

“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. 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**.
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 applicants 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.