



Requirements for School Bus Drivers

- Must be at least 18 years old.
- Have less than 7 points on your driver's license.
- Not have criminal convictions (see below)
- Not have a OUIL (Operating a motor vehicle while Under the influence of Intoxicating Liquor) conviction or restricted license due to an OUIL violation.
- Pass all drug and alcohol tests (see below)
- An appropriate CDL (Commercial Drivers License) with P & S endorsements (see below) obtained for the purpose of: Excepted Intra-state
- Medical examination (Concentra form, see expiration date)
- School Bus Safety Education Card (must be renewed every two (2) years)
- All bus drivers are required to have in their possession a valid medical examination certificate.
- All bus drivers are required to sign an acknowledgement stating that their employer has provided them with information regarding drug and alcohol testing.
- All bus drivers are required to sign an acknowledgement stating that their employer has provided them with information about corporal punishment and alternatives.

Convictions

Once you apply for the position of school bus driver, MEP Services will request a background check from the department of state police to determine whether you were convicted of any of the following offenses:

- Criminal sexual conduct in any degree.
- Assault with intent to commit criminal sexual conduct.
- An attempt to commit criminal sexual conduct in any degree.
- Felonious assault on a child, child abuse, or cruelty, torture, or indecent exposure involving a child.
- A violation of section 145c of the Michigan penal code, 1931 PA 328, MCL 750.145c.

Drug and Alcohol Test

Upon initial employment, a drug test will be taken. This will enter the employee into a pool for randomized drug and/or alcohol testing. Employees for drug and alcohol tests will be selected randomly by the organization approved by the state of Michigan.

When is testing conducted?

- Pre-employment testing – occurs prior to hire or transfer into a safety-sensitive function.
- Random Testing – unannounced on an ongoing basis, spread reasonably throughout the calendar year, using a scientifically valid method in which each covered employee has equal chance of being selected for testing.
- Post-accident testing – occurs following a FMCSA (Federal Motor Carrier Safety Administration) qualifying accident.
- Reasonable suspicion testing – occurs when a company official – based on their training – believes the employee shows signs of drug abuse and/or alcohol abuse.
- Return-to-duty and follow-up testing- occurs after an employees'0 verified positive drug test result, refusal to test, or alcohol violation. The employee must take a return-to-duty test prior to returning to safety-sensitive functions. The employee will be subject to a minimum of 6 unannounced follow-up tests in the first 12 months. Depending on the Substance Abuse Professional's recommendations, follow-up testing may occur for up to 60 months.

CDL (commercial drivers license)

You can apply for CDL at your local Secretary of State branch office. In order to apply for CDL you will need to:

- Show proof of Social Security number (Social Security card, payroll check stub, W-2 form)
- Complete an application which includes a statement certifying that you meet medical and driver qualifications.
 - If you have had any change in your physical condition since your last driver license renewal which may affect you ability to drive, you many need a special form from the branch office for your physician to fill out before you can apply for your license.
- Meet driver record eligibility requirements as determined by Secretary of state branch office personnel.
 - Any of the following will disqualify you from obtaining a CDL:

- Inability to make the necessary certification contained on the CDL Certification form.
 - Having a license from more than one state.
 - A current suspension, revocation, denial, or cancellation of your license.
 - Conviction of any six-point violation in the 24 months immediately preceding application.
 - Conviction for operating a commercial motor vehicle while impaired in the 24 months immediately preceding application.
 - A suspension or revocation in the 36 months immediately preceding application.
 - Suspensions for Failure to Appear in Court (FAC), Failure to Comply with a Judgment (FCJ), failure to appear for re-examination, financial responsibility, non-sufficient funds checks, and a suspension or revocation for a temporary medical condition **do not** disqualify an applicant for a CDL.
- Pass the required knowledge and vision tests. You must pass all required knowledge tests to obtain a CDL Temporary Instruction Permit (TIP). This allows you to practice driving under supervision of a driver who has a CDL for the type of vehicle you wish to drive. A CDL TIP is also required for taking the CDL skills test.
 - Pay your CDL fees.
 - Schedule your CDL skills test.
 - You must take the skills test through an approved third party tester (check with your Secretary of State office for the list of third party testers in your area). Third party testers are public and private agencies authorized by the state to conduct CDL skills tests. Once you have passed your CDL skills tests, you must return to the Secretary of State branch office to:
 - Pay a correction fee to add CDL privileges to your license.
 - Receive your CDL.
 - Must have the Passenger (P) endorsement and the School bus (S) endorsement.
 - Type of CDL required: Excepted Intra-state

Medical Examination

Your employer will give you an Employers Authorization Form for a medical exam . This form will need to be taken to Concentra and returned back to MEP Services. If there is not a Concentra location in your area please call MEP Services.

School Bus Safety Education Card

All drivers will need to go through three levels of training. At each level of training a certificate will be given to the driver, level 1: Course Enrollment, level 2: Course Completion, and level 3: Continuing Education Certificate. Each form must be kept on file with MEP Services. After level 3 has been completed the certificate must be renewed every two (2) years. To get a schedule for a training program in your area, please contact your local county Coordinator of Training Activities.

Resources:

U.S. Department of Transportation

Federal Motor Carrier Safety Administration

The Pupil Transportation Act

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