

REQUIREMENTS & PROCEDURES FOR BECOMING A CERTIFIED AIDE

Checklist for Aide Applicants

Once you have decided that you would like to become a school bus aide, you should begin by:

1	Complete an employment application with either a contractor or a school district.
2	Have a contractor or district/school submit a Child Protective Registry registration.
3	Complete a pre-employment NON-DOT drug test. If working for a contractor, have them submit the drug test verification form to a district/school. BAT is not required for pre-employment. The driver must go to one of the approved drug testing locations.
4	Schedule an appointment with Identogo online (https://uenroll.identogo.com or call (866) 761-8069. When scheduling the appointment, you must receive the service code for the school district holding your file to be able to schedule your appointment. Individuals are to get a receipt and turn the receipt into the district/school Transportation Office. The local district's Human Resource Office reviews the background check, completes the DE School Bus Aide Background Clearance Verification Form, and submits it to the Transportation Office.
5	Complete School Bus Driver/Aide Affidavit and provide to Transportation Office (notary required)
6	<p>Medical Requirements</p> <ul style="list-style-type: none"> ▪ Have a doctor complete the DOE School Bus Aide Physical Form ▪ Have a TB Test completed and provide results or a letter from a physician stating you cannot take the test and are clear of TB. ▪ Once the DOE School Bus Aide Physical Form and TB Test Results are submitted to the district, a blue physical card will be issued to you.
7	Attend the Department of Education (DOE) 12-hour class in basic school bus driver/aide training. These class are held every month in each county. Please see the training calendar and complete online registration to attend.

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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