

Implementation of Driver Recertification Procedures

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1. All drivers must recertify on a 6 year cycle. This six year cycle begins on the date of issue of their most recent preservice or basic training certificate.
2. Drivers need to complete the requirements for recertification during their 6th year of driving since their most recent preservice or basic training certificate.
 - Example: A driver is trained and receives a preservice certificate in February 2000. The first 12 month period is considered year 1 (ending Feb 2001 for this driver) . . . the 6th 12 month period is considered year 6, in this case ending Feb 2006. The driver must initiate and complete recertification during year six. Without a new certificate, he/she may not drive in March of 2006.
3. Drivers who have undated basic certificates must recertify prior to January 1, 2002.
4. A driver may recertify earlier than their 6 year cycle.
 - Admission to a recertification class may be limited to space available, with priority given to drivers who must recertify in the year the class is being taken.
 - We are not encouraging districts to send all their drivers through recertification at the same time, especially during the phase-in period which ends in 2006.
5. Any driver who has not driven for two or more years must complete certification prior to resuming transportation of pupils.

There are three separate parts to recertification. All must be completed and documented on a form available from the regional preservice instructor.

6. BCI Criminal background check, which must be completed within 12 months prior to the application for recertification. (Ohio Administrative Regulation 3301-83-06, B 10)
 - The former 2 year rule for BCI checks is no longer in effect.
 - A current list of disqualifying convictions is attached to this document. At this point in time there are only three convictions that may be mitigated over time and a number of other conditions. These conditions are also attached.
 - This check must be completed and written evidence on file with the driver's employer. The evidence of the check is not to be submitted with the application.
7. Attend an Ohio Pre-Service School Bus Driver Training recertification class. (3301-83-10 F1)
 - Class schedules can be obtained by contacting the area Preservice Instructor

Alternative to class: Drivers may substitute attendance at a recertification class by completing an Ohio Pre-Service Advanced School Bus Driver Training Course within 24 months prior to the application for recertification. (3301-83-10 F5)
8. Complete a driving performance evaluation with a certified On-Bus Instructor (OBI). (3301-83-10 F3)

- OBI's are selected by their districts, and trained and certified by Ohio Preservice Instructors.
- The driving evaluation also includes a pretrip inspection. A prescribed pretrip inspection procedure and form will be demonstrated to the applicant, who will in turn be asked to demonstrate the pretrip inspection when they are comfortable with it. The driver applicant will be allowed to carry the written form with them as they complete the inspection. The forms used are on pages 16-10 through 16-13 of the preservice manual.
- The driver will have up to three opportunities to successfully demonstrate the driving skills with an OBI designated by the school bus owner.
- The driver may request a fourth opportunity if necessary to be administered by an Ohio Preservice Instructor. The driver must be offered appropriate driving instruction prior to this fourth opportunity.

Alternative to driving performance evaluation: Driver may participate in a state and/or regional school bus driver safety ROAD-E-O, and must achieve a minimum of eighty percent of the possible points. This must be accomplished within 24 months prior to the application for recertification. (3301-83-10 F6)

After Steps 6, 7, and 8 have been completed:

9. Applicant must complete the recertification application form documenting the above steps, and their successful completion. This form must be submitted to their region preservice instructor NO LATER than 60 days prior to the expiration of their current certificate. (All drivers recertifying in 2000 should have completed their requirements and submitted an application before November 1.)
10. If the driver submits their application late, a recertification certificate may still be issued, but no guarantee will be made that it will be issued prior to the expiration date of the old certificate.
11. **After January 1, 2001, no bus driver may operate a school bus in Ohio without a current certificate. A copy of the current certificate must be on file with the school bus driver's employer, and must be made available for inspection when requested by the Ohio Department of Education or its assignee.**

PHASE-IN INSTRUCTIONS:

12. The calendar years 2000 – 2005 are a phase-in period for all existing drivers to enter the recertification cycle. The schedule is based upon years of continuous driving experience since their most current driver training certificate.

The schedule for the phase-in is as follows:

- 2000: Drivers with certificates dated 1975 or older, or with no certificate.
- 2001: Drivers with certificates dated 1976 – 1980 inclusive.
Drivers with undated basic certificates.
- 2002: Drivers with certificates dated 1981 – 1985 inclusive
- 2003: Drivers with certificates dated 1986 – 1990 inclusive.
- 2004: Drivers with certificates dated 1991 – 1995 inclusive.
- 2005: Drivers with certificates dated 1996 – 2000 inclusive.
- 2006: As of January 1, 2006, all drivers with more than 6 years of experience should have been recertified. Drivers recertifying in 2006 should all have certificates dated 2001.