

Eastern Hancock County Transportation Dept.
School Bus License Process

- A. To be considered for a Bus Driver position for Eastern Hancock you need to submit an application to Central Office. The application will be reviewed by Director of Transportation. A background check, pre-employ drug and alcohol test, and interview will follow. The pre-employ drug & alcohol test will be scheduled for you to take. (No Cost). The background check cost \$28.00 at applicant's expense.
- B. A CDL Physical Examination (by a licensed Indiana doctor) is required. You can pick up CDL physical forms at the Transportation Department/Bus Garage.
- C. You will take the written exams at the local Bureau of Motor Vehicles to get permit/temporary license for a school bus. Requirements are: General Knowledge, Public Passenger, S Endorsement, and Air Brakes. BMV will need to see the CDL physical before you complete the written exams. You will receive a temporary driver's license for 180 days. (Fee \$16.00)
- D. Bring permit, CDL physical, and paperwork to the Transportation Office and you will be scheduled to take the three-day Safety School Course conducted by the State DOE/Safety Office. (This is at no cost).
- E. The Transportation Department will contact the Department of Education/Safety Office to get you a blue card. This allows you to be able to drive a school bus with another licensed driver for training with no students on board. (Blue card will be valid for 180 days).
- F. Receive hands on training at the Transportation Department to prepare you for the actual driving skills test.
- G. Once you feel confident that you are ready to take the test we will contact the test site and set up a date and time for you to take the skills test. There is a \$100.00 charge each time you take the skills test. (Your responsibility). A Transportation Department individual will accompany you when you go to be tested. This test is Pass or Fail grade only.
- H. Upon completion and passing the skills test, the grader will give you a sealed packet for you to take to the BMV. The BMV will check to make sure information hasn't been tampered with and then update your driver's license to school bus. (It is important that you be sure that the correct endorsements have been put on your license).
- I. Upon completion and passing the driving skills test and license being updated at the BMV. You return to the Transportation Department and we then contact the Department of Education/Safety Office to get your yellow card issued. (The Yellow Card allows you to drive a school bus with another licensed bus driver with students on board).
- J. The next step in the licensing process is for you to complete the observation/drive time on an actual school bus route with a licensed school bus driver. This form must be submitted to the State DOE/Safety Office. You observe on a bus route for four hours, and drive a bus route for eight hours with another driver on the bus.
- K. Take your license, physical, yellow card and other paperwork to the Superintendent's Office they will make copies for the school bus driver records.

If you have any questions please contact me at 317-936-5652,
Director of Transportation
Carl Ingram