Qualifications Requirements for On-vehicle Transportation Staff

				School Bus Driver			Bus Aide/Attendant			School Van Driver			
		Authority	Code reference	Applicant	Annual	6 year	Applicant	Annual	5 year	Applicant	Annual	6 year	Resources
1	Written application	best practice		yes			yes			yes			
2	Employment references	best practice		yes			yes			yes			
3	FMCSA Drug and Alcohol Reference Check	Federal	49 CFR Part 383	yes									Forms available on Ohio Department of Education Transportation website
4	Physical (T-8)	State	RC 3327.10 OAC 3301-83-7	yes	yes					yes	yes		Physicians forms from Ohio Department of Education
5	TB test	State	OAC 3301-15-04	no longer required			no longer required			no longer required			Rule rescinded 9/1/2008
6	BCII State background check	State	RC 3319.39 OAC 3301-83-06	yes		see note	yes		see note	yes		see note	Obtained through BCII
7	BCII Federal background check	State	RC 3319.39 OAC 3301-83-06	yes		yes	yes		yes	yes		yes	Obtained through BCII
8	Motor Vehicle Records Check	State	RC 3327.10 OAC 3301-83-06	yes	semiannual		no			yes	semiannual		Obtained through Ohio Department of Education web reporting
9	Drug Testing	Federal	49 CFR Part 383	yes	random		yes			employer policy			Obtained through DOT licensed drug testing provider
10	Alcohol Testing	Federal	49 CFR Part 383		random					employer policy			Obtained through DOT licensed drug testing provider
11	Superintendent/Employer Certificate	State	RC 3327.10 OAC 3301-83-06	yes	yes					yes	yes		Sample form available on Ohio Department of Education Transportation website
12	Report driver data to Ohio Department of Education	State	RC 3327.10	yes	yes	yes				yes	yes	yes	Must be reported through Ohio Department of Education web reporting system
13	Inservice	State	OAC 3301-83-10		4 hrs			yes			2 hrs		Provided and documented by each employer
14	Ohio Preservice Training	State	OAC 3301-83-10	yes		yes				yes		yes	Obtained through Preservice program, Ohio Department of Education
15	Current Valid CDL with S/P	State, Fed	ORC 4506	yes	yes								Driver's responsibility. Employer should have a current copy.
16	Minimum age 21	State	OAC 3301-83-06	yes						yes			
17	Physically capable of lifting and managing preschool and special needs children when necessary	State	OAC 3301-83-06	yes	yes		yes	yes		yes	yes		
18	Ability to cope with stressful situations	State	OAC 3301-83-06	yes	yes		yes	yes		yes	yes		
													updated July 2012
		State background Check note:		Employees who are recertifying do not need a new state background check if the employer has already completed an initial									
				state background check AND the employee can provide proof of being an Ohio resident for the last 5 years.									

Provided by the Ohio Department of Education Pupil Transportation Office