

School Bus Driver Certification Checklist

THIS CHECKLIST IS A RESOURCE FOR CANDIDATES TO USE WHEN APPLYING FOR OHIO PRE-SERVICE SCHOOL BUS DRIVER TRAINING CERTIFICATION. ADDITIONAL INFORMATION IS AVAILABLE ON THE DEPARTMENT'S [DRIVER TRAINING WEBPAGE](#).

STEP ONE: COMPLETE BACKGROUND CHECKS.

Ohio school bus drivers submit fingerprints (using the reason for fingerprint code **3327.10**) through the BCI background check process as a condition of their initial employment. After the State Board of Education approves the applications, the Office of Professional Conduct enrolls the newly licensed educators 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 an Educator State ID. Begin by navigating to <https://ohid.ohio.gov/>. Please review information on the [Help Logging In webpage](#) if you need assistance with setting up your OHID account.

- Districts and Employers will need to verify that the driver has obtained an OHID and has been properly associated with their organization. **Drivers will need to know the district or employer IRN to do so.** The district/employer will then need to log into CORE and approve the associations.

The district or employer must obtain a new report every six years with driver re-certification pursuant to divisions (J) and (K) of [ORC 3327.10](#). Background check records must be maintained by the employer or school district for a minimum of six years. **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.**

STEP TWO: MEET DRIVER QUALIFICATIONS.

The following personnel requirements are mandated in Ohio Revised Code(s) [\(ORC\) 3327.10](#), [ORC 4511.76](#), Ohio Administrative Code(s) [\(OAC\) 3301-83-06 \(B\)](#), [OAC 3301-83-07](#), and [OAC 3301-83-10](#), for school bus drivers. Successful completion of these requirements allows school districts in Ohio to use school bus drivers to meet transportation needs in compliance with state regulations:

- The driver must have an understanding of the role of pupil transportation in the educational program and meeting all the qualifications established by federal rules and state laws.
- The driver must be of legal age with a minimum of two years of driving experience. ([ORC 3327.10](#) ; [OAC 3301-83-06 \(B\)](#))
- The employer or school district must complete an initial and semi-annual driver record checks for which records must be maintained by the employer and/or school district for a minimum of six years. Drivers with any of the following are disqualified from operating a vehicle:
 - 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; or
 - d. Any railroad crossing violation within the past year as evidenced by a conviction, video, or a report by a railroad official..
 - e. Any other disqualifying offense, as set forth in r [OAC 3302-83-23](#).

Please note that a district or employer may adopt more stringent or additional qualifications.

- All drivers are to hold a valid driver’s license, and school bus drivers will hold a valid commercial driver’s license (CDL), with school bus (S) and passenger (P) endorsements, in accordance with [ORC 4506.03](#) and [ORC 4506.12](#).
- The driver must provide proof of financial responsibility/motor vehicle insurance pursuant to [ORC 4509.101](#) or be insured by the employer or district insurance provider. Motor vehicle liability insurance for injuries to persons and property must satisfy or exceed procurement amounts set forth in [ORC 3327.09](#).
- The driver must complete pre-service and in-service training as specified in [OAC 3301-83-10](#). *Driver training requirements will be outlined further in **Step Three**.*
- The driver must be deemed physically qualified as determined by [OAC 3301-83-07](#).
- The driver must register with the FMCSA Clearinghouse as a CDL holder; All employers must query the Clearinghouse before hiring a driver, using the driver’s consent.
- The driver must have a negative pre-employment drug test.

- The driver must participate in random 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 when necessary.
- The driver must have the ability to cope with stressful situations.
- The driver must make a commitment to obtaining or upgrading skills through formal and/or in-service training.

STEP THREE: REGISTER AND COMPLETE ALL DRIVER TRAINING REQUIREMENTS.

A valid Pre-service training certificate is required for any individual to legally operate a school bus with students on board in Ohio. Before a school administrator or contractor may issue a certificate to qualifying drivers to be employed to operate a school bus, drivers will successfully complete the Ohio pre-service school bus driver training program. Successful completion of training, annual in-service training, and the driver qualifications are documented in the department of education and workforce's web-based School Foundation Payment System (SFPS) and through a school bus driver training completion certificate issued by an Ohio pre-service school bus driver training instructor, which expires six years from the date of issuance.

Pursuant with [OAC 3301-83-10 \(A\)](#), this training will include completion of:

- A minimum of twelve hours of on-the-bus instruction will be completed prior to a driver being assigned to operate a school bus with pupils on board.;
- A minimum of fifteen hours of pre-service classroom instruction prior to operating a school bus with pupils on board.
- The school bus driver will demonstrate familiarity with the topics covered in the pre-service training at the completion of the pre-service training.
- After the driver has received a school bus driver training certificate and before transporting pupils, the driver will observe a route with an experienced driver with students onboard; and drive a route with an experienced driver and students onboard.

Prior to a school bus driver training certificate being issued, records of time, test scores, names, districts and other documentation of on-the-bus instruction will be maintained and filed with the department of education and workforce. ***This information will be reported on the T9 form which must be entered in the SFPS system by the district or employer, signed and submitted to the pre-service office.*** *Copies of original records are to be maintained by the school bus owner.*

For drivers who transport preschool and special needs students, each district or employer will provide additional training. Such training will 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.

In addition to successfully completing pre-service school bus driver training, drivers are required to complete four hours of annual in-service training to maintain their training certificate. Records of the training should be kept on file by the employer. School districts and employers are to ensure that all regular and substitute drivers complete this annual training. Training topics may be further reviewed in [OAC 3301-83-10 \(C\)](#).