdlis.dmv.de.gov/cdlis/</a> . The applicant must provide an email for the signed form to be emailed to. This can be a personal email or their employer’s email. Once an individual has obtained a signed Criminal History Record Check Authorization Form, they are to go to an approved State Bureau of Identification Site listed on the authorization form and submit to a federal and state background check. Individuals are to get a receipt and turn the receipt into the district/school Transportation Office.
5.		Complete <a href="#">School Bus Driver/Aide Affidavit</a> and provide to Transportation Office (notary required).
6.		<p><b>Medical Requirements</b></p> <ul style="list-style-type: none"> <li>• Have a doctor complete the <a href="#">DOE School Bus Driver Physical Form</a> – <i>(DOT Physical not accepted for initial physical must be on DOE Physical Form)</i></li> <li>• Have a TB Test completed and provide results or letter from a physician stating you cannot take the test and are clear of TB.</li> <li>• Once the DOE School Bus Driver Physical Form and TB Test Results are submitted to the district, a green physical card will be issued to you. <i>A green physical card must be issued in order to work with a Certified Driver Trainer</i></li> </ul>
7.		Attend the Department of Education (DOE) 12-hour class in basic school bus driver training. These classes are held every month in each county. Please see the <a href="#">training calendar</a> and complete online registration to attend.
8.		Complete a pre-employment drug test. Your employer will provide the paperwork and directions to complete this step. If working for a contractor, have them submit drug test verification to district/school. <u>BAT not required for pre-employment</u> . The driver must go to one of the approved drug testing locations.
9.		Register in the FMCSA Drug & Alcohol Clearinghouse <a href="https://clearinghouse.fmcsa.dot.gov/">https://clearinghouse.fmcsa.dot.gov/</a> . Employers must then complete a full query after the trainee has registered within the Clearinghouse.
10.		Contact a Delaware Certified School Bus Trainer (CDSBT) and complete Sections 3 & 4 of the Entry Level Driving Training Program (ELDT).
11.		Provide the district/contractor with a past five (5) years certified driving record from the state where licensed. Driving records must be provided to the district annually to verify eligibility ( <i>certified not required</i> ).

*This document is for guidance only, and the Department of Education is not providing legal advice. The aide is responsible for completing all requirements of the law regardless of whether they are included on this form.*

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