



Charles County Public Schools

5980 Radio Station Road
P.O. Box 2770
La Plata, MD 20646
Main line: 301-932-6610
www.ccboe.com

Kimberly A. Hill, Ed.D.
Superintendent of Schools

Michael L. Heim
Assistant Superintendent of Supporting Services

Supporting Services: 301-934-7270
Maintenance: 301-934-7288
Operations: 301-934-7283
Planning & Construction: 301-934-7290
Transportation: 301-934-7262

REQUIREMENTS FOR SCHOOL BUS DRIVER APPLICANTS

- You **must** have a contractor and a CDL B with P&S License or Learners License to be accepted into the program. A list of contractors and their phone numbers are available upon request. You can also access this information on the www.ccboe.com website. Go to the parents & community link and access the transportation and bus information page.
- Application is by appointment only.** Allow approximately 45 minutes to complete the necessary paperwork. Children will not be permitted at the time of your appointment. You **must** bring the following information with you to your appointment:
 - A current driver's license and learner's license.
 - Original Social Security Card or Original/Certified Copy Birth Certificate or current passport.
 - Certified** copy of **complete** driving history from MVA, no older than 30 days. If you live out of the state of Maryland, you must furnish a complete, certified copy of your driving record from the state you reside in.
 - A current DOT physical and DOT Medical Card.
 - A \$30.00 processing fee (exact cash, money order or check).
- You cannot have a prior drug or child abuse charge on your criminal record.
- You cannot have an alcohol charge of 10 years or less. If the alcohol charge is over 10 years, you must submit paper work verifying you have participated in and passed an accepted rehabilitation program.
- You cannot have a criminal record that in the opinion of the Director of Transportation would be detrimental to our school children.
- You must have an acceptable past driving history that in the opinion of the Director of Transportation would not be detrimental to the safety of our students.
- You cannot have more than the equivalent of two (2) current points on your driving record.
- You must be 21 years of age.

IN ORDER TO BECOME A CERTIFIED SCHOOL BUS DRIVER FOR CHARLES COUNTY PUBLIC SCHOOLS:

- You must provide Two (2) work and two (2) personal (NO RELATIVES) references with correct and complete mailing addresses and telephone numbers. (Forms will be given out to applicant at time of appointment to be completed.)
- You must provide your sponsoring school bus contractor a completed Employment History Review Form for each of your past employers. Your sponsoring contractor will provide the Employment History Review Forms. Your previous employers must return the form to your contractor to continue the certification process. **Pursuant to Section 6-113.2 of the Education Article, Annotated Code of Maryland (House Bill 486)**
- You must complete Pre-Service Classes. All classes must be completed consecutively. Late arrivals will be turned away.

It's all about teaching and learning.

Steven M. Andritz
Director of Planning & Construction

April K. Murphy
Supervisor of Operations

Bradley J. Snow
Director of Transportation

Steven T. Vance
Supervisor of Maintenance

24-hour information line: 301-934-7410



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- You must complete at least 2 behind-the-wheel appointments with your contractor before calling to schedule behind-the-wheel training with the Driver Instructors.
- You must complete a minimum of 10 hours behind-the-wheel training with one of CCPS Transportation Driver Instructors. In between the appointments, you will practice with your contractor on the area of concerns as determined by the Driver Instructor.
- Your behind-the-wheel appointments must be consistent within a reasonable time frame as determined by the driver instructors. If you cannot keep your appointment, you must call the transportation office 24 hours prior to your appointment time. No appointment will be honored if more than 10 minutes late.
- You will have **6 months** from the last day of your class to complete your behind-the-wheel training and secure your CDL driver's license with both "P" and "S" endorsements. Communication every two weeks between you and the Driver Instructors is a MUST in order to remain in our training program. If the Driver Instructors do not hear from you within a two (2) week period, your name will be removed from our records and placed in the dead file. If for **any reason** it should take you (as the trainee) longer than six months to complete your certification to become a school bus driver, you must repeat the complete pre-service class.
- Pre-employment drug testing is also mandatory. Your contractor will make these arrangements.
- Your contractor will prepare you and take you to MVA for your CDL test.
- You will be certified **once all required materials and required training skills are completed within the Transportation Department.**
 - Four references
 - Certified copy of complete MVA driving history
 - Completed Physical
 - Drug Testing
 - CDL with "P" and "S" Endorsements
 - Required amount of time behind-the-wheel with a Driver Instructor.
 - All criminal and driving background records are verified.
 - All Employment History Review Forms returned to the contractor.
- If you have any questions or need to schedule an appointment you may call the Driver Instructor, Janeen Dixon, at the Transportation Department, at 301-934-7262.

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