

Driver Training Process - comparison of school bus and van drivers

| | | Authority / | School Bus Driver | School Van Driver | |
|----|--|------------------------------|-----------------------------------|--|---|
| | | Code reference | Applicant | Applicant | Resources |
| 1 | Written application | Best practice | yes | yes | |
| 2 | Employment references | Best Practice | yes | yes | |
| 3 | Minimum age 18, 2 years driving experience | OAC 3301-83-06 | yes | yes | Employers should check insurance, which may stipulate 21 years of age |
| 4 | Driving license | ORC 4506 | CDL with P & S | operators license | Driver's responsibility. Employer should have a current copy. |
| 5 | Driving records check | RC 3327.10 OAC 3301-83-06 | yes | yes | Obtained through Ohio Department of Education web reporting |
| 6 | Physical (T-8) | RC 3327.10 OAC 3301-83-07 | yes | yes | Physicians forms downloaded from Ohio Department of Education |
| 7 | Physically capable of lifting and managing preschool and special needs children when necessary | OAC 3301-83-06 | yes | | Districts may want to consult with their occupational health resource for a local screening tool as part of their T-8 exams |
| 8 | Ability to cope with stressful situations | OAC 3301-83-06 | yes | | |
| 9 | TB test | OAC 3301-15-04 | | | Rule rescinded 9/1/2008 |
| 10 | BCI State background check | RC 3319.39 OAC 3301-83-06 | yes | yes | Obtained through BCII |
| 11 | BCI Federal background check | RC 3319.39 OAC 3301-83-06 | yes | yes | Obtained through BCII |
| 12 | FMCSA Drug and Alcohol Reference Check | Federal 49 CFR Part 383 | yes | | Forms available on Ohio Department of Education Transportation website |
| 13 | Drug Testing | Federal 49 CFR Part 383 | yes | | Obtained through DOT licensed drug testing provider |
| 14 | Alcohol Testing | Federal 49 CFR Part 383 | not for prehire | | Obtained through DOT licensed drug testing provider |
| 15 | Ohio Preservice Class | OAC 3301-83-10 | 15 hours with OBI | 4 hour equivalent, study manual & video | Obtained through Preservice program, Ohio Department of Education |
| 16 | Behind the wheel training | OAC 3301-83-10 | 12 hours with OBI | evaluation by employer designee | |
| 17 | Written test | OAC 3301-83-10 | In Preservice class | in study manual, submit to preservice office | |
| 18 | Report driver data to Ohio Department of Education | RC 3327.10 | when training completed | when training completed | Must be reported through Ohio Department of Education web reporting system |
| 19 | Application for certificate | ODE Procedures RC 3327.10 | Online after preservice completed | Mail in and online | |
| 20 | Superintendent-Employer Certificate | RC 3327.10 OAC 3301-83-06 | when training completed | when training completed | Sample form available on Ohio Department of Education Transportation website |
| | | | | | updated June 2013 |