

REQUIREMENTS & PROCEDURES FOR A DRIVER WHO IS RECERTIFYING(HAS AN “S” ENDORSEMENT AND HAS NOT ACTIVELY DRIVEN FOR TWO(2) OR MORE YEARS

The following items must be completed if you are returning to drive a school bus and have not been actively driving for two(2) or more years.

1.		Complete an employment application with either a contractor or a school district in the State of Delaware that you plan to work for.
2.		Have a contractor or district/school submit a Child Protective Registry registration.
3.		Complete DMV’s online Criminal History Record Check Authorization Form at: https://cdlis.dmv.de.gov/cdlis/ . 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 must schedule an appointment with Identogo. Schedule an appointment by using their website (https://uenroll.identogo.com) or by calling (866)761-8069. School Bus Drivers are to use the following service code to make their appointment 27RX7X .
4.		Complete School Bus Driver/Aide Affidavit and provide to Transportation Office (notary required).
5.		Medical Requirements <ul style="list-style-type: none"> Have a doctor complete the DOE School Bus Driver Physical Form – <i>(DOT Physical not accepted for initial physical must be on DOE Physical Form)</i> Have a TB Test completed and provide results or letter from a physician stating you cannot take the test and are clear of TB. 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>
6.		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 training calendar and complete online registration to attend.
7.		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.
8.		If not already completed, register in the FMCSA Drug & Alcohol Clearinghouse https://clearinghouse.fmcsa.dot.gov/ . Employers must then complete a full query after the trainee has registered within the Clearinghouse.
9.		Contact a Delaware Certified School Bus Trainer (CDSBT) and complete Sections 3 & 4 of the Entry Level Driving Training Program (ELDT).

This document is for guidance only, and the Department of Education is not providing legal advice.