

## **New Diana ISD Requirements To Be A School Bus Driver**

This information is provided to you to help you through the process and requirements in order for you to complete your obligation to the district in driving a school bus. We are here to help you. Please contact us any time you have a question.

**Acceptable driving record check** \$0; Texas Department of Public Safety (DPS) Database. The NDISD Transportation Department will need to make a copy of your driver's license. New Diana ISD uses the Bus Driver Point system. This point system was developed by the Texas Department of Public Safety, and driving offenses are categorized into 3, 5 and 10 points increments. Point totals above the 10 point threshold may result in the district choosing not to allow the driver to transport students. A review of all driving records will be evaluated at least once annually.

**DOT Physical** - District pays; must be done at Longview Occupational Clinic. You can get the information to schedule an appointment through the NDISD Transportation Department. This must be completed at least once annually, and must be presented along with your CDL driver's license anytime a peace officer requests to view it.

**Drug Screen** - District schedules and pays. You will be notified within two hours of the test per the DPS. You must report for testing when requested to do so. These drug screens are also conducted on district grounds randomly following the initial screening.

**Federal Motor Carrier Safety Administration (FMCSA) Drug & Alcohol Clearinghouse** - All CDL holders must be registered.. When you register for your drug screen, that information will be used by Southwest Consortium to register you into the FMCSA database.

**20-hour Bus Driver Certification class** Region VII, 3 days, 20 hours. District pays. Contact the NDISD Transportation Department to schedule your training. This can be done before, during, or after the Class B CDL Theory and Behind the wheel training is complete. Every 3 years, the certification must be renewed in a 1 day, 8 hour training.

**Commercial Learner Permit (CLP) CDL with passenger and school bus endorsement** There are 5 written tests which must be passed at the DPS offices. This is good for 90 days, and must be renewed until you attain your CDL License. *NOTE: Must be completed before attending the Class B CDL Theory and Behind the Wheel training.*

**Class B CDL Theory** Federal Motors Carriers Safety Administration (FMCSA) requirement. District pays \$400. Approximately 17 hours of online training and 8-10 hours in person training. Numerous hours on your own time, including time at the bus shop preparing for the CDL Inspection & Skills test. You may choose to use another ELDT Training entity, however, the district has discretion whether or not to reimburse you for the cost. The maximum amount of any reimbursement is \$400.00 and must be approved prior to beginning the training. Please check with the NDISD Transportation Department before securing another entity. **NOTE: You must complete and pass the CDL Skills Test and remain employed with New Diana ISD including driving a bus when necessary for at least two years or you will be required to reimburse the district the cost of the training course (\$400.00).**

Antonio Romero, in New Boston, Texas, and an employee of Bowie County Schools provides ELDT training for new drivers. The training program includes the required **online/theoretical training**, which is about 17 hours of online training, and **two in person training sessions or behind-the-wheel training**. During the in-person sessions, drivers are prepared for the CDL test. The following are covered; pre-trip inspection, air brake test, skills test and the driving portion of the test. You will practice student pick ups, how to manage railroad crossings, emergency stops and student management. On

average, you will spend about 8-10 hours between the two sessions. After the first training session, each individual is expected to return to their ISD and practice the pre-trip and air brake tests on their own before meeting a second time. During the second training session, you will perform the pre-trip inspection and the air brake test to gauge your readiness for the actual CDL test. From there, you will practice the skills tests, which consists of backing the bus up into three different positions, followed by student pick ups, railroad crossings and driving the bus. After the second session, you are encouraged to drive the bus at your ISD and again, practice what you went over in the prior session before taking the actual CDL test. Antonio Romero can train up to three people at a time during the first session and no more than two during the second session due to the amount of driving required. He offers this service during the evenings and on Saturdays.

### **Skills/Drive Test/Pre-Trip:**

Driver schedules with the DPS CDL Skills Test Center. Kilgore is the nearest testing location. The driving test consists of a basic vehicle inspection (lights and air brake test), pre-trip inspection and also a parallel/off-set parking maneuver test and a skills test drive.

### **Pay for CDL Class B License with S & P Endorsements**

Drivers pay for the CDL license at the CDL SKills Center once they pass the test.

### **List of Items needed for a completed file:**

- ☐ Driving record check
- ☐ Current DOT physical, and completed annually thereafter.
- ☐ new employee drug screen and complete random drug testing as directed.
- ☐ Current 20-hour bus driver certification, and updated every 3 years thereafter.
- ☐ CDL Learner Permit
- ☐ Entry level Driver Theory training and,
- ☐ Behind-the-wheel training
- ☐ CDL Inspection and Skills Tests completed and passed.
- ☐ CDL with P/S (passenger and school bus) endorsements, and renewed as per DPS directives.
- ☐ Driver evaluation
- ☐ Current copies of all related forms and documents, and completion of application documents.
- ☐ Cleared by the District Administration to operate a bus with students

**You must complete all the steps above and share copies with the NDISD Transportation department, attain the full CDL Class B with S & P endorsements, keep your license and qualification updated and remain employed with New Diana ISD for at least two years. Failure to complete the requirements above once started, will result in the district reducing your final yearly annual salary payment by \$400\*\*\*. I acknowledge by signing below I have read the above information, and I have asked questions to verify I understand all of the above.**

**Employee Signature** \_\_\_\_\_ **DATE** \_\_\_\_\_

**District Administrator** \_\_\_\_\_ **DATE** \_\_\_\_\_

\*\*\*Employee Completed the requirements on DATE \_\_\_\_\_ Admin Initials \_\_\_\_\_

## Individuals already possessing a Class A CDL

Individuals already possessing a Class A CDL but needing the P and S endorsements to drive a school bus will require a written test over chapters 4 and 10 at the DPS office prior to the FMCSA Required CDL Theory and Behind the Wheel Training.

### Required documents and/or background information required

The NDISD Transportation Department must have on file copies of all related documents for the operation of a district bus. These include copies of;

- ☐ Current DOT physical
- ☐ Current 20-hour bus driver certification
- ☐ Entry level Driver Theory training, and
- ☐ Behind-the-wheel training (Contact the Transportation office for more information)
- ☐ CDL with P/S (passenger and school bus) endorsements. The DPS Skills test is not required for current CDL Class A license holders.
- ☐ Current copies of all related forms and documents, and completion of application documents.

In addition to copies of documentation of the above, New Diana ISD will conduct the following;

- ☐ Driving record check
- ☐ New employee drug screen and FMCSA review. You should be registered with FMCSA already.
- ☐ Driver evaluation
- ☐ Cleared by the District Administration to operate a bus with students

Employee Signature \_\_\_\_\_ DATE \_\_\_\_\_

District Administrator \_\_\_\_\_ DATE \_\_\_\_\_

\*\*\*Employee Completed the requirements on DATE \_\_\_\_\_ Admin Initials \_\_\_\_\_