

Tell City-Troy Township School Corporation

John Anthony Scioldo II
Superintendent
john.scioldo@tellcity.k12.in.us

"Home of the Marksmen"

Administrative Office
837 17th Street
Tell City, IN 47586
Phone: (812) 547-3300
Fax: (812) 547-9704

Requirements for obtaining a Class B CDL & Employment with TCTTSC

- __1. Take and pass 4 written CDL tests at the License Branch.
 - a. General Knowledge Test
 - b. Passenger Transportation Test
 - c. School Bus Endorsement
 - d. Air BrakesThis allows you to receive your CDL learners permit-You have 6 months to get yellow card and take skills test after you get your Learners Permit.
- __2. Background Check-Link on school website, cost \$27.40 that will be reimbursed after driving for TCTTSC.
- __3. Pass CDL Physical

TC School clinic appointment made through central office for free or driver can go to approved physician and be reimbursed after driving for TCTTSC. Physical forms can be picked up at central office. A completed copy will need to be brought to central office to be faxed to BMV and kept in drivers file. Physical expiration dates are determined by the physician and listed on the form.
- __4. Attend 3 Day Pre-Service class.

This is a state requirement, no charge, and scheduled through central office. This allows you to receive your "blue card". You have one year to finish from the issue date from your Blue Card.
- __5. 4 Hour Observation on Bus w/students & 8 Hour Driving w/trainer.

Driver and trainer fill out the form and submit to central office to be submitted to the state. (Certification of observation and Driver Training)
- __6. Pass Driving Skills Test-Train with Mark Thomas

Once you finish the required Federal Entry Level Driver Training (ELDT) you can take the CDL skills test, usually at Mitchell IN., and is scheduled through central office. Cost of \$100.00 paid in advance, will be reimbursed after driving for TCTTSC. Take drivers license and learners permit to the test. There are three (3) types of general skills that will be test:
 - A. Pre-Trip Inspection-tests to see if you know whether the bus is safe to drive. You will be asked to do a pre-trip inspection of the bus and explain to the examiner what you would inspect and why.
 - B. Basic Controls-tests your skill to control the bus. Move bus backward, forward, and turn in a defined area that is marked with traffic lanes, cones, barriers, or something similar. Examiner will tell you how each control test is to be done.
 - C. Road Test-tests your skill to safely drive your bus in a variety of traffic situations including right-hand turns, left-hand turns, intersections, railroad crossings, curves, up and down grades, single/multi use lane roads, streets, highways, pick-up and drop off stops, with right and left situations. Examiner will tell you where to drive.

Once the skills test is taken and passed, take CDL permit, the receipt for passing skills test, and CDL physical paperwork to the BMV to get your official CDL license. Yellow cards are obtained through central office a few days after skills test. Keep a copy of your CDL physical certificate and yellow card on you at all times.

Checklist for Employment with Tell City-Troy Township School Corporation

- __1. Complete a support staff application and all payroll related paperwork. Bring drivers license, social security card or birth certificate and voided check.
- __2. Pre-Employment Drug Screen.
- __3. Alcohol and Controlled Substance Testing Policy.
- __4. Complete the Certification of School Bus Driver Physical Performance Standards and Measurements.
- __5. Complete the Summer Safety Meeting Requirements in order to be recertified annually.

Name of Driver: _____ Telephone: _____ DLN/CDL # _____

Questions? Email mark.thomas@tellcity.k12.in.us or kathy.vanhoosier@tellcity.k12.in.us