

**Application For Ohio Preservice School Bus Driver Training Certificate**  
Information must be submitted through DEW's web-based reporting system in order to be valid.  
Submission of this report without required supporting documentation on file constitutes falsification.

I. Driver's Name: \_\_\_\_\_ CDL #: \_\_\_\_\_ District/Employer: \_\_\_\_\_  
Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

I have completed the required training pursuant to Ohio Revised and Administrative Codes as required by the Ohio Department of Education and Workforce.

\_\_\_\_\_  
Signature of Driver

\_\_\_\_\_  
Date

**II. New Driver Requirements**

To be completed by the OBI for new drivers, or those whose employment has been interrupted for a period of six or more years, or for a driver with an expired Pre-Service certificate.

\_\_\_/\_\_\_/\_\_\_ 1. Classroom hours with Ohio Pre-Service School Bus Driver Training Instructor were attended at: \_\_\_\_\_  
in the county of: \_\_\_\_\_. (Pre-Service class valid for 12 months from date of last day of class.)

\_\_\_/\_\_\_/\_\_\_ 2. On-The-Bus Instruction and Driving Evaluation administered by certified O.B.I. or Pre-Service Instructor.

OBI Pretrip Score: \_\_\_\_\_ OBI Driving Evaluation Score: \_\_\_\_\_

OBI Signature: \_\_\_\_\_

\_\_\_/\_\_\_/\_\_\_ 3. Issue Date of Commercial Driver's License from deputy registrar.

\_\_\_/\_\_\_/\_\_\_ 4. In accordance with OAC 3301-83-10(A)(8), the Applicant was issued a Temporary 45-day Certificate. As noted in Item 1, the classroom portion of training was not completed prior to items 2 and 3.

**III. Recertification Requirements**

To be completed by the OBI for re-certifying drivers, or those whose employment has been interrupted for a period of more than two years, but less than six years, and hold a current Pre-Service certificate.

\_\_\_/\_\_\_/\_\_\_ 1. Classroom hours with Ohio Pre-Service School Bus Driver Training Instructor were attended at: \_\_\_\_\_  
in the county of: \_\_\_\_\_. (Recertification class valid for 12 months from date of last day of class.)

**OR**

\_\_\_/\_\_\_/\_\_\_ 2. Attended all sessions of the Ohio Advanced School Bus Driver Training Program. (24 months prior to expiration of certificate).

Location: \_\_\_\_\_ Year: \_\_\_\_\_

\_\_\_/\_\_\_/\_\_\_ 3. On-The-Bus Instruction and Driving Evaluation administered by certified O.B.I. or Pre-Service Instructor.

OBI Pretrip Score: \_\_\_\_\_ OBI Driving Evaluation Score: \_\_\_\_\_

OBI Signature: \_\_\_\_\_

**OR**

\_\_\_/\_\_\_/\_\_\_ 4. Competed in a Regional or State School Bus Safety ROAD-E-O and scored 80% of the total possible points. (24 months prior to expiration of certificate.)

ROAD-E-O Score: \_\_\_\_\_ Regional/State: \_\_\_\_\_ Year: \_\_\_\_\_

**IV. To be completed by the transportation administrator.** In addition to the above requirements, the items listed below must be completed in accordance with Ohio Revised and Administrative Codes. Copies of the following documents are required to be on file at the bus owner's facility for a period of 6 years.

1. Satisfactory T-8 School Bus Driver Physical Examination.
2. Completed and received satisfactory BCI&I and FBI background checks.
3. Satisfactory semi-annual BMV Driver Record Check.
4. Satisfactory Drug-Alcohol test results and FMCSA Check Form.
5. FMCSA Drug & Alcohol Clearinghouse Check.

6. School Bus Driver training records.
7. Evidence of training related to Drugs and Alcohol.
8. Evidence of training related to Blood-borne Pathogens.
9. In-service training records and Annual Driving Certificate.
10. It is recommended to check Office of Professional Conduct for any case against employee.

\_\_\_\_\_  
Transportation Administrator's Signature

\_\_\_\_\_  
Date

