



## KAMEHAMEHA SCHOOLS MAUI

The following is a list of items that you must complete to obtain a School Bus Driver Certification (non-CDL). Please keep this list with you for reference and check off the items as you complete them.

### Complete a School Bus Application

Complete, sign, date and submit the School Bus Application (form DOT 1-171) located in the packet that is given to you at the bus driver training class. Please be sure to thoroughly complete the application and answer all questions.

### Attend a School Bus Driver Training Class

You are required to attend a bus driver training class. You will be notified of the date and time the class is scheduled. The written exam will be administered at the end of the class. We will be reviewing all of the material covered on the exam. You will be required to attend this class every year. After five years as a bus driver with KS, you will be required to attend every two years.

### Pass a written exam

The material contained in the exam will be covered in the School Bus Driver Training class. There are 32 questions on the test, and the minimum passing score is 78%. You will be allowed to re-take the test after a 3 day wait-period. You will be required to pass the written exam every year. After five years as a bus driver with KS, you will be required to pass the written exam every two years.

### Complete a Medical Examination

Please contact the Operations Office to schedule your medical exam appointment when you are ready. Medical exams are administered at the Kaiser Occupational Health Services (Wailuku Clinic, ph. 243-6453). Please complete sections 1 and 2 of the "Medical Examination Report" located in the bus driver info. packet prior to taking your medical exam. You will need to take the "Medical Examination Report" and a valid photoID with you to your appointment. Kaiser will bill Kamehameha Schools directly for the cost of the physical. Please submit your "Medical Examination Report" to Shannon after completion. DO NOT FILE YOUR FORM WITH THE DMV. Your medical certificate will be valid for two years from the date of your exam, unless noted otherwise.

### Submit a current negative Tuberculosis clearance

You may schedule an appointment with one of our health service providers (aka school nurses) here on campus. Valid for two years.

(Continued on back)

— **Submit a current Hawaii Driver History Record (replaces traffic abstract)**

To obtain your Hawaii Driver History Record, complete the following steps:

1. Complete the attached Request for Hawaii Driver History Record form (Parts I & II);
2. Take your form to Wailuku District Court to request your record. The fee is \$9. You will need to pay out of your pocket up front. Save your receipt and submit with your Driver History Record for reimbursement.

This must be renewed every year.

— **Submit a current Criminal History Record Clearance (Criminal Abstract)**

Complete part I of the “Request for Criminal History Record Clearance for School Bus Drivers” located in the bus driver info. packet and submit to the Operations Office for processing. This must be renewed every year.

— **Submit a copy of your valid drivers license**

Submit a copy of your valid drivers license. To be renewed prior to your license expiration date.

— **Successfully complete the Bus Driver Road Test**

The Operations office will contact you to schedule an appointment for your Road Test after all other requirements have been submitted. This will be the last requirement to complete. You will be required to successfully complete the road test every year. After five years as a bus driver with KS, you will be required to pass road test every two years.

— **Request for Information from Previous Employer**

An inquiry into previous employment going back three years from employment as a bus driver for KS is required for all applicants employed with Kamehameha School for less than three years.

Please complete one form for each employer you have worked for in the last three years.

Additional forms are available upon request.

You will receive notification of your certification upon completion of all of the School Bus Driver Certification requirements listed above. Please call me at 572-3245 if you have any questions. Mahalo!