## **WVDE - SESC Bus Operator Class Process Chart**

County notifies SESC of new class request by submitting request for training form.



County sends
completed request for
training form for each
student to the SESC.
This form includes
class start date and
student information.,
along with proper
signatures.



SESC maintains class database and communicates with trainer about status of documentation and deadlines for each student.



Once all paperwork and classroom and behind the wheel training is completed, trainer notifies SESC when student is ready to be tested.



If student fails certification exam, arrangements are made to provide additional training and a retest date is scheduled.



SESC sends signed certification for examination form to trainer/examiner and coordinates examination date with all involved.



If approval is denied and further clarification is needed, SESC notifies trainer of any issues requiring resolution.



SESC contacts state bus inspector, who reviews student file, and if approved, gives permission to proceed with certification examination.



Once certification examination has been successfully passed, county will then proceed with hiring/orientation process.

