

School Transportation – 2010

School Bus Driver Records

WORKSHEET 1

Date _____ LEA _____ School _____

School Contact _____ DOE Staff _____

Directions: Ask the **School Transportation Supervisor** to answer the following two questions and provide you three random files on current bus drivers. Complete the following review by checking if each item is present or not present in the file. Samples are provided for each item.

How many primary bus drivers perform duties for your district/school? _____

How many bus driver files do you have? _____

	Driver Name			Driver Name			Driver Name	
	Yes	No		Yes	No		Yes	No
1. Initial class registration								
2. Affidavit								
3. Background Check Receipt								
4. Physical and TB Initial Test Result								
5. Drug Test Verification								
6. 6-Hour Checklist (three forms)								
7. Classroom Certificate (copy)								
8. Child Protection Registry Form								
9. Copy of License with "S" Endorsement or Learner's Permit								

Additional Comments:
