

## **Becoming a South Madison Bus Driver**

All South Madison bus drivers must hold a valid Class B Commercial Drivers License (CDL) with an air brake and school bus (S) endorsement. In order to obtain this license an individual must 1) attend a three day school sponsored by the Department of Education; 2) pass a physical examination; 3) complete a minimum of four hours of on bus observation and eight hours of driving with a licensed bus driver; and 4) pass a bus driving skills test administered by the state. Physical exams must be taken every two years and the CDL must be renewed every four years. All drivers are subject to random drug and alcohol screening as long as they are employed in a position requiring a CDL. Schools are also required to check an individual's seven-year driving record on an annual basis. Most bus drivers begin as a substitute driver and are then assigned a regular or special education bus route as one becomes available. Please see the following to understand the requirements to become a bus driver for SMCS.

- Call Candy Stewart, the transportation assistant, at (765) 778.2152 Ext. 1016 to schedule an appointment to go over all the paperwork to become a bus driver for the South Madison Community School Corporation.
- Complete an application for employment available at the South Madison Schools website or at the Administrative Services Center lobby.
- Check the state website ([www.doe.in.gov/student-services/transportation](http://www.doe.in.gov/student-services/transportation)) for the scheduled 3-day Pre-service School Bus Driver Safety Education Training Course closest to your hometown. Candy Stewart can assist you in getting registered. This class will get you a "blue" card.
- Schedule and pass the required physical examination administered by an Indiana physician.
- Begin studying the CDL manual. Study the manual in 4 sections: General Knowledge, Air Brakes, Public Passenger, and School Bus.
- After taking and passing all 4 sections of the CDL test at the BMV, you will receive a "driving permit". The driving permit along with your "blue" card will allow you to drive with a certified driver.
- Complete and sign the South Madison Bus Driver CDL Training Agreement. This agreement must be completed before South Madison incurs any training expense.
- Candy Stewart will schedule a pre-employment drug screen.
- The SMCS trainer will start your observation and bus driver training. The trainer will also prepare you for your Indiana school bus driver "skills test".
- Schedule your skills test at the nearest state testing facility. The trainer will assist in the scheduling of the test, and will accompany the candidate to the test site.
- Upon passing the skills test, documentation will be provided to the BMV. The BMV will issue an updated CDL license with air brakes and the S endorsement.
- Candy Stewart will then add you to the substitute bus driver list and help with the completion of all paperwork needed to be an employee of South Madison Schools.