

## Bus Driver Instructor Certification Course Application

Instructions: Completed application, attachments, and applicable fees must be mailed to the Office of School Transportation (OST) at 825 Riverside Parkway, Suite 110, West Sacramento, CA 95605. Application packets may not be submitted electronically.

### Applicant Information

Name: \_\_\_\_\_ County: \_\_\_\_\_

Home Address: \_\_\_\_\_ City and ZIP: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Personal Email: \_\_\_\_\_

### Employer Information

Primary Employer: \_\_\_\_\_ County: \_\_\_\_\_

Work Address: \_\_\_\_\_ City and ZIP: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Work Email: \_\_\_\_\_

Employed Since: \_\_\_\_\_ Bus Count: \_\_\_\_\_ Instructor Count: \_\_\_\_\_

### Health Condition ( YES or NO )

**Required:** Circle YES or NO above if you currently have any medical conditions or physical limitations such as pregnancy, irregular back pain, limited range of motion, or any other restrictions that the OST should be aware of, and explain in the space below:

\_\_\_\_\_

\_\_\_\_\_

First Choice Course: \_\_\_\_\_ Next Choice Course: \_\_\_\_\_

### Education Requirement

*Education Code 40088(b)(4) requirement:*

High School Diploma

GED or Other Equivalency

DD Form 214

Associate Degree or Higher Level College



# Behind-the-Wheel Evaluation

Instructions: The applicant must be evaluated in a vehicle of the same size, weight, and type for which the instructor rating is sought. The instructor shall verify that the applicant has met the minimum standards for both driving and instructional competency by handwriting her or his initials and instructor ID number on the lines adjacent to each Skills Level.

## Vehicle Specifications:

Make: \_\_\_\_\_ Year: \_\_\_\_\_ Capacity: \_\_\_\_\_ Type 1 or 2: \_\_\_\_\_  
Engine: \_\_\_\_\_ Transmission: \_\_\_\_\_ Brake System: \_\_\_\_\_

## Skills Levels Competency:

Driving:	Instructional:	
_____	_____	SL1: Basic Vehicle Familiarization and Movement
_____	_____	SL2: Precision Training in Vehicle Movement and Driving Fundamentals
_____	_____	SL3: Transmission Control and Shifting Procedures
_____	_____	SL4: Defensive Driving
_____	_____	SL5: Passenger Loading and Unloading Procedures
_____	_____	SL6: Emergency Procedures
_____	_____	SL7: Final Appraisal

## Confirmation

Instructions: Signatures certify that the information provided in this application is complete and accurate. Signatures must be handwritten.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_ Employer Title: \_\_\_\_\_

Employer Phone: \_\_\_\_\_ Employer Email: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_ ID Number: \_\_\_\_\_ Rating: \_\_\_\_\_

Instructor Phone: \_\_\_\_\_ Instructor Email: \_\_\_\_\_

## Required Attachments Checklist

Instructions: Please use the checklist below to ensure that you have included all required items with your completed application. Copies of credentials must be legible and display both the front and back when appropriate. Application fee may be paid by check or money order, made out to "California Department of Education" or "CDE" and mailed to the Office of School Transportation at 825 Riverside Parkway, Suite 110, West Sacramento, CA 95605. The course fee is \$4,500 for California school districts with enrollment exceeding 2,500 pupils; \$3,000 for small districts with enrollment of 2,500 pupils or less; and \$5,400 for private contractors. The course fee may be paid by check, money order, or purchase order, and is due no later than the first day of the applicant's assigned class. Cash payments are not accepted. Cancellations 90 days or more prior to the course are eligible for a 100% refund of the course fee, cancellations less than 90 days but more than 30 days prior to the course are eligible for a 50% refund, and cancellations 30 days or less prior to the course are ineligible for a refund. If the applicant is an approved delegated behind-the-wheel trainer, then a document verifying completion of high school level education is not required.

- Application fee of \$35
- Copy of "driver" CDE Training Certificate Form T-01
- Copy of commercial driver license
- Copy of California Special Driver Certificate
- Copy of Medical Examiner's Certificate
- Copy of first aid certificate (if applicable)
- Department of Motor Vehicles (DMV) Driver Record printout (no older than 30 days)
- Accident reports (for any traffic collision occurring within the past three years)
- Verification of high school level education (the following documents satisfy this requirement)
  - Copy of high school diploma **or**
  - Official high school transcripts (in a sealed envelope from the issuing institution) **or**
  - Copy of General Educational Development (GED) certificate **or**
  - Copy of High School Equivalency Test (HiSET) certificate **or**
  - Copy of Test Assessing Secondary Completion (TASC) certificate **or**
  - Copy of US Department of Defense DD Form 214 (stating completed grade level) **or**
  - Copy of associate degree or higher level college degree