

## RECORDS COMPLIANCE

### **Application:** request the following

- Pre-employment drug screen\*
- DOT drug test request from previous two years DOT employers\*
- Current, complete school bus driver's abstract from DOL

### **Initial Training:**

- Classroom verification with topic, time, and signatures of trainer and trainee
- Behind-the-Wheel (BTW) verification with topic, time, and signatures of trainer and trainee

### **Temporary Authorization:**

- Valid driver's license with proper endorsements
- Current and valid medical examiners certificate
- Current, complete school bus driver's abstract from DOL
- Disclosure of crimes and serious behavioral problems.
- Request of criminal record check

### **Permanent Authorization:**

Same requirements as Temporary and:

- Results from criminal record check on file \*
- Valid first aid card

### **Continuing Compliance:**

- Valid driver's license
- Documentation of annual school bus driver in-service course
- Current and valid first aid card
- Annual disclosure of all crimes
- Annual Physical Certification (Form SPI 642A)
- Current and valid medical certificate
- Current, complete school bus driver's abstract from DOL

### **Other Training Records:**

- Receipt of Driver's Handbook
- Receipt of Drug and Alcohol Policy
- Receipt of Bullying or Sexual Harassment Policy and training
- Safety meetings
- Student management training
- Accident retrain
- Injury retrain
- Check rides
- Good job letters
- Drug screen results \*
  - Random
  - Post accident
  - Reasonable suspicion

\* this documentation is kept in Human Resource