



# CARROLL ISD

## CARROLL TRANSPORTATION DEPARTMENT NEW DRIVER PROCEDURES

1. You will need to pass a DOT physical and pre-employment drug screen. Forms are available at Transportation. Our phone number is 817-949-8333.
2. You will need to take and pass five written tests at the Department of Public Safety and receive a permit prior to the driving portion of your training. We can provide you with a copy of the manual or you may view it online.

Most recently, according the information we have received, the tests have been given in this order, based on the CDL Handbook:

Test 1 - Section 14 -Special requirements for Texas commercial motor vehicles

Test 2 - Section 2- Driving Safely

Test 3 - Section 5- Air Brakes

Test 4 - Section 4- Transporting Passengers safely

Test 5 - Section 10- School Bus

**All tests should be taken at the DPS most convenient to applicant.**

**Take your social security card.** You will not be allowed to take yours tests without it.

Make sure you tell the DPS personnel that you are there to take the five tests pertaining to a **school bus CDL**. This requires taking the test on "School Buses" (Section 10, Part 1).

**After taking and passing all five tests, the driver has 90 days from the date the permit is issued to learn to drive. The driver must pass the DPS driving and brake test before the 90 days is up.**

Otherwise, all tests must be retaken and the driver may need to be retrained.

3. **Complete a minimum of 20 hours of training at Carroll Transportation with one of our trainers.** We will schedule the DPS driving and brake test after the DOT physical. The training will be scheduled two weeks before the scheduled DPS driving and brake test.

CREATING AN ENVIRONMENT THAT **FOSTERS EXCELLENCE**

Administration Center | 2400 N. Carroll Ave. | Southlake, TX 76092 | 817-949-8222 | SouthlakeCarroll.edu | MySouthlakeNews.com





# CARROLL ISD

4. **Pass the DPS driving and brake test.**
  - a. The DPS driving/brake tests must be taken at the Dallas, Carrollton or Fort Worth locations or the third party testing site at Denton ISD only.
  - b. It is the responsibility of the driver to confirm that all tests have been taken and passed prior to Transportation taking a bus to the DPS location for the driving test.
  - c. After taking and passing the DPS driving/brake tests, the driver is required to pay for his/her own CDL.
  
5. **Newly licensed drivers must contact Carole at Transportation to register for the required 20-hour Texas School Bus Driver Safety Training class and to obtain a temporary certification card.**

## Process for Driver Enrollment Certificate (Temporary Certification Card)

- [Texas Administrative Code Title 37 Chapter 14](#) states that candidates requesting a Driver Enrollment Certificate must “register for the first available 20-hour certification course.” In addition, the training agency (ESC Region 11) must revoke a Driver Enrollment Certificate if the candidate fails to complete that scheduled course. So, although the Driver Enrollment Certificate can be valid for up to 180 days from the date it is issued, they are being instructed by DPS staff to limit the certificate’s validity to a time period that coincides with the first available training.
- ESC 11 will issue Driver Enrollment Certificates with expiration dates that reflect a reasonable time period for registering for the first available session.
- When requesting [Driver Enrollment Certificates](#), drivers need to be registered for a training course and then the confirmation must be forwarded with the request. Once the verification is received that the driver is registered for a 20-hour training session, the Driver Enrollment Certificate will be processed.

Drivers may drive a bus with students before taking the class as long as they are registered for it and have a temporary certification card. The temporary certificate is valid for six months. If the temporary certificate is revoked you will not be able to continue driving a school bus until the class is completed.

Every three years, an 8-hour re-certification refresher class must be taken. If this class is not taken, the 20-hour class must be re-taken.

CREATING AN ENVIRONMENT THAT **FOSTERS EXCELLENCE**

Administration Center | 2400 N. Carroll Ave. | Southlake, TX 76092 | 817-949-8222 | [SouthlakeCarroll.edu](#) | [MySouthlakeNews.com](#)





# CARROLL ISD

## Procedures for New Drivers with a current CDL

1. Complete a minimum of 1 hour training with Transportation trainer.
2. Pass a DOT physical and drug screening test.
3. Have a current Texas School Bus Driver Safety Training certification card.

The following items need to be on file at the Transportation office:

1. Copy of current CDL
2. Copy of current certification card
3. Copy of current Medical Examiner's Certificate

CREATING AN ENVIRONMENT THAT **FOSTERS EXCELLENCE**

Administration Center | 2400 N. Carroll Ave. | Southlake, TX 76092 | 817-949-8222 | [SouthlakeCarroll.edu](http://SouthlakeCarroll.edu) | [MySouthlakeNews.com](http://MySouthlakeNews.com)

