



## Frequently Asked Questions for Obtaining a Bus Drivers License

### What Kind of Drivers License is required to drive a school bus?

In order to transport students there are a number of federal and state regulations which have to be met. The Commercial Drivers License (CDL) to operate a Class B vehicle with a P and S endorsement is required. In order to step up to the CDL a Commercial Learners Permit must first be obtained.

### What is the process to obtain a CDL if I do not currently hold one?

The process requires a commitment of time and effort to complete. The first step for a Robertson County employee is to complete an application with our Human Resource Department for the classified position in our transportation department for bus driver. This link should allow you to access the application. [Applicant Tracking Enterprise - Robertson County Schools - Jobs Board](#)

### Once I complete the application for bus driver what is next?

Much like all other applications there is a drug screen and a physical. For Commercial Driver's License purpose, the federal requirements include a Department of Transportation drug screen (DOT drug screen), and a Department of Transportation Medical Physical (DOT Physical) to obtain the DOT Medical Certification Card.

- The Robertson County Employee Clinic will provide the DOT Physical free of charge. Call 615-953-9980 or use this link to schedule an appointment [Robertson County Employee Health Center](#)
- The DOT drug screen must be completed with Workforce Essentials location. Call 615-384-1097 to schedule an appointment, the location is 299 10<sup>th</sup> Ave East, Springfield, TN.

### How can I prepare to test for a CDL Permit?

Study and prepare for the CDL Permit test. The CDL Drivers manual can be accessed on line by this link, [SECTION 1](#)

Special attention should be given to all sections designated for school bus drivers this includes the following sections of the manual:

- Section 1 – Introduction
- Section 2 – Driving Safely
- Section 3 – Transporting Cargo Safely
- Section 4 - - Air Brakes
- Section 5 – Combination Vehicles
- Section 9 – Hazardous Materials
- Section 10 – School Bus

Sections 11, 12 and 13 will be covered later and deal with the on road driving. These sections will be covered during the driver training portion of the process and before you schedule the actual road test.

You should also use any and all practice test you can find to help prepare. Examples can be found at this link [FREE Tennessee CDL General Knowledge Practice Test 2026 | TN](#)  
[FREE Tennessee Knowledge Test Class A - Real 2026 CDL Questions!](#)  
[FREE Tennessee CDL Permit Practice Test 2026](#)

### What do I do after studying for the permit test?

Once you have read and studied the Tennessee CDL Manual contact Mr. Kenny Hardaway, Robertson County Schools Transportation Supervisor at 615-384-4555. You will need to obtain a 2-C Form to prove you are a

district employee. The Department of Motor Vehicles will not allow you to test without this form so obtain this form first.

### **How do I take the Permit Test?**

Contact Mr. Hardaway who will provide information to complete the Early Learning Driver Training (ELDT) online. There is a certificate to receive for this training. This training will help prepare for the Permit Test and will be required before the physical driver training can be completed.

Next you will want to schedule an appointment with the local DMV to test. Use this link to schedule the most convenient time. [Online Ticketing System - Home](#)

The Springfield office will provide the needed test for you. There is required documentation needed in order to obtain the Commercial Drivers License. Please be prepared to provide the following information when you arrive.

1. Valid DOT Medical Certification Card (you obtained this after completing the DOT Physical)
2. Proof of Social Security Number – (best to have the original card, but IRS documents will work)
3. Tennessee Driver's License – (you are actually upgrading your license)
4. Two proofs of Tennessee Residence – (Home utility statements water electric, gas, vehicle registration, mortgage or lease, voter registration card, current tax return)
5. Proof of US Citizenship – (Unexpired Passport, Certified birth certificate)

There are fees to be paid for these tests. Please be prepared to pay the following:

Class B CDL Test	\$62.00
School Bus Endorsement	\$26.00
<u>Passenger Endorsement</u>	<u>\$ 9.00</u>
Total Fees	\$96.00

### **I have my CDL Drivers permit and obtained the ELDT certificate, now what?**

The next step is the required 14 days of bus driver training to be completed with the Transportation Department from June 1 – June 18, from 8:30am till 12:00pm this summer. This training will be the final step before you schedule the road test with a school bus and state examiners in Ashland City. Robertson County Schools, Transportation Department will assist and provide a bus to use for this testing. This training has a fee of \$200, which is paid at the time of the testing.

### **Can you summarize the steps that have been listed in order to obtain a CDL with a P and S endorsement?**

The following steps have been outlined in the FAQ:

1. Complete and application with the Robertson County Human Resource Department for School Bus Driver
2. Complete the DOT Drug Screen and DOT Physical
3. Pick up a 2-C form from Mr. Hardaway
4. Complete the ELDT On line through Mr. Hardaway and the information he will provided.
5. Attend the 14 day training class June 1 – June 18 at the Robertson County Schools Transportation Office
6. Complete the Road Test with a Robertson County School Bus.

If there are any additional questions or need for more information please contact:

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