

REQUIREMENTS & PROCEDURES FOR OUT-OF-STATE “S” LICENSE HOLDER

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: <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**.
5. Complete [School Bus Driver/Aide Affidavit](#) and provide to Transportation Office (notary required).
6. **Medical Requirements**
 - a. Have a doctor complete the [DOE School Bus Driver Physical Form](#) – *(DOT Physical not accepted for initial physical must be on DOE Physical Form)*
 - b. Have a TB Test completed and provide results or letter from a physician stating you cannot take the test and are clear of TB.
 - c. 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. *A green physical card must be issued in order to work with a Certified Driver Trainer*
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 [training calendar](#) 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. BAT not required for pre-employment. The driver must go to one of the approved drug testing locations.
9. 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.
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.

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