

STEPS TO BECOMING A COACH SCHOOL BUS DRIVER FOR GCCISD

DRIVER TRAINING REQUIREMENTS

In addition to passing all written exams and the driving test the below are district requirements for behind-the-wheel training.

Classifications for drivers - All new drivers will be grouped into one of the following classes:

Class 1 - Former GCCISD driver.

Class 2 - Driver from another school district.

Class 3 - Never drove a school bus.

Training requirements - The new driver's classification will determine his or her training requirements as follows:

Class 1 - Retrain at least one hour or as needed (to be determined by the trainer).

Class 2 - Minimum of five hours if certified by the State of Texas (full certification is license, physical and school bus driver certified. If not certified, then train completely is required.

Class 3 - Put driver through entire training course.

Training Period – The complete training course consists of at least 8 hours of behind-the-wheel training. Additional training on a loaded school bus, with trainer observing, may be required after CDL is obtained and either a Bus Driver Enrollment certificate is issued or Bus Driver Certification Class is completed.

If a trainee has not shown an ability to perform as a school bus driver within the initial 8 hours of training with one instructor then a new instructor will be assigned. If the second instructor is not able to certify the trainee as a school bus driver then the trainee may be terminated.

PRE-EMPLOYMENT DRUG TEST

The school district will cover the cost of this procedure. You must go to the district's contractor; Forward Edge— 1209 Genoa Red Bluff Road, Pasadena, TX 77504. An appointment is not required and no fee is involved. Tell Forward Edge you need a pre-employment drug screening for GCCISD. This needs to be complete before taking the driving test with DPS.

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PHYSICAL

We will give you a physical form that will have to be taken care of before taking the driving test with DPS. You may go to any doctor but most of our drivers to go Dr. Linberg, San Jacinto Chiropractic Wellness Center, 106 Massey Tompkins, Baytown, TX 77521, 281-422-2004. If you turn in your receipt to Dispatch the district will reimburse you \$15 of the cost.

REQUIREMENTS FOR COACHES WITH NO CDL

1. Have an acceptable driving record, in any state you may have lived.
2. Acquire a commercial driver's license with Passenger and School Bus endorsements.
3. Attend and complete behind-the-wheel training.
4. Pass a drug test (This will need to be done before you take your driving test).
5. Pass a federal/state required physical annually (This will need to be done before you take your driving test).
6. Attend and complete the Texas school bus driver certification class. A 20 hour class is required. (An 8 hour recertification class is required every 3 years following completion of the 20 hour class).

The first step to getting your license and authorization to drive in GCCISD is to contact the Transportation Department Safety/Training office, Tel 281-420-4665. We need:

- A copy of your TEXAS Drivers License
- A copy of your social security card
- A copy of your employee ID card.
- Your home phone number or cell number
- The campus where you teach and best times to contact you

We need this information to run a driver's record check and to establish you in our driver database. You may bring a copy of these documents to our office or if you have scanning capability you can scan and email them to randy.boatman@gccisd.net .

PREPARING FOR BEHIND-THE-WHEEL TRAINING/LICENSING

1. Before you can train for taking the driving test portion of the CDL license you must take and pass all written exams. You can take your written exams at any DPS licensing office. Obtain a copy of the DPS commercial driver's license handbook at a DPS licensing office to study for the exam. The handbook is also available on line.
2. To obtain a CDL applicants must go to a driver license office and do the following:

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(COACHES WITH NO CDL CONTINUED)

- a) Present proof of identity.
 - b) Provide two proofs of Texas residency. One of the documents must prove that you've lived in Texas for a minimum of 30 days.
 - c) Provide proof of your Social Security number.
 - d) Fill out all necessary application forms (extra forms may be needed for each endorsement).
 - e) Pay the required fees. DPS will prorate part of the fees based on when your current Texas license expires.
 - f) Pass a vision exam.
 - g) Pass the written tests, including any special testing for endorsements.
 - h) After you've received training, pass the skills test (driving test) in a vehicle of the same class as the license you're applying for. GCCISD will schedule the test for you and provide a bus for the test.
3. The first written test you need to take is Special Requirements which will get you your learner's permit. Following that you may take any of the remaining tests but we recommend the below sequence:
- General Knowledge
 - Air Brakes
 - Pre-Trip
 - Passenger Endorsement
 - School Bus Endorsement
4. All written tests must be completed before beginning the behind-the-wheel training. Once you have completed training you will be scheduled for the driving/skills test. The test is only given Mon – Fri between 8 AM and 5 PM. There is generally 2-4 weeks between the date the test is reserved and the date of the test.

If you fail 1 test three times you will have to start over which is why we recommend the above sequence. After you pass the Special Requirements and General Knowledge tests they will be locked in and you will not have to retake them should you fail one of the other tests three times.

You have 90 days from the time you are issued your CDL permit to complete the CDL licensing process (complete all written exams, training and pass the driving skills test. Your permit will give you the date the 90 day period expires so coordinate with the Transportation Safety/Training Office for training and plan accordingly to finish within the 90 day period. If you do not finish within the 90 day period DPS will require you to start the process over.

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(COACHES WITH NO CDL CONTINUED)

Scheduling behind-the-wheel training

We train route drivers throughout the school year and over the summer so coordinate your training as far in advance as possible to ensure you complete all training and the driving test within the allowed time frame. If you need to train during the school year we will do the best we can to work with your teaching schedule. You should plan for being away from campus for at least 2 hours when training during the school day. Behind-the-wheel training is generally only done after AM routes during daylight hours so during winter months, training after school hours when routes are finished is not usually scheduled. In the spring we can train after 5 PM before it gets dark. Saturdays are an option but are only scheduled when no other time is available during the week.

20 HOUR STATE CERTIFICATION CLASS FOR SCHOOL BUS DRIVERS

This course/class is required by state law and is offered at various times throughout the year in our district and neighboring districts. In GCCISD we offer the course twice per year in January and July. After completing the behind-the-wheel training and having met all other school bus driver qualifications we can request an enrollment certificate for the state certification course which is valid for 180 days and can only be issued one time. This will allow you to qualify to drive until you can attend the 20 hour class.

When we schedule a state certification class in GCCISD we generally have them in the evenings at the Transportation Department. Dates and times are announced prior to the classes being held. If for some reason you are not able to attend the class in GCCISD we will help coordinate for you to attend one in a neighboring district based on their space availability. Class scheduling is done by ESC 4. *It is your responsibility to inform the GCCISD Transportation Safety/Training Office if you need to seek other options to schedule a certification class through another district if you are unable to attend the dates set with our district. At least a 10 day notice is needed before the class starts to withdraw you from a class you are registered to attend.*

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REQUIREMENTS FOR COACHES WITH A CDL WHO ARE SCHOOL BUS DRIVER CERTIFIED

1. Have an acceptable driving record, in any state you may have lived.
2. Attend and complete behind-the-wheel training.
3. Have a current school bus driver certification card and recertify every 3 years.
4. Pass a drug test.
5. Have a current federal/state required physical.

The first step to getting qualified/authorized to drive for GCCISD is to contact the Transportation Department Safety/Training office, Tel 281-420-4665. We need:

- A copy of your TEXAS Commercial Drivers License
- A copy of your social security card
- A copy of your Medical card if it is current
- A copy of your Texas School Bus Certification Card
- A copy of your employee ID card.
- Your home phone number or cell number
- The campus where you teach and a good time to contact you

If you do not have a current physical you will have to get one. We need this information to run a driver's record check and to establish you in our driver database as a qualified driver. You may bring a copy of these documents to our office or if you have scanning capability you can scan and email them to randy.boatman@gccisd.net .

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To schedule behind-the-wheel training classes, you need to contact the Safety/Training Office at 281-420-4665 or e-mail Randy Boatman (randy.boatman@gccisd.net). If we are not available to take your call, leave a voice message and we will contact you. The list below is everything needed to get started with you:

- A copy of your TEXAS Commercial Drivers License
- A copy of your social security card
- A copy of your Medical card

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(COACHES WITH CDL AND CERTIFICATION CONTINUED)

- A copy of your Texas School Bus Certification Card
- Your home phone number or cell number
- The campus where you teach and a good time to contact you
- A copy of your employee ID card.

For further information contact Randy Boatman, Lead Safety Trainer at randy.boatman@gccisd.net or Trainers Suzzi Freeman or Maria Rodriguez at lydia.freeman@gccisd.net) or morodriguez@gccisd.net or call 281-420-4665 and ask for the Safety Training Office, extension 11311 or 11312.