

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 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)