



# Elwood Community School Corporation

1306 North Anderson Street, Elwood, In 46036 765-552-9861 [www.elwood.k12.in.us](http://www.elwood.k12.in.us)

## **Procedures on “How to Become A School Bus Driver”**

At Elwood Community School Corporation, we are always looking for great people for employment. We are proud of our bus drivers and hold in the highest regard what they do every day for our students and the community. At ECSC, we strive to ensure the care, welfare, safety, security for all stakeholders are our primary focus. Individuals desiring to become a bus driver and/or serve as a substitute bus driver, must comply with the following procedures:

1. Fill out an Application online (applicant must be at least 21 years old to apply)
  - a. Once completed, please do one (1) of the following options:
    - i. Print and mail or deliver to ECSC office at 1306 N. Anderson Street, Elwood, Indiana 46036
    - ii. Email Jerry Saffold, Transportation Coordinator at [jsaffold@elwood.k12.in.us](mailto:jsaffold@elwood.k12.in.us)
    - iii. Fax at (765) 552-8088
2. Interview with Director of Transportation or designee
3. After interview and upon employment, individual must complete the following:
  - a. Take a Pre-employment drug test
  - b. Complete CDL physical exam
    - i. CDL Physical Examination and Indiana Physical Fitness Certificate must be completed and signed by a certified medical doctor. (Forms will be given during the interview process)
  - c. Complete a background check with Safe Hiring Solutions. The link is located on our school website at [www.elwood.k12.in.us](http://www.elwood.k12.in.us) under “Employment”.
4. Attend and complete the mandatory pre-service schooling by Indiana Department of Education, Office of School Transportation
  - a. Information regarding how to attend will be given during the interview process
  - b. Pre-service classes may either be on-site or online as determined by the IDOE
  - c. There is no cost associated with this schooling
  - d. Upon successful completion, individual will receive a “blue card”
5. Obtain your Commercial Driver’s License
  - a. Applicants should apply for at least a class “B” CDL license
  - b. Upon successful passing the CDL written exam, the individual will receive a learner’s permit.
6. Bus Driving Training with regular route driver
  - a. 4-hour observation time with a ECSC bus driver
  - b. 8-hour driving time with a ECSC bus driver with no students on-board

(continued)

**Procedures on “How to Become A School Bus Driver” (cont.)**

7. Take CDL driving skills test (Applicant is responsible for cost associated with test)
  - a. There is charge whether individual passes or fails
  - b. An ECSC bus driver will go with the individual to drive their bus for the test
8. Once the individual has passed both the written and driving skills tests, he/she will be required to drive with an ECSC bus driver for an additional four (4) hours with students on board.
9. Once steps 1-8 have been successfully completed, the individual must possess a regular certificate card, or known as a “yellow card”, from the DOE.
10. Individual’s name will be placed on the ECSC substitute school bus driver list.