

BECOMING A CALIFORNIA SCHOOL BUS DRIVER

1. Attend and successfully complete an original School Bus Driver class, which consists of a minimum of twenty (20) hours of classroom instruction. These 20 hours are comprised of 12 units developed by the California Department of Education.
2. A Driver Instructor will schedule an interview for the applicant with the School Bus Safety Officer of the California Highway Patrol. On the date of the interview, the applicant will submit the following:
 - a. Special Certificate Application ([CHP-295](#)).
 - b. Letter of sponsorship from the Instructor, noting that we intend to provide the required training.
 - c. DMV K-4 printout. This is a 3-year history of the applicant's driving record.
 - d. Medical Examination Report ([DL-51 form](#)).
 - e. 7-year work history that contains...
 - past employers
 - duties assigned
 - reason for leaving employment
 - f. 7-year residence history
 - g. Successful completion of:
 - A written examination that consists of the following:*
 - Rules and Regulations – 40 questions
 - First Aid Exam – 40 questions

The applicant will be asked a series of questions that pertain to their background. Then, fingerprints are taken and submitted to the Department of Justice.

The Transportation Department is notified of the fingerprint results (*usual process time is anywhere from 5 to 30 days*).

The applicant will be allowed a total of six (6) errors on the Rules and Regulations exam and eight (8) errors on the First Aid exam. They may attempt the exams a total of three (3) times.

3. Applicant will obtain a Class B-w/ P-S endorsements - Instruction Permit from the Department of Motor Vehicles (fees associated) and will submit this to the training department. The following will be completed:
 - Class B License Application
 - Commercial Vehicles Written Test
 - School Bus Endorsement
 - Passenger Endorsement
 - Air Brake Endorsement
 - General Knowledge Written Test (this is a test they may or may not make you take – it is general knowledge related to your Class C license only)

All these tests can be prepared for with the [Commercial Driver's Handbook](#) – except for the general knowledge (the book for that would be the [California Drivers Handbook](#) but this test is rather easy if you have been driving for any number of years).

4. Apply for sub driver position via EdJoin:
<https://www.edjoin.org/Home/DistrictJobPosting/1607108>
5. Applicant goes through interview process with Transportation Staff members to be accepted into the behind-the-wheel training program.
6. Upon acceptance for BTW Training, applicant is sent to HR for clearance
7. Applicant is sent for a pre-employment testing and for district fingerprints. (These are separate from those used at CHP and are required by DOE for criminal background check)
8. Applicant is assigned to a Driver Instructor for behind-the-wheel training.
9. Applicant receives a minimum of twenty (20) hours of behind-the-wheel instruction by the state certified instructor or Delegated BTW Instructor.
10. Upon beginning behind-the-wheel training, the Driver Instructor will schedule a driving test that is administered by the California Highway Patrol.

The C.H.P. drive exam will consist of:

- a pre-trip inspection, specialized driving skills performance, and a drive test
 - three (3) attempts will be allowed
11. Upon successful completion of the drive test, the California Highway Patrol will issue a Temporary California Special Driver Certificate to operate a school bus. The permanent Special Certificate will be issued by the Department of Motor Vehicles.
 12. Upon certificate completion, district physical, and fingerprint clearance, the Trainee is offered employment.
