Informational Guide
For Hiring New Activity/School Bus Drivers

This document is designed only as an informational guide and or check off list for school districts when hiring new school bus drivers. Individual School or Contractor Policies and Procedures may apply and be a factor in this process. This list is in no particular order.

1. **Commercial Driver's License (CDL) or regular Driver's License (DL)**
   - A class A or B, CDL is required for vehicles (school buses) with a gross weight rating of 26,001 pounds or more and/or rated for passenger capacity of 16 or more, including the driver
   - A class A, B, or C, CDL is required for vehicles (school buses) with a gross weight rating of 26,000 pounds or less and/or rated for passenger capacity of 16 or more, including the driver
   - All CDL holders driving school buses and transporting students must have a "P" and "S" endorsement
   - Drivers of school passenger vehicles and school buses with a gross vehicle weight rating of 26,000 pounds or less, and rated for less than 16 passengers, (14 passengers + the driver) are not required a CDL. These individuals are not required a CDL but must have a valid regular DL
   - New CDL applicants after passing the written CDL test will be given a Commercial Learners Permit (CLP)
     - CLP holder cannot drive a bus with students on board (federal mandate 49 CFR 383.25)
     - CLP holders must wait 14 days before being eligible to take CDL skills (driving) test (federal mandate 49 CFR 383.25)
       Note: This 14-day waiting period also applies to CDL holders who do not have a P and or S endorsement.
   - School District/Contractor is required to have a copy of license on file.
   - ELDT (Entry Level Driver Training) applies to anyone obtaining a CLP, or adding a P & S endorsement to an existing CDL
     https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/School-Finance/School-Bus-Safety/Entry-Level-Driver-Training

2. **A disclosure statement meeting the requirements of KAR 91-38-6 which includes:**
   - Has individual been convicted in any state or federal court of any crime involving a child?
   - Has individual been convicted in any state within the last 10 years of any felony.
   - Has individual been convicted in any state within the last ten years of any of the following major traffic violations: Hit-and-run driving, driving while under the influence of alcohol or drugs, vehicular homicide, reckless driving, or any offense for which the driver's license was suspended or revoked pursuant to K.S.A. 8-254 and 8-255 and amendments thereto.
   - Disclosure statement can be found on website
     https://www.ksde.org/Portals/0/School%20Bus/Documents-Forms/School%20Transportation%20Provider%20Disclosure%20Jan2020.pdf?ver=2020-01-28-110814-723
     May be included and made part of the job application
   - School District/Contractor is required to have copy of statement on file.
   - When accepting job applications for prospective school bus drivers your job application should include a 10-year prior history

3. **Request a driving record**
   - Driving Record can be obtained from the Kansas Department of Revenue for a fee
     https://www.kdor.ks.gov/Apps/DLStatus/login.aspx?ReturnUrl=%2fApps%2fDLStatus%2fSecure%2fDefault.aspx
   - Free status check does is not an official driving record

4. **Background Check- Optional**
   - Even though the background check is not required by law for school bus drivers, it is highly recommended

5. **Tuberculosis Testing.**
   - School District is required to have all employees who come in regular contact with the pupils of the school district tested by a Licensed Physician for Tuberculosis per KSA 72-5213. Form is available on website

6. **Physical**
   - Must meet Federal DOT requirements found in 49 C.F.R. 391.41, forms can be found on website
   - Driver of a school passenger vehicle must have physical if primarily hired to provide transportation
   - Anyone driving an activity or a school bus must have a physical regardless of what they were primarily hired for
   - School District/Contractor shall have a copy of the medical certificate on file

7. **FMCSA Drug & Alcohol Clearinghouse**
   - You must conduct a full query of the FMCSA (Federal Motor Carrier Safety Administration) Drug and Alcohol Clearinghouse
   - More information is available on the KSDE School Bus Safety Drug & Alcohol webpage
   - If the prospective employee has had a failure of an alcohol and or drug test AT ANY TIME in the past the prospective employee is not eligible to drive an activity/school bus until this individual completes a SAP (Substance Abuse Program) return-to-duty requirements in 49 CFR Part 40
   - If employee is hired, you must also run a limited query prior to end of calendar year

8. **Drug and Alcohol testing for CDL holders.**
   - Must have a pre-employment drug and alcohol test
   - Provide employee your district's policy and educational materials on drug and alcohol use and obtain a signed statement certifying receipt of the policy/educational materials
   - Add to school's random drug testing pool
   - Not required for Non-CDL holders
   - Non CDL holder cannot be placed in a random drug testing pool with CDL holders
   - Schools may establish a separate random drug testing pool for Non-CDL holders

9. **12 hours of BTW (Behind The Wheel) Training in a School Bus.**
   - School bus drivers shall be provided a minimum of 12 hours of bus driver training
   - The first six hours of training shall be completed without student passengers
   - The second six hours of training may be done with passengers provided the driver is properly licensed with proper endorsement and restrictions
   - A CLP (Commercial Learners Permit) holder may not train with students on the bus
   - Training provided by another employer may be used to meet this requirement with proper documentation
   - 12 hours of BTW is required for Non-CDL buses

10. **ELDT (Entry Level Driver Training)** applies to individuals obtaining a CLP (Commercial Learners Permit)

    - Schools intending to provide entry-level driver training for commercial drivers must be registered and listed on FMCSA's Training Provider Registry (TPR). Entry-level driver training includes training for individuals applying for a Class A or B CDL for the first time, upgrading a Class A or B CDL, or applying for a school bus (S), or passenger (P), endorsement for the first time
    - Theory training will need to be completed prior to an individual taking their CDL skills test
    - BTW (Behind The Wheel) Training will need to be documented by your TPR trainer
    - Satisfactory completion of both the Theory and BTW training shall be entered into the TPR database prior to an individual taking their CDL skills test
    - More ELDT information including links to on-line Theory and BTW forms can be found on the School Bus Safety ELDT webpage https://www.ksde.org/Agency/Fiscal-and-Administrative-Services/School-Finance/School-Bus-Safety/Entry-Level-Driver-Training

11. **Driver must be certified in First Aid / CPR and complete an Accident Prevention Course.**
    - Documentation in school/contractor file showing driver has a current First Aid/CPR certification from an approved course. Expiration dates vary. (Approved Courses: Medic First Aid, American Heart Association, American Red Cross & National Safety Council. NO ON-LINE COURSES ACCEPTED)
    - Documentation in school/contractor file showing driver has current approved accident prevention course in past 3 years. (Approved Courses: AAA Driver Improvement Program, National Safety Council, Hartford 3-D, Smith System & AARP. NO ON-LINE COURSES ACCEPTED)
    - 30-day grace period for new drivers to obtain the First Aid and CPR certification and the Accident Prevention Course