

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/ELDT and Training Disclaimer)

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