



**Department of
Education &
Workforce**

BEHIND THE WHEEL

MAY 19, 2026

Preparing driver files for next school year

Reminders of the Rule updates effective July 1, 2025:

- [Parent safety materials](#)
- [School bus route audits](#)
- [Driver performance evaluations](#)



SCHOOL BUS SAFETY WORKING GROUP REPORT

- [Ohio School Bus Safety Working Group Issues 17 Recommendations](#)

As a reminder, these rule changes were effective July 1, 2025, and should be implemented throughout the school year.



MIKE DEWINE
GOVERNOR OF OHIO



Department of
Public Safety



Department of
Education &
Workforce



REC #1: PARTICIPATE IN PROFESSIONAL DEVELOPMENT

- School districts should identify, share, and encourage bus drivers to participate in professional development opportunities.



REC #2: OFFER DRIVER WELLNESS SUPPORT

- Ohio Department of Education and Workforce & Department of Public Safety should create and offer wellness programming specific to school bus drivers. School districts should develop policies to ensure bus drivers can take advantage of this wellness
- The Department of Education and Workforce and the Department of Public Safety are worked together to provide mental health and wellness resources, along with strategies and stress relief exercises aimed toward school bus drivers.
- [School Bus Driver Wellness Resources](#)



REC #3: ANNUAL DRIVING PERFORMANCE EVALUATIONS

- School districts should develop school bus driver performance review policies and conduct annual performance evaluations.
- Ohio Administrative Code [3301-83-05](#) was updated in accordance with these recommendations.

REC #6: SCHOOL BUS SAFETY ORIENTATION

- Offer opportunities for students, along with their parents or guardians, to meet their bus drivers, tour a bus and learn about school safety;
- Provide families with take-home materials that parents and guardians can use to encourage positive school bus behaviors; and
- When possible, school bus safety orientations should be incorporated into existing school-required orientations.

REC #6: SCHOOL BUS SAFETY ORIENTATION

- The Department of Education and Workforce has developed a [Sample School Bus Safety Orientation Program](#) to assist districts with the development of their safety programs
- Ohio Administrative Code [3301-83-09](#) was updated in accordance with these recommendations

REC #13: CONDUCT SAFETY AUDITS OF BUS ROUTES, BUS STOPS, AND SCHOOL PICK-UP/DROP-OFF SITES

- Districts should conduct annual safety audits of routes, stops, and pick-up/ drop-off sites on school property
- Districts are encouraged to determine which items are relevant for their local needs, as well as to consider what additional items need to be added to ensure a comprehensive review tailored to the individual district.



REC #13: SAFETY AUDITS- NOT LESS THAN ANNUALLY

- The Department of Education and Workforce has developed a [School Bus Safety Audit Best Practice Checklist](#) to assist districts with the development of their audit programs. Reviewing and modifying the School Bus Safety Audit Best Practice Checklist Template to fit each school and district's concerns will help ensure Ohio's students are safe when transported by school buses.
- Ohio Administrative Code [3301-83-13](#) is updated in accordance with these recommendations

REC #16: POST-CRASH REPORTING

The Ohio Department of Education and Workforce should expand its post-crash report to collect additional information and publish the data annually to inform future policy decisions and aid in determining school bus driver professional development needs.

In response to this recommendation, the Ohio Department of Education and Workforce created the [2024-2025 School Bus Accident Report](#) as an annual collection of all post-crash report data received during the 2024-2025 school year.

The Ohio State Highway Patrol also publishes an [annual traffic safety bulletin](#) each August regarding school bus accidents. This bulletin provides valuable information regarding school bus crashes, violations, and inspections.

REC #17: COMMERCIAL BUS SERVICES

School districts should adopt policies to thoroughly evaluate contracted commercial bus services

- The Department of Education and Workforce has developed a [Considerations for Selecting Commercial Charter Bus Services](#) support document to assist districts with the development of policies and procedures regarding commercial carriers
- Ohio Administrative Code [3301-83-19](#) is updated in accordance with these recommendations

OTHER PLANNING REMINDERS:

- **ORC [4511.63](#)- STOPPING AT RAILROAD GRADE CROSSINGS:** The operator of **any bus, any school vehicle**, before crossing at grade any track of a railroad, shall stop the vehicle and, while so stopped, shall listen through an open door or open window and look in both directions along the track for any approaching train or other on-track equipment, and for signals indicating the approach of a train or other on-track equipment, and shall proceed only upon exercising due care after stopping, looking, and listening as required by this section. This procedure may be reviewed in **OAC [3301-83-12](#)**.
- **"School vehicle"** means **any vehicle used for the transportation of pupils** to and from a school or school-related function if the vehicle is owned or operated by, or operated under contract with, a public or nonpublic school.
- **OAC [3301-83-18](#)-PASSENGER CAPACITY:** School bus seating will be provided permitting each passenger to sit in a position which provides maximum protection by the barrier and does not exceed the school bus manufacturer's rated capacity if applicable and will be **adjusted according to each passenger's individual physical size**.

ONBOARDING A NEW DRIVER

- The driver's information will need to be entered in the DRIVES platform in order to receive a driving pre-service completion certificate
 - Maintain all qualifications to keep the pre-service completion certificate
- The Driver passes semiannual driver record check through DRIVES (BMV-1 day)
- The Driver passes BCII State and Federal Background Check (Up to 30 days)
 - The district or employer must obtain a new report every six years with school bus and motor van driver re-certification [ORC 3327.10](#) (J) and (K)

STEP ONE: COMPLETE BACKGROUND CHECKS

- Ohio school bus and motor van drivers must submit fingerprints (using the reason for fingerprint code **3327.10**) through the BCI background check process as a condition of their initial employment. The State Board of Education will also use this background check to enroll school bus and motor van drivers into the Rapback Service. Please review the [Rapback](#) webpage for more information regarding enrollment in the Rapback system.
- **New users must create an OHID account and a user profile to access the CORE system and request a State ID.** Begin by navigating to <https://ohid.ohio.gov/>.

EXAMPLE OF A COMPLETED PHYSICAL COPY FOR DRIVER FILES



DAVE YOST
OHIO ATTORNEY GENERAL



Civilian Identification
Office 877-224-0043
Fax 866-750-0214

May 13, 2026

Ohio Dept. of Education
Attn. Office of Prof. Conduct
25 South Front St. 1st Floor
Columbus, OH 43215

CRIMINAL HISTORY RECORD CHECK
AUTHENTICATION NO. DWT011323856
ICN: E2026120000000123456

A criminal history record check was completed on the applicant listed below. The criminal history record may only be used for the purpose of determining the suitability of the applicant for employment or applicant's qualifications for licensing or employment.

Name: PUBLIC, JOHN Q. 1
Date of Birth: 12232000
Social Security Number: XXX-XX-0000
Completion Date: 20260513
Reason Fingerprinted: 3327.10

Bruce Pijanowski, Superintendent
Ohio Bureau of Criminal Investigation

Pursuant to Ohio Revised Code section 109.57(E)(2), BCI is authorized to provide only information relating to criminal convictions and guilty pleas. BCI is also only permitted to provide information regarding juvenile adjudications if the adjudication meets specific criteria listed in Ohio Revised Code section 109.57(E)(2) & (3).

P.O. Box 365 | London, Ohio | 43140
www.OhioAttorneyGeneral.gov



DAVE YOST
OHIO ATTORNEY GENERAL



Civilian Identification
Office 877-224-0043
Fax 866-750-0214

September 04, 2025

Ohio Dept. of Education
Attn. Office of Prof. Conduct
25 South Front St. 1st Floor
Columbus, OH 43215

CRIMINAL HISTORY RECORD CHECK
NO BCI CONVICTIONS ON FILE
AUTHENTICATION NO. BMT0123456789

The Ohio Bureau of Criminal Investigation (BCI) has completed a criminal history record check on the applicant listed below.

When authorized by law, an individual may have their criminal history sealed. In the event that an applicant has a sealed record, certain parties are permitted to receive such information to determine whether an applicant is legally disqualified from performing specific work.

Sealed records are disclosed based upon the Reason Fingerprinted, as submitted on the background check transaction and listed below. Sealed criminal histories will be provided in a manner consistent with the reason that the records are requested, regardless of the destination of the result. There are no convictions on file with this office for this applicant.

Name: PUBLIC, JOHN Q.
Date of Birth: 01022000
Social Security Number: XXX-XX-0000
Completion Date: 20250904
Reason Fingerprinted: 3327.10

This letter is valid for one year from the record check completion date. This letter may be photocopied by the prospective employer and retained by the applicant.

Bruce Pijanowski, Superintendent
Ohio Bureau of Criminal Investigation

Pursuant to Ohio Revised Code section 109.57(E)(2), BCI is authorized to provide only information relating to criminal convictions and guilty pleas. BCI is also only permitted to provide information regarding juvenile adjudications if the adjudication meets specific criteria listed in Ohio Revised Code section 109.57(E)(2) & (3).

P.O. Box 365 | London, Ohio | 43140
www.OhioAttorneyGeneral.gov



RAPBACK ENROLLMENT PROCESS AND EMPLOYER ASSOCIATION

- Districts and Employers will need to verify that the school bus or motor van driver has obtained an OH|ID and has been properly associated with their organization.
 - ***Drivers will need to know the district or employer IRN to do so.***
- The district or employer will then need to log into **CORE** and approve the associations.
- ***REMEMBER!*** The driver is ***not qualified*** for employment ***unless the driver has been enrolled in the retained applicant fingerprint database (Rapback) by the State Board of Education*** according to division (B) of ORC 3319.316 and division (J)(4) of [ORC 3327.10](#).

Rapback Annual Reaffirmation Requirements



Schools and districts must reaffirm their enrollees each school year to ensure only active personnel remain in the system.

Who Must Be Re-Confirmed

The Rapback Authorized Representative must re-confirm any 'Pending' bus/van drivers and non-licensed personnel who will be working during the 2026–2027 school year.

Newly Hired Staff

Any newly hired non-licensed personnel, contractors, and drivers must be properly registered and enrolled in Rapback within 30 days of hiring.

Failure to Re-Confirm

Personnel still 'Pending' who are not re-confirmed will be unenrolled. Re-enrollment requires a new BCI background check plus additional steps.

Drivers and Non-Licensed Personnel

Status	Description	Required Action
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ON HOLD

The State Board is still awaiting a current background check for the individual.

Individual must complete a new background check before status can advance to Pending.



PENDING

The State Board has a current background check on file and is awaiting approval confirmation from the school/district.

Authorized Representative must confirm the individual to advance to Approved status.



APPROVED

The school/district has approved the individual's association.

Individual is actively enrolled in Rapback.

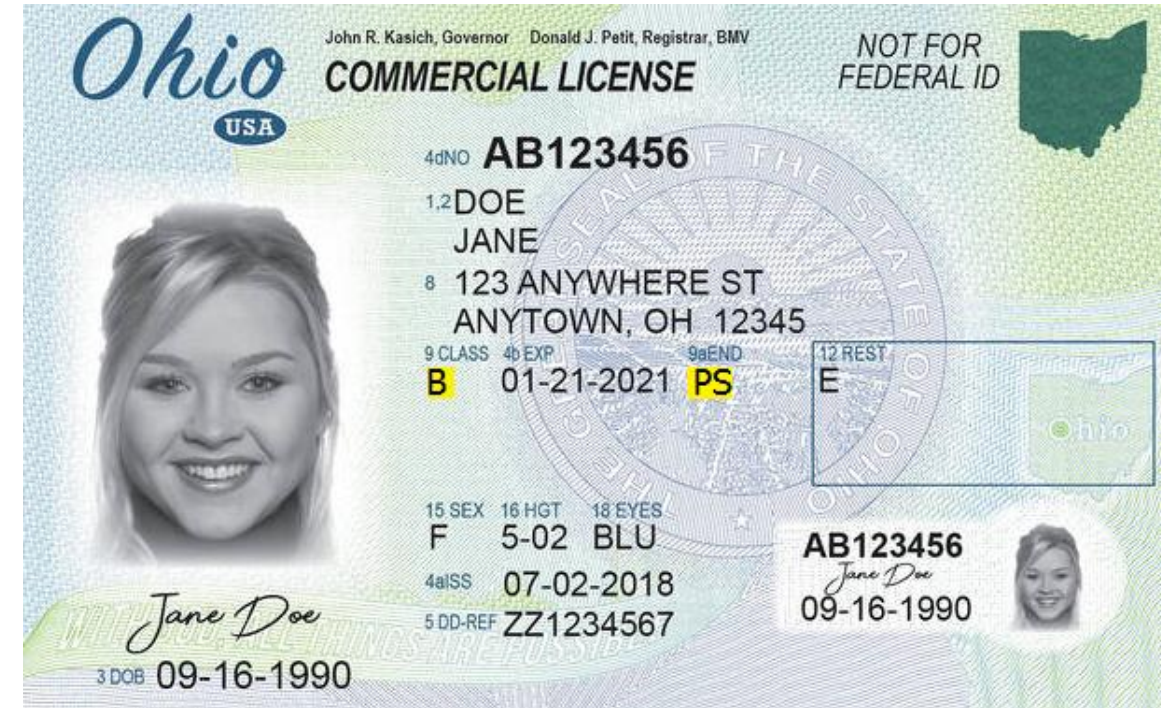
STEP TWO: QUALIFICATION REQUIREMENTS FOR SCHOOL BUS OR MOTOR VAN DRIVER

- ✓ Drivers must understand the of the role of pupil transportation and of all federal and state qualifications.
- ✓ Drivers must be of legal age and have at least two years of driving experience. (ORC 3327.10 ; OAC 3301- 83-06 (B))
- ✓ **School bus drivers** will hold a valid **commercial driver's license** (CDL), with **school bus (S) and passenger (P) endorsements**; and be familiar with the vehicle the operate)ORC 4511.76 (G) (3)).
- ✓ Districts/employers must perform an initial and semi-annual driver record checks, retaining records for six years.
- ✓ Drivers are disqualified from operating a vehicle if they have:
 - a. More than **six points** on their driver's license during the **past two years**;
 - b. A conviction of driving while under the influence of alcohol and/or a controlled substance within the past **ten years**;
 - c. **Two** (or more) **serious traffic violations**, as defined in division (II) of ORC 4506.01, within the **past two years**;
 - d. Any **railroad crossing violation** within the past year as evidenced by a conviction, video, or a report by a railroad official; or
 - e. Any other disqualifying offense, as set forth in OAC 3302-83-23.

Districts or employers may adopt more stringent standards.



- ✓ The motor van driver must have a current, **valid** driver's license and show proof of financial responsibility (insurance), either personally or through the district/employer insurance, meeting minimum liability requirements pursuant to ORC 4509.101 and ORC 3327.09.
- ✓ The driver must complete pre-service and in-service training requirements as specified in OAC 3301-83-10.
- ✓ The driver must be deemed physically qualified as determined by OAC 3301-83-07, verified through a T-8 physical examination.





- ✓ The driver must complete a negative pre-employment drug test. Districts and employers are responsible for implementing drug and alcohol testing for motor van drivers and imposing standards for motor van driver disqualification pursuant to [OAC 3301-83-06 \(B\)](#).



- ✓ **CDL Holders:** Participation in drug and alcohol testing as mandated by the federal motor carrier safety administration (FMCSA) pursuant to 49 C.F.R. 382. Individuals who refuse to participate in testing are disqualified from operating a school bus.



- ✓ The driver must be physically capable of safely and appropriately lifting and managing preschool and special needs children as necessary.
- ✓ The driver must be able to cope with stressful situations.
- ✓ The driver must make a commitment to obtaining or upgrading skills through formal and in-service training.

STEP THREE: **MOTOR VAN DRIVER**

REGISTER AND COMPLETE ALL DRIVER TRAINING REQUIREMENTS

[OAC 3301-83-10 \(B\)](#)

- A **valid Pre-service training certificate** is required to legally operate a school vehicle with students onboard.
- All motor van drivers must complete the **Ohio Pre-service Motor Van Driver Training Program**, which covers safe operation techniques for authorized school transportation vehicles.

The online course is moving to Ohio Learns in June 2026. More information will be provided by your regional pre-service office and DEW communications.

Motor Van Driver training will include completion of the following:

- A four-hour minimum Ohio preservice driver curriculum. A current school bus driver certificate may also fulfill the curriculum component of training;
- A successful pre-trip inspection and post-trip inspection,
- A driving performance evaluation and review by a certified on-the-bus instructor, or by another individual employed and designated by an educational service center, school or district, demonstrating that the driver is accustomed to the vehicle. [OAC 3301-83-05 \(D\)\(2\)](#)
- Driver T-8 physical entered in Drives
- Driver training information recorded properly and on file with the district/employer.

PRESCHOOL AND SPECIAL NEEDS STUDENTS ON A VAN

- The district or employer will provide additional training.
- This training must be completed prior to operating a motor van with preschool and special needs children on board and will include:
 - (a) Appropriate behavior management, including bullying behaviors;
 - (b) Physical handling;
 - (c) Effective communication;
 - (d) Use and operation of adaptive equipment;
 - (e) An understanding of related behaviors and/or the particular disabling conditions; and
 - (f) Administer health care according to their qualifications and the needs of the student.

LOCAL CERTIFICATE

School Vehicle Driver Employer Certificate

Name of Driver _____

School District/Employer _____

Position _____

This is to certify under ORC 3327.10 that the above-named person is at least eighteen years of age and is qualified physically and otherwise for such position in accordance with the rules adopted by the Department of Education and Workforce prescribing qualifications for drivers of school buses and other vehicles used for student transportation.

Issued this _____ day of _____, 20 _____

Superintendent/Employer Signature _____

- All school bus or motor van drivers must be issued a local certificate by their employer, per [ORC 3327.10](#). This certificate is required in addition to the pre-service training completion certificate issued through the pre-service training program.

STEP THREE: SCHOOL BUS DRIVER

REGISTER AND COMPLETE ALL SCHOOL BUS DRIVER TRAINING REQUIREMENTS [OAC 3301-83-10\(A\)](#),

- Drivers must complete at least 12 hours of on-the-bus instruction before being assigned to transport students.
- Drivers must complete a minimum of 15 hours of classroom pre-service instruction before operating a school bus with pupils onboard.
- Drivers must demonstrate familiarity with all training topics at the end of the pre-service program.
- Prior to a school bus driver training certificate being issued, all records of the training time, test scores, names, districts and other documentation of on-the-bus instruction will be maintained and filed with the Department.

Before transporting students, new drivers must:

- ✓ Observe a route with an experienced school bus driver and students onboard.
- ✓ Drive a route themselves, accompanied by an experienced driver with students onboard.
- ***This information will be reported on the T9 form which must be entered in the DRIVES system by the district or employer, training documents are to be uploaded, signed and submitted to the pre-service office.***
- *Copies of original records are to be maintained by the school bus owner.*

PRESCHOOL AND SPECIAL NEEDS STUDENTS

- The district or employer will provide additional training.
- This training must be completed prior to operating a school bus with preschool and special needs children on board and will include:
 - (a) Appropriate behavior management, including bullying behaviors;
 - (b) Physical handling;
 - (c) Effective communication;
 - (d) Use and operation of adaptive equipment;
 - (e) An understanding of related behaviors and/or the particular disabling conditions; and
 - (f) Administer health care according to their qualifications and the needs of the student.

School bus and other motor van drivers are required to complete four hours of annual in-service training to maintain their training certificate.

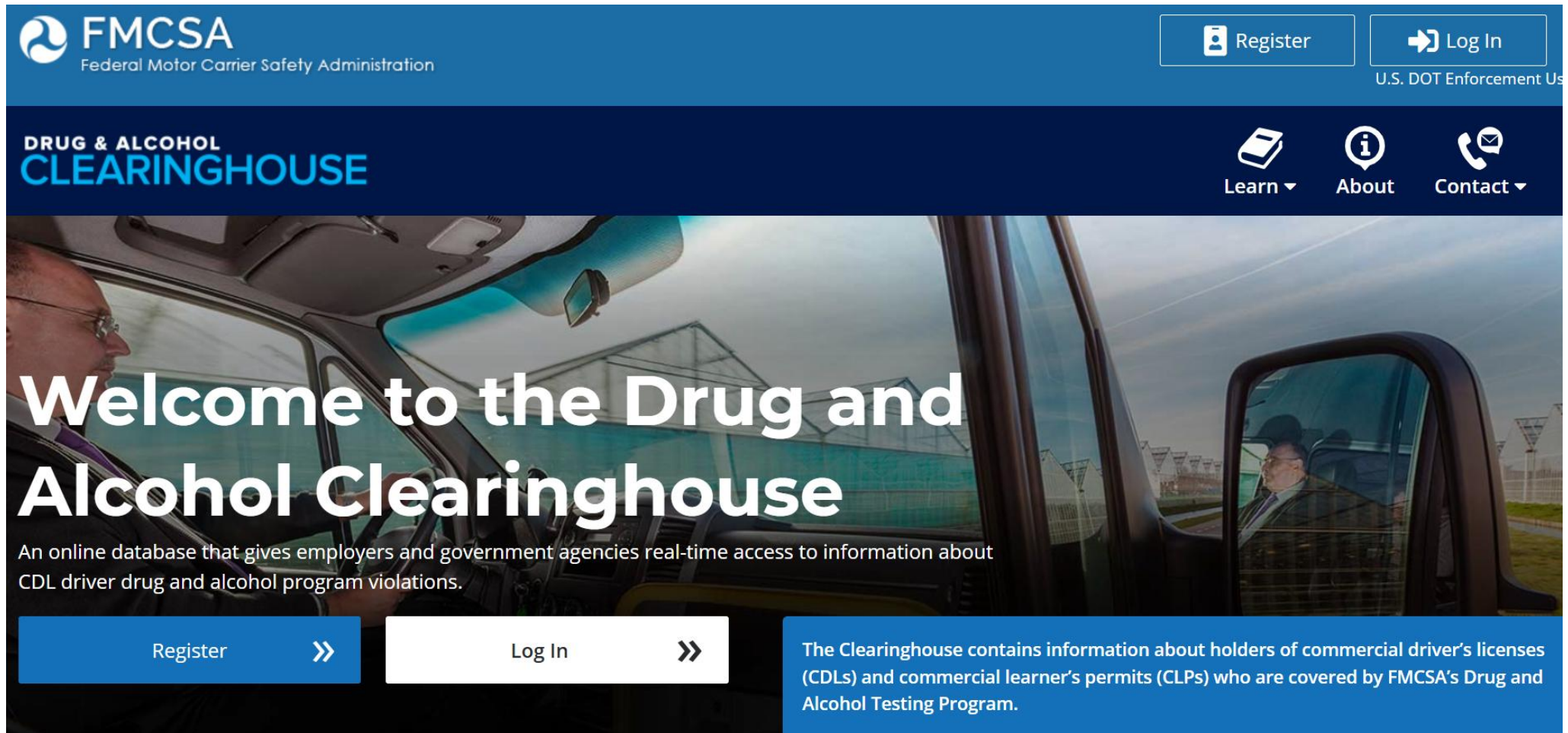
The Ohio Department of Education and Workforce	
Pre-Service School Bus Driver Training Program	
Certificate of Completion	
This is to certify that	

Has satisfactorily completed the Competency-Based Ohio Pre-Service School Bus Driver Training Program for prospective school bus drivers.	
Issued <u>10</u> day of <u>December</u>	
This certificate is good for six (6) years from date of issue.	
<u>Joseph Dietrich</u>	<u>12/10/2021</u>
Instructor/Ohio Pre-Service Driver Training	Date
<u>Craig Kupferberg</u>	<u>12/10/2021</u>
Sponsoring Superintendent	Date
	



CDL Holder Qualifications

Participation in drug and alcohol testing as mandated by the federal motor carrier safety administration (FMCSA) pursuant to 49 C.F.R. 382. Individuals who refuse to participate in testing are disqualified from operating a school bus. Employer must have a signed Clearinghouse consent form in the driver's file to run annual query.



FMCSA
Federal Motor Carrier Safety Administration

**DRUG & ALCOHOL
CLEARINGHOUSE**

[Register](#) [Log In](#)

[Learn](#) [About](#) [Contact](#)

Welcome to the Drug and Alcohol Clearinghouse

An online database that gives employers and government agencies real-time access to information about CDL driver drug and alcohol program violations.

[Register](#) [Log In](#)

The Clearinghouse contains information about holders of commercial driver's licenses (CDLs) and commercial learner's permits (CLPs) who are covered by FMCSA's Drug and Alcohol Testing Program.

Meet Physical requirements OAC [3301-83-07](#). Must be physically capable of safely lifting and managing students. This must be completed, signed and entered into DRIVES between May 1st and August 31st for the driver to stay active

Department of
Education &
Workforce

Driver/Employer T-8 FORM
School Transportation Driver Medical Form

A. To be Completed by Applicant (Print or Type)

Last NameFirst NameMI

Home AddressCity/State/Zip

CDL or Operator License (OL) #StateCDL/ OL Expiration DateDOB

Most Recent Preservice Date: MonthYear

I hereby release the information on this form to the designated authorities for evaluation purposes.

Driver/Applicant Signature:

B. To be Completed by Employer (Print or Type)

School District, Community School or Contractor Name

District IRNCountyContractor License Number

Most Recent Employer Inservice Date:

This Individual Will Be Employed to Operate:School BusSchool Van

DateSignature of Vehicle Owner/DesigneePrinted/Typed Name

Special Instructions for Blood Pressure Checks:

If the doctor has circled P-90 day on the physical form, the T8 expires in 90 days unless the driver obtains a blood pressure reading at 90 days. This reading must be recorded on the T-8 form.

An additional blood pressure must be taken at 6 months, recorded on the T-8 form and reported to in the departments web-based reporting system.

THIS FORM MUST BE ATTACHED TO THE PHYSICIAN'S T-8 FORM TO BE VALID

Department of
Education &
Workforce

This form must be attached to the Driver / Employer T8 form to be valid

Driver Name: FirstMI>LastDate of Birth (M/D/Y) / /

1	Has no loss of a foot, a leg, a hand, fingers or an arm.	P	F	☐ Missing limb waiver required
2	Has no impairment of the use of a foot, a leg, a hand, fingers, or an arm or limitations which is likely to interfere with a person's ability to control and safely operate a school bus or motor van.	P	F	☐ Insulin waiver required
3	Has no established medical history or clinical diagnosis of diabetes mellitus currently requiring insulin for control. ** Annual urinalysis screening for glucose is required. If glucosuria is detected, a physician's statement regarding the potential condition of diabetes mellitus and any required treatment is to be attached.	P	F	☐ Glucosuria Statement
4	Has no current clinical diagnosis of myocardial infarction, angina pectoris, coronary insufficiency, thrombosis, or any other cardiovascular disease of a variety known to be accompanied by syncope, dyspnea, collapse, or congestive cardiac failure. A person with a history of cardiovascular surgery or abnormality shall be given a more stringent examination (example: stress testing, Holter monitoring, angiography or other examinations) to determine whether or not surgery or abnormality is likely to impair a person's ability to control, inspect, and safely operate a school bus or motor van. If it is determined the surgery or abnormality is not likely to impair the ability, the examining physician will provide certification to that effect with the examination report. Note: Implantable Cardioverter Defibrillators are installed to address an ongoing underlying cardiovascular condition and that syncope or collapse is likely to occur as a result of both the underlying cardiovascular condition as well as when the ICDs discharge. Therefore, ICDs are medically disqualifying and individuals with an implanted defibrillator may not operate a school bus or motor van.	P	F	☐ Cardiovascular Statement
5	Has no history of transient ischemic attack (TIA), carotid insufficiency, cerebral vascular accidents (stroke) or other vascular abnormalities which are unstable or uncontrolled and/or likely to interfere with a person's ability to control and safely operate a school bus or motor van.	P	F	
6	Has no established medical history or clinical diagnosis of respiratory dysfunction likely to interfere with a person's ability to control and safely operate a school bus or motor van.	P	F	
7	Please record BP in margin where indicated. Blood Pressure at or below 160/90 is passing. If initial BP is 161-180 systolic and/or 91-104 diastolic a non-renewable temporary certificate may be issued for up to 90 days. BP must be checked again prior to the expiration of the temporary certificate. Blood pressure must be at or below 160/90. If not, driver is disqualified. Driver must be checked again within 6 months and must be at or below 160/90. Blood Pressure exceeding 180 systolic or 104 diastolic is failing.	P	F	Initial reading BP: / P-90 day BP: / Date: 6-month Reading BP: /
8	Has no established medical history or clinical diagnosis of rheumatic, arthritic, orthopedic, muscular or neuromuscular disease which is likely to interfere with a person's ability to control and safely operate a school bus or motor van.	P	F	
9	Has no established medical history or clinical diagnosis of epilepsy or any other seizure disorder and has no other condition which is likely to cause loss of consciousness or any loss of a person's ability to control and safely operate a school bus or motor van.	P	F	
10	Has no mental, emotional, nervous, organic or functional disease or psychiatric disorder which is likely to interfere with a person's ability to control and safely operate a school bus or motor van.	P	F	
11	Has distant visual acuity of at least 20/40 (Snellen) in each eye without corrective lenses or visual acuity separately corrected to 20/40 (Snellen) or better with corrective lenses, distant binocular acuity of at least 20/40 (Snellen) in both eyes with or without corrective lenses, field of vision of at least seventy degrees in the horizontal meridian in each eye, and the ability to recognize the colors of traffic signals and devices showing standard red, green, and amber. Persons may use corrective lenses to attain these standards.	P	F	
12	Screening audiometer test does not indicate an average hearing loss in the better ear greater than 40 decibels at 500 Hz, 1000 Hz, and 2000 Hz with or without a hearing aid when the audiometric device is calibrated to "American National Standard" (formerly ASA standard) Z24.5 (Hearing in at least one ear must meet the preceding criteria.) N/A only available to employees of Ohio Deaf and Blind Education Services pursuant to OAC 3301-83-07 (D/13)	P	F	☐ N/A
13	Has no current clinical evidence or clinical record of use of illegal substances and has no current clinical evidence or clinical record of use of legally prescribed medication which is likely to interfere with a person's ability to control and safely operate a school bus or motor van.	P	F	
14	Has no recent history of alcohol abuse and has no current clinical diagnosis of alcoholism.	P	F	
15	Has no neurologic deficit that would impair a person's ability to control and safely operate a school bus or motor van.	P	F	
16	Does not show clinical evidence of active pulmonary tuberculosis or other communicable diseases.	P	F	
17	Has the speech and other communication capabilities to give clear and understandable directions or commands.	P	F	

I hereby certify the above applicant has been examined by me in accordance with the medical requirements for school transportation drivers as contained on this form. I have also reviewed the physical activities the school transportation driver/applicant may be required to perform.

☐ Applicant passes unconditionally

☐ Applicant passes conditionally missing limb waiver

☐ Applicant passed conditionally - insulin waiver required

☐ Applicant passed conditionally - glucosuria statement

☐ Incomplete - does not meet these standards

DatePhysician SignatureState Board No

QUESTIONS?

SCHOOLBUS@EDUCATION.OHIO.GOV



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