CHECKLIST FOR NEW DRIVER

Required by Federal or State Law or by State Board Regulations

☐ Application for Employment
   ☐ Copy of application in file

☐ Driver’s License
   ☐ Class A ☐ Class B ☐ Class C ☐ Class D
   ☐ Passenger Endorsement ☐ School Bus Endorsement
   ☐ Air Brake Restriction (if district has any vehicles with air brakes)
   ☐ Copy of license in file

☐ Driving Record Check (meets state and local district criteria for driving record)
   ☐ Copy of record check in file

☐ DOT Physical Examination (check actual physical form for compliance with standards)
   Blank form available at http://www.fmcsa.dot.gov/forms/forms.htm
   ☐ Insulin waiver if applicable
   ☐ Copy of physical in file (not Medical Examiner’s Certificate)

☐ Drug and Alcohol Test in compliance with federal regulations

☐ Criminal Background Check in compliance with Idaho Code § 33-130

☐ Documentation of all previous school bus driver training and driving experience

☐ Completion of Classroom and Behind-the-Wheel Driver Training Curriculum - Passing grades of at least 80% on all tests
   ☐ Test II in file
   ☐ Test III in file
   ☐ Test IV in file
   ☐ Test V in file
   ☐ Test VI in file
   ☐ Test VII in file
   ☐ Test VIII in file
   ☐ Test IX in file
   ☐ Test X in file
   ☐ Test XI in file
   ☐ Driver Evaluation (State Form)

☐ Time spent in training documented in file (includes a minimum of 10 hours in bus)

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