

REQUIREMENTS FOR A PERMIT, ORIGINAL, OR RENEWAL OF A SCHOOL BUS DRIVER'S CERTIFICATE

REQUIREMENTS FOR A PERMIT	REQUIREMENTS FOR AN ORIGINAL CERTIFICATE	REQUIREMENTS TO RENEW A CERTIFICATE for a person who has held a certificate for the number of years indicated at the top of each column. READ DOWN each column as appropriate.		
		ONE YEAR OR TWO YEARS Expired less than 12 months	THREE YEARS Expired less than 12 months	FOUR YEARS OR MORE Expired less than 12 months
Correct Commercial Driver's License (CDL) with proper endorsements	Correct Commercial Driver's License (CDL) with proper endorsements	Correct Commercial Driver's License (CDL) with proper endorsements	Correct Commercial Driver's License (CDL) with proper endorsements	Correct Commercial Driver's License (CDL) with proper endorsements
Physical Examination	Physical Examination	Physical Examination	Physical Examination	Physical Examination
School Bus Skills Test	School Bus Skills Test			
Driving Record Check	Driving Record Check	Driving Record Check	Driving Record Check	Driving Record Check
One Fingerprint Card and Form 581-2283 (does not need to accompany application)	One Fingerprint Card and Form 581-2283 (does not need to accompany application)			
15 hours of Behind-the-Wheel (BTW) training**	15 hours of Behind-the-Wheel (BTW) training**			
Certified competent	Completion of Core Course	Core/Refresher Course within the last 4 years	Core/Refresher Course within the last 4 years	Core/Refresher Course within the last 4 years
	Possess a valid First Aid Card	Possess a valid First Aid Card	Possess a valid First Aid Card	Possess a valid First Aid Card
	Certified competent	Certified competent	Certified competent	Certified competent
		8 or 16 Hours of classroom training, including Core and First Aid, within past 4 years	24 Hours of classroom training, including Core and First Aid, within past 4 years	32 Hours of classroom training, including Core and First Aid, within past 4 years

* **NOTE: Air brake restriction must be removed if driver will operate buses equipped with air brakes.**

** Four hours Behind-the-Wheel (BTW) Training if applicant has regularly driven bus for 6 months during the past 3-year period. Bus must have been of a size and type that applicant is expected to drive.

APPROVED CLASSROOM TRAINING

UNIT NO.	I	II	III	IV	V	VI
CORE COURSE 2004	Qualifications, Bus Construction Standards 1 Hr.	Responsibilities & Regulations 2 Hrs.	Pupil Management 2½ Hrs.	Emergency & Accident Procedures 2½ Hrs.	Core Refresher 2004 (experienced drivers) 2 Hrs.	Core Refresher 2004 (experienced drivers) 2 Hrs.
FIRST AID	First Aid 2 Hrs.	First Aid 2 Hrs.	First Aid 2 Hrs.	First Aid 2 Hrs.	CPR 2 Hrs.	CPR 2 Hrs.
DDC	Sessions 1 & 2 2 Hrs.	Sessions 3 & 4 2 Hrs.	Sessions 5 & 6 2 Hrs.	Sessions 7 & 8 2 Hrs.	DDC 4 - Sessions 1 & 2 2 Hrs.	DDC 4 - Sessions 3 & 4 2 Hrs.
ADVANCES COURSES 2004	Laws & Liability 2 Hrs.	Special Driving Conditions 3 Hrs.	Pre-Trip 2 Hrs.	Field Trips 2 Hrs.	Brakes 2 Hrs.	Power Train 2 Hrs.
OTHER****	Fire Prevention & Control 2 Hrs.	Miscellaneous 2 Hrs.	Body Fluid Containment & Personal Protection 2 Hrs.	Public Relations 2 Hrs.	Review of Laws & Regulations 2 Hrs.	Accident Prevention & Analysis 2 Hrs.
MISC.****	Advanced Transportation of Special Needs 4 Hrs.	Advanced Pupil Management 2 Hrs.	Advanced Special Driving Conditions 2 Hrs.	Disaster Drills 2 Hrs.	TSWD (certifications ended 2002) 8 Hrs.	Advanced Reference Point Driving 2 Hrs.
TSWSN	Familiarization 1.5 Hrs.	Terminology 1 Hr.	Pupil Management 2 Hrs.	Lifts & Securement 2 Hrs.	Bus Emergencies 1.5 Hrs.	
SPECIAL****	1 Hr.	1.5 Hrs.	2 Hrs.	2.5 Hrs.	3 Hrs.	4 Hrs.

**** Outline must be submitted prior to teaching the course. Then Approval Letter must be submitted with the Form 581-2243 (School Bus Driver Attendance Record).