

APPLICATION FOR SCHOOL BUS DRIVER'S PERMIT OR CERTIFICATE

Section 1 - Applicant Information

Type of application:

Check if operating a non-school bus with more than 20 Passengers

Permit

Original Certificate

Certificate Renewal

Restricted (Type 21 Only)

| | | | | | | |
|--|-------|------------|---|---|----------------|---------------|
| Last Name | | First Name | | Middle Initial | Gender | Date of Birth |
| Other Names Previously Used (Separate with Commas) | | | | Social Security Number (See Notice on Back) | | |
| Driver's Mailing Address | | | Commercial Driver's License Number | | State of Issue | |
| City | State | Zip Code | Have you held a license in a state other than Oregon within the past three years? | | | |
| NO YES If yes, list state(s): | | | | | | |

This application is submitted with the full knowledge that any false or willful concealment of any material fact is sufficient grounds for refusal to issue or revocation of certificate. I understand the Oregon Department of Education will review my driving and criminal records, and may be provided with drug test results administered under FMCSA rules, to determine compliance with all requirements. Applicant is entitled to review his/her criminal history for inaccurate or incomplete information. In order to do this, the applicant will need to contact Oregon State Police (OSP) and ask to speak with someone about obtaining a Copy of their Own Record (COR). I HEREBY GRANT THE OREGON DEPARTMENT OF EDUCATION PERMISSION TO CHECK DRIVING AND CRIMINAL RECORDS TO BE IN ACCORDANCE WITH OAR 581-053-0050.

Signature, Applicant _____ Date _____

Section 2 - Behind-the-Wheel Training Information (Permit or Original Certificate)

I certify that the above applicant has completed behind-the-wheel training as required by Oregon Administrative Rules and has a completed performance check list on file.

Date Training Complete _____ BTW Trainer (Print) _____ Signature, BTW Trainer _____

Section 3 - Skills Test Information (Permit, Original Certificate, or Applicants over 70 years old)

| | | | | |
|---|--------------------|-----------------------------|------------------|--|
| Vehicle Information: (must match information on School Bus Skills Test form Rev. 12/24) | Passenger Capacity | Gross Vehicle Weight Rating | Skills Test Date | If BTW signature same as in Section 2, indicate reason: Applicant already possessed proper CDL Approval Letter from ODE attached |
|---|--------------------|-----------------------------|------------------|--|

I certify that the above applicant has passed a skills test as required by Oregon Administrative Rules. (Include a copy of the test with this application)

BTW Trainer (Print) _____ Signature, BTW Trainer _____

Section 4 - Classroom Training Information (Original Certificate or Certificate Renewal)

I certify that the above applicant has completed the classroom instruction as required in the Oregon Administrative Rules for an Original Certificate or Certificate Renewal.
(Leave blank for a Permit) NOTE: SIGNATURE MAY NOT BE SAME AS APPLICANT

Supervisor (Print) _____ Signature, Supervisor _____ Date _____

Section 5 - Supervisor Certification (All Applicants)

Transportation Entity in which the driver transports for (School District, Private School, Headstart, ESD)

Contractor (If Applicable)

I certify that the above applicant has demonstrated the knowledge and ability to satisfactorily perform the duties of a school bus driver as required and to the best of my knowledge, has driving and criminal records that comply with all requirements listed in OAR 581-053-0050. ODE will be notified if I learn of any change to the applicant's driving or criminal record that could disqualify them from driving under OAR 581-053-0050, or if the applicant has a positive drug or alcohol test. I will ensure that the applicant complies with all applicable OARs. NOTE: SIGNATURE MAY NOT BE SAME AS APPLICANT

Supervisor (Print) _____ Signature, Supervisor _____ Date _____

Return Email Address for Certificate _____

Section 6 - Medical Examiner Certificate Information (All Applicants)

Attach Form MCSA-5876 (Medical Examiner's Certificate) as a separate document. Changes to the Medical Examiner's Certificate may only be done by the Examiner.

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NOTICE FOR SOCIAL SECURITY INFORMATION

Providing your social security number on this form is voluntary.

If you choose to not disclose your social security number, this will not be a basis for denial of your certificate or any rights, services or benefits to which you are otherwise entitled.

If you do provide your number, it will be used as an additional identifier to search for any criminal record you may have. Your social security number will not be used for any other purpose. State and federal laws protect the privacy of your records.

CRIMINAL AND DRIVING BACKGROUND CHECK STANDARDS

OAR 581-053-0050 states, in part, that an applicant will be REFUSED a School Bus Driver's Permit or Certificate if the applicant has:

- (a) Has ever been convicted of a crime listed in ORS 342.143 (Forever Crime); or,
- (b) Is currently subject to mandatory registration reporting as a sex offender in this state or any other jurisdiction; or,
- (c) Has ever been convicted of a crime involving violence, threat of violence or theft. This shall not apply if the applicant or driver has been free from custody, probation and parole for the preceding three-year period from date of application; or,
- (d) Has ever been convicted of a crime involving activity in drugs or alcoholic beverages. This shall not apply if the applicant or driver has been free from custody, probation, and parole for the preceding three-year period from date of application; or,
- (e) Has had his or her driving privileges suspended by any state, within the preceding three-year period, for a cause involving the unsafe operation of a motor vehicle or because of driving record.
- (f) Is required to use an ignition interlock device (IID).
- (g) Has been convicted within the preceding three-year period of:
 - (A) Driving under the influence of intoxicants, as defined in ORS 813.010;
 - (B) Reckless driving, as defined in ORS 811.140;
 - (C) Fleeing or attempting to elude a police officer, as defined in under ORS 811.540;
 - (D) Failure to perform the duties of a driver involved in an accident or collision which results in injury or death of any person, as described in ORS 811.705; or
 - (E) An equivalent out of state conviction for any of the above.
- (h) Has had his or her driving privileges revoked or suspended as a habitual offender under ORS 809.600. This shall not apply if applicant or driver has had his or her driving privileges restored under ORS 809.660 for the preceding three years;
- (i) Has a driving record for the preceding three-year period that has an accumulation of 31 or more points based upon the following point system:
 - (A) Each chargeable accident shall have a value of 10 points. Applicable traffic code and preventability guidelines published by the National Safety Council and the Pupil Transportation Safety Institute may be used to determine if an accident is chargeable; and
 - (B) Each of the traffic violations on Table 1 shall have a value of 10 points.
 - (C) One point shall be subtracted from the total number of points for each full month, since the last chargeable accident or conviction, to the time of driving record check; however, all subtracted points will be reinstated if any additional qualifying convictions or chargeable accidents occur within the three-year calculation period.

ADDITIONAL INSTRUCTIONS FOR FILLING OUT APPLICATION

Section 1: Ensure that the type of application is correct before submitting. If applicant does not, or has not held within the last three years, an Oregon Driver License, submit out of state driving record(s).

Permit: For drivers that have successfully completed BTW training, but have not completed classroom requirements. A driver may not have a permit if they have had a permit or certificate within the last year. Permit's come with a conversion card so that they may be upgraded to certificates without another application after the completion of classroom training.

Original Certificate: For drivers who have not held a valid certificate within the last year. Driver has completed BTW and classroom training.

Certificate Renewal: For drivers who have held a valid certificate within the last year.

Restricted: A school bus permit or certificate issued to a driver of a Type 21 vehicles. (Non-school bus vehicles designed to transport more than 20 passengers). Driver must have a Passenger endorsement on their CDL. Also indicate if they are requesting a Permit, Original Certificate, or Certificate Renewal.

Section 2: Signed by the certified BTW trainer that conducted BTW training. Should match the signature date on the Performance Check List. Only used for Permit or Original Certificate.

Section 3: Signed by the certified BTW trainer who administered the School Bus Skills Test. Signature and requested vehicle information should match the signature on the School Bus Skills Test Form, and cannot be the same as the BTW trainer who did the training unless the applicant already possessed the proper CDL prior to training. Only used for Permit, Original Certificate, or Applicants over 70 years old. For applicants over 70, the test shall be no more than 30 days old. For all other tests, the test shall be no more than one year old.

Section 4: The supervisor is signing that all of the appropriate classroom training is complete for an Original Certificate or for a Certificate Renewal. Leave blank if the application is for a permit.

Original Certificate Requirements: 8 hours Core Class (Sections 1-4) and be trained in first aid.

Certificate Renewal Requirements: Average of 8 hours approved classroom training during the proceeding 4 years while certified as a bus driver. (Year 1 - 8 hours; Year 2 - 16 hours; Year 3 - 24 hours; Year 4+ - 32 hours). Training must include a Core (Sections 1-4, 8 hours) or Core Refresher (Sections 5 & 6, 4 hours). Driver must be currently trained in first aid.

Section 5: All applications must be signed by a supervisor in this section. ODE will send certificates or responses to the email address provided.

APPLICATIONS WITH MISSING OR INCOMPLETE INFORMATION WILL BE RETURNED.