

## Certification of School Bus Operator Check List

### 1. Physical must be checked for the following

- a. \_\_\_ Meets all qualifications set forth in Policy 4336, Section 19
- b. \_\_\_ **Completely** filled out and signed
- c. \_\_\_ Date (not more than 6 months)
- d. \_\_\_ Name (correct spelling)

### 2. Drug Test

- a. \_\_\_ Name (correct spelling)
- b. \_\_\_ Date
- c. \_\_\_ Must reflect negative results
- d. \_\_\_ Must state FMCSA Pre-Employment

### 3. DMV Records Check

- a. \_\_\_ Name (correct spelling)
- b. \_\_\_ Date
- c. \_\_\_ Not to exceed 5 points
- d. \_\_\_ Must designate a 5-year record if available
- e. \_\_\_ License must be valid

### 4. CIB/FBI

- a. \_\_\_ Name (correct spelling)
- b. \_\_\_ Any criminal record disclosed must be cleared by the WVDE before the test can be administered.

### 5. First/CPR

- a. \_\_\_ Name (correct spelling)
- b. \_\_\_ Date must be valid

### 6. Copy of CDL Licenses

- a. \_\_\_ Name (correct spelling)
- b. \_\_\_ Date (must be valid)
- c. \_\_\_ Class A or B
- d. \_\_\_ Endorsements (P & S)

### 7. Certificate of completion of online certification

- a. \_\_\_ Name (correct spelling)
- b. \_\_\_ Correct date

### 8. Forms verifying all required training time (Classroom/Behind the Wheel)

- a. \_\_\_ Name (spelled correctly)
- b. \_\_\_ Initials and signature (Applicant & Trainer)

### 9. Certification Form

- a. \_\_\_ Required signatures