



## DEPARTMENT OF EDUCATION

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TO: Transportation Supervisors and School Bus Contractors

FROM: Tyler Bryan, Education Associate School Transportation

DATE: 6/30/2022

RE: Paid Training Reimbursement

The Delaware Department of Education will reimburse employers who offer paid training to trainees becoming school bus drivers. Participating in the training reimbursement is the employer's decision and they must create their own policy for how they will distribute the training payments to their trainees. Paid training encompasses the time for a new trainee to complete the entire process to become a bus driver. For an employer to be eligible for reimbursement for paid training, they must meet the following requirements.

- 1.) The trainee has completed the entire training process and received their "S" endorsement and accepted employment.
- 2.) The employer attests that they have paid or will pay out the whole pre-OEC reimbursement amount to their trainee once they receive reimbursement.
- 3.) Trainee meets eligibility period of time.
  - a. The trainee must be in training as of January 1, 2022 and not scheduled a road test prior to that date.

### The reimbursement parameters

- New Trainees receiving an "S" endorsement
  - Maximum reimbursement rate \$15.00 and add current OEC rate
  - Maximum reimbursement hours 135
  - Maximum reimbursement amount \$2,025 and add current OEC rate
  - OEC will be provided, so the trainee receives the full \$15.00 after OEC deductions
- Re-certifying "S" holders or Out-of-State "S" transfers
  - Maximum reimbursement rate \$15.00 and add current OEC rate
  - Maximum reimbursement hours 67.5
  - Maximum reimbursement amount \$1,012.50 and add current OEC rate

Employers must complete the attached paid training reimbursement invoice form once the trainee has completed the eligibility requirements and submit to their district. The district will then submit the completed reimbursement invoice form to DDOE School Transportation Office. The invoice will be reviewed and if all requirements are met DDOE will submit reimbursement to the employer.