

## CDL Checklist for Prospective Bus Operators

Criteria 1-5 can be done in any order. Criteria 6-12 should be done in order. RPSB Transportation Main Number - 318-449-3108. Obtaining your CDL does NOT guarantee any type of employment with RPSB.

- 1. Apply for school bus operator position online at [www.rpsb.us](http://www.rpsb.us)
- 2. Complete 30-hour LA School Bus Driver Training Course
  - Commonly known as ELDT/Defensive Driving Course and LSBDC course
  - Pass written test (80% minimum score)
- 3. Complete RPSB background check, fingerprinting and drug screen & attend safety meeting (NO cost for any of these)
  - Contact RPSB Human Resources at 318-487-0888 to schedule appointment, for the dates of and to sign up for a safety meeting
  - Bring DL and Social Security Card to appointment with HR
  - Unable to get on a bus w/students for future training until all of these are complete
- 4. Obtain DOTD CDL Physical
  - Contact RPSB Transportation for assistance (Mrs. Cinda Thomas - [cinda.thomas@rpsb.us](mailto:cinda.thomas@rpsb.us) - 318-449-3150)
  - Rapides Urgent Care and LOHS are two common providers; may choose your own also
  - Will have to complete before obtaining your permit
- 5. Obtain CDL Learner's Permit from OMV (Do NOT have to take the 30-hour class to obtain permit)
  - Get your permit as early as possible.
  - Need either Class A or Class B CDL
  - RPSB office has free manuals to study
  - LA OMV: <https://www.expresslane.org/drivers/commercial-driver-s-licenses-cdl/new-cdl/>
  - Practice questions: <https://m.driving-tests.org>
  - Permit Fee = \$15.00
  - Need two endorsements: S (school bus) and P (passenger)
- 6. Obtain observation and driving hours with approved RPSB trainer
  - 2 hours of observation WITH students on board
  - 2 hours of driving WITHOUT students on board (must have CDL permit)
  - RPSB will provide candidate with a list of trainers and contact phone numbers
  - After completion of these 4 hours, contact RPSB so we can enter information in FMCSA website to allow you take the Skills Test (bring DL and training log forms)
- 7. Take 3rd Party Skills Test
  - Detailed verbal pre-trip inspection and driving test
  - Contact Mr. Will Cummings at 318-483-4603 (inform him that you are seeking employment with RPSB)
  - Testing Fee = \$100.00 (cash or money order only)
  - Must wait at least 14 days from after receiving permit before testing
- 8. Obtain CDL from OMV
  - After passing skills test, return to OMV to get CDL
  - Total Fee = \$76.50 (CDL = \$61.50, S endorsement = \$7.50, P endorsement = \$7.50)
- 9. Register with FMCSA Clearinghouse
  - <https://clearinghouse.fmcsa.dot.gov/register> - Follow the prompts to register
- 10. Contact your approved RPSB trainer to complete driving requirement
  - Obtain 6 hours of driving WITH students on board
- 11. Meet with Mrs. Cinda Thomas to submit all final paperwork and review
- 12. Interview with Mr. Alan Fontenot, Director of Transportation ([alan.fontenot@rpsb.us](mailto:alan.fontenot@rpsb.us))