

Qualifications Requirements for On-vehicle Transportation Staff

| | | Authority | Code reference | School Bus Driver | | | Bus Aide/Attendant | | | School Van Driver | | | 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 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5 | TB test | State | OAC 3301-15-04 | no longer required | | | no longer required | | | no longer required | | | Rule rescinded 9/1/2008 |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 | | | 4 hrs | | | 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 | Must be of legal age, 2 years driving experience | 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 January 2019 |
| | | | 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. | | | | | | | | | |