

**Use of Preservice Temporary Certificates
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In accordance with OAC 3301-83-10, every school bus driver in the state of Ohio must complete the Ohio Preservice Driver Training program prior to transporting students on a school bus. Completion of this program is acknowledged by the issuance of a preservice driver training certificate by ODE, which is valid for six (6) years from the date of issue.

Under unusual circumstances, a temporary preservice certificate may be issued one time by the employing superintendent that is valid for not more than 90 days. The conditions for use of these temporary certificates are as follows:

1. The driver must have completed all behind-the-wheel training and been successfully evaluated by an OBI on both driving and pretrip skills.
2. A satisfactory criminal background report is on file with the employer.
3. A satisfactory driving history report is on file with the employer.
4. A satisfactory T8 physical is on file with the employer.
5. A satisfactory pre-employment drug screen has been completed.
6. The driver must hold a valid CDL with passenger and school bus endorsements.
7. The driver must have completed training on all district procedures, including but not limited to route procedures, safety and emergency procedures, and local rules and regulations.
8. The driver must be familiar with all ODE Pupil Transportation Operation and Safety rules.
9. All training information recorded on the T-9 paper form must be entered in the web-based reporting system.
- 10. Temporary preservice certificates are NOT valid for drivers who are applying for recertification.**

The intent of these certificates is to accommodate districts who have completed all training for a new driver, but who have a need to employ the driver prior to completing the classroom portion of the preservice program, or for drivers who have completed all portions of the program including classroom but not yet received their six year certificate.

District administrators may obtain temporary certificates from their regional preservice instructor upon proof that the driver candidate has completed all the required steps and has been entered into the ODE driver reporting system.

All temporary cards shall be signed and dated by the appropriate administrator to be considered valid.

For questions regarding the administration of this program, please contact the pupil transportation office at ODE.