

## HIRING OF A SCHOOL BUS DRIVER

Would love to see a person bring with them to a job interview a copy of their MVR, when they want to be a driver.

### REVIEW MVR

- How to access MVR's
- What are you looking at? What are red flags that would prevent one from obtaining the S endorsement?

### Complete the Authorization to run a BCA background check: PRE-APP

- Applies to every person who wants to drive school bus regardless who they will work for

If this is not done up front, DVS has to run the background check when the application is received in St. Paul. This ends up being days after passing the school bus road test. This will delay this person from being able to drive school routes until the background check results are received (another 7 to 10 days) and the license is issued. DVS cannot issue a license with the S endorsement if a passed background check is not on the record within the past 90 days.

- What form looks like and where it is located
- How to submit the form to DVS
- Result timeline is typically 7 to 10 days
- Results are sent to applicant – approval (letter notifying of approval or the license issued) or denial letter. As employers, you need to ask the applicant for the letter they received from DVS.
- If denied, applicant can submit a waiver request for further review of their individual history.
  - Short list of offenses that cause denial
  - Process for submitting a waiver request and what should be included in the request
  - Timeline to receive results is typically 7 to 10 days
  - Applicant receives letter in the mail

### FBI Fingerprinting if applicant is a MN resident less than 5 years:

- Only required if the driver applicant has not been licensed in MN the past 5 years.
- Requires submission of fingerprint card and fee made out to the BCA for \$17
- Affidavit option is available to use driver if BCA is OK and all other requirements have been met.
- Must have run your own background check using approved provider on the approved list to use affidavit
- Recommend to submit affidavit with prints & fee. Keep copy in driver's file.

### Preparing for CDL Knowledge testing:

- Using the model school bus manual and CDL manual to prepare applicant
- CLP test questions are all located in the CDL manual
- In 2020 with ELDT, your training program will need to be approved by FMCSA and it must include all the curriculum topics referenced in federal regulations

### CDL Knowledge Tests:

- Provided at exam stations using either an automated computer test system or paper tests.
- Check DVS website for exam locations and days/time for knowledge testing.
- Applicants need to pass General Knowledge, Passenger and School Bus knowledge tests. If the bus has air brakes, then the Air Brake knowledge test is also needed.
- Endorsement fee of \$2.50 due when passenger or school bus knowledge test is passed.

### **Applying for the CLP:**

- When all tests are passed, applicant can complete application for the CLP only if they also present:
  - Valid medical examiner certificate and waiver, if required
  - Proof of citizenship document
- CLP's are updated real time and you can see this on when checking license status
- Beginning October 1, 2018 the fee for the CLP will be \$10.50 and a plastic card will be issued within 7 to 10 days of the application.

### **Training in the Bus:**

- Applicant can now practice driving the bus.
- Typically covering items in the school bus model training manual
- For the pre-trip inspection, please use information related to your buses in Chapter 10 of CDL manual
- Must hold CLP for 14 days before being able to road test
- In 2020, there will be behind the wheel training curriculum topics that must be completed and training information submitted to FMCSA before DVS can administer a road test.

### **Scheduling a School Bus Road Test**

- Call exam station or ask for exam supervisor
- Can schedule a road test when applicant has obtained their CLP but please make sure applicant is prepared by the appointment date. If your trainer doesn't think they are ready, call and reschedule.

### **Application for the CDL with the school bus endorsement**

- Completed application, had photo taken and paid the correct fee.
- Fee of \$4 often missed but will be a programmed requirement in the new DS system.
- IF BCA OK and application completed, applicant can drive school routes with the temporary license receipt

### **Keeping up the Medical Examiner Certificate**

- Driver's receive a courtesy notice 60 days prior to expiration of MEC or waiver
- On date it expires, letter is generated to driver letting them know they have NO CDL Privileges
- Thirty days later, if not updated then the class of license is downgraded to class D
- Have one year to submit medical or waiver to restore CDL privileges
- If after one year, driver must start over the testing process if they want a CDL

### **License Renewal**

- School bus endorsed drivers are required to pass the school bus knowledge test for renewal to keep S
- No additional fees for the endorsement.