

Qualifications Requirements for On-vehicle Transportation Staff

		Authority	Code reference	School Bus Driver			Bus Aide/Attendant			Vehicle other than school bus			Resources
				Applicant	Annual	6 year	Applicant	Annual	5 year	Applicant	Annual	6 year	
1	Written application	best practice		yes			yes			yes			
2	Employment references	best practice		yes			yes			yes			
3	FMCSA-Clearinghouse	Federal	49 CFR Part 383	yes									Forms available on Ohio Department of Education Transportation website
4	Physical (T-8)	State	ORC 3327.10 OAC 3301-83-07	yes	yes					yes	yes		Physicians' forms from Ohio Department of Education
5	BCII State background check	State	ORC 3319.39 ORC 3327.10 OAC 3301-83-06	yes		see note	yes		see note	yes		see note	Obtained through BCII
6	BCII Federal background check	State	ORC 3319.39 OAC 3301-83-06	yes		yes	yes		yes			yes	Obtained through BCII
7	Motor Vehicle Records Check	State	ORC 3327.10 OAC 3301-83-06	yes	semiannual		no			yes	semiannual		Obtained through Ohio Department of Education web reporting
8	Drug Testing	Federal	49 CFR Part 383	yes	random					employer policy			Obtained through DOT licensed drug testing provider
9	Alcohol Testing	Federal	49 CFR Part 383		random					employer policy			Obtained through DOT licensed drug testing provider
10	Superintendent/Employer Certificate	State	ORC 3327.10 OAC 3301-83-06	yes	yes					yes	yes		Sample form available on Ohio Department of Education Transportation website
11	Report driver data to Ohio Department of Education	State	ORC 3327.10	yes	yes	yes				yes	yes	yes	Must be reported through Ohio Department of Education web reporting system
12	Inservice	State	OAC 3301-83-10		4 hrs			4 hrs			2 hrs		Provided and documented by each employer
13	Ohio Preservice Training	State	OAC 3301-83-10	yes		yes				yes		yes	Obtained through Preservice program, Ohio Department of Education
14	Current Valid CDL with S/P	State, Fed	ORC 4506	yes	yes								Driver responsibility Employer should have a current copy.
15	Must be of legal age & 2 years driving experience	State	OAC 3301-83-06	yes						yes			
16	Physically capable of lifting and managing preschool and special needs children when necessary	State	OAC 3301-83-06	yes	yes		yes	yes		yes	yes		
17	Ability to cope with stressful situations	State	OAC 3301-83-06	yes	yes		yes	yes		yes	yes		

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.

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