

School Bus Driver Certification Committee

NCDMV School Bus and Traffic Safety / NC Pupil Transportation Association

Recommended Process for School Bus Driver Certification

To ensure that prospective school bus drivers are fully qualified and physically able to perform the functions required of North Carolina School Bus Drivers, the NC Division of Motor Vehicles and the North Carolina Pupil Transportation Association have established a recommended process for Driver Training and Certification. It is recommended any entities seeking to employ school bus drivers follow the process defined below.

Before allowing a prospective employee to attend DMV School Bus Driver Classroom Training, the Local Education Agency (LEA) with assistance from the Department of Motor Vehicles (DMV) should complete the following:

- Obtain a copy of the prospective employee's current Driver's License (LEA)
- Perform a DMV License Check to ensure candidate meets criteria (LEA)
- Prospective employee begins LEA employment application process (LEA)
- Obtain authorization/conduct criminal background check (including sex offender check) and obtain results to ensure eligibility (LEA)
- Schedule qualified candidates for DMV Training Classwork – LEA sends class roster to DMV Trainer 3 business days prior to class with an allowable adjustment of up to 10% of candidates submitted 24 hours prior to class – See Attachment A - roster (LEA)

Once prospective employees have successfully completed the classroom portion of DMV School Bus Driver Training, the following steps will be completed before being scheduled for DMV School Bus Driver "On the Road" Training:

- DMV records scores in the DOT system
- Candidate obtains a valid DOT Medical Card
- Candidate obtains Learner's Permit (See Attachment B - CDL-5)
 - Self-Certification must be correct when the candidate goes to DMV
 - Permit must be obtained within 90 days of passing all required classroom testing requirements
- Candidate holds Learner's permit for minimum required 14 days
- Prospective employee must successfully pass a Drug Test before being scheduled for behind the wheel training
- LEA works with DMV to schedule behind the wheel training for prospective drivers

Prospective employees that successfully complete the "On the Road" Training administered by DMV, will complete any additional steps required by the LEA in order to complete the employment process.

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Supplemental Process Notes

Does the DOT Medical Card replace the Medical Review Program process?

For current license holders that have an active medical review file open at NCDMV – The NCDMV Medical Review Office requires current license holders to submit a letter (or Removal Request Form) to their office with a copy of their DOT Medical Card. Information may be submitted by email, regular mail or fax. Need a sample of the packets that are allowed.

All medical review removal request should be sent directly to medrec@ncdot.gov or mail to Medical Review Unit 3112 MSC Raleigh, NC 27697. The request should include a copy of driver's most recent medical certificate with a letter (or Form DL-79) requesting removal from the Medical Review Unit. (See Attachment C - DL-79 Form)

NCPTA recommends requiring all NC School Bus Drivers to have/hold a current DOT Medical Card. Any exceptions are completely the responsibility of an applicant/current license holder.

DOT Medical Card Expense

Cost for acquisition of the DOT Medical Card is an allowable Transportation expense that is included in the funding formula and reimbursed (based on budget rating) in the following year. LEA's have a choice regarding if/how to reimburse bus drivers/prospective bus drivers for obtaining their DOT Medical Card as well as how often those reimbursements will occur (for example, reimburse once every 2 years, etc.).

Bus Driver License Committee Recommendations

The process steps outlined in this document are required for all LEA's; process steps may be performed earlier in the process, but may not be moved later in the process. For example: A DOT Medical card must be obtained before obtaining the Commercial Learner's Permit; if an LEA wishes to require the DOT Medical card prior to an applicant going to class, that is perfectly acceptable because the step is being moved ahead of other steps in the process.

Additional Changes to Process

Fed Motor Carrier 380 will be implemented in February, 2020. Nearly all of what is required will happen behind the scenes at DMV and "should not" add significant additional processing time to the licensure process.

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Supplemental Process Notes (continued)

Additional requirements include:

- DMV has a requirement to document classroom theory;
- Behind the wheel training may increase to a full 3 days (TBD);
- DEPS will enter info into Fed Motor Carrier system; DEPS will receive a training certificate from Fed Motor Carrier (Electronic) - overnight notification.

Bus Driver License Process Committee Members

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