

APPENDIX D
Texas Department of Public Safety
Application for School Bus Driver Enrollment Certificate

Authority for Data Collection: Vernon's Texas Civil Statutes, Article 6687b, § 5(a); recodified as Texas Transportation Code Annotated § 521.022 (Vernon 1996) and Title 37, Texas Administrative Code, Section 14.35.

Planned Use of Data: Request by employer for approval of temporary and provisional safety training certificate status to operate a school bus on an emergency basis which will expire based on program guide criteria.

Instructions: Please read carefully all information given below before completing this form. For assistance, please contact the School Transportation Unit at (512) 424-7396 or (512) 424-7395. Mail or fax the completed form to your Regional Education Service Center.

Applicants **must** satisfy **each** of the following prerequisites before their employer may request approval for the issuance of an enrollment certificate from the designated training agency. **Mark the box by each requirement the applicant has met:**

- At least 18 years of age;
- Possess a valid driver's license designating a class appropriate (with applicable endorsement, if commercial driver's license) for the gross vehicle weight rating and manufacturer's designed passenger capacity of motor vehicle to be operated;
- An acceptable "driving history record" (secured from the Texas Department of Public Safety) determined in accordance with the provisions of the most current Texas Department of Public Safety publication entitled *School Bus Driver's Driving Record Evaluation*;
- An acceptable "criminal history record" (secured from any state law enforcement agency) reviewed in accordance with the current provisions of Texas Education Code Annotated, Section 22.084;
- An acceptable physical examination conducted by a licensed physician and evaluated in accordance with all qualifications and standards specified on the most current Texas Department of Public Safety form titled *Medical Examination Report for School Bus Drivers*, and pre-employment/pre-duty drug testing (evaluated in accordance with current federal law); and
- A school district or contractor must ensure drivers have an acceptable level of knowledge and skill regarding the safe operation of school buses. It is the employer's inherent responsibility to ensure that the driver understands the contents of Units II, IV, V, VIII and X of the current *Course Guide for School Bus Driver Training in Texas*.

Except as approved by the designated training agency, the following eligibility requirements **shall** apply to the issuance of **all** enrollment certificates:

- All recipients shall be registered for the first available basic (20-hour training) certification course as determined by the training agency; this includes anyone issued an enrollment certificate during the twelve-month interval (grace period for renewal) immediately following certification expiration. Failure to satisfactorily complete the course as scheduled shall result in immediate revocation of the certificate, and it **cannot** be reissued.
- It is highly recommended that all enrollment certificates shall be dated to expire *no later than 180 days* passed the date issued. In the event a class is not scheduled within 180 days, the enrollment certificate may be dated to expire within a reasonable period of time following the conclusion of the first available certification course. Except as approved by the Regional Education Service Center, a minimum of five years must elapse between the issuance of consecutive enrollment certificates.

Please *print* or *type* all information requested below and forward the completed application to your designated training agency for processing. Please keep on file a copy of this form and any verification received from the training agency to document approval for enrollment certification.

Applicant's Name: _____
(Last) (First) (Middle)

Date of Birth _____ / _____ / _____ Driver's License Information: _____
(Month) (Day) (Year) (State) (Identification number)

This applicant needs the class taught in: English Spanish

Employer/District: Telephone: _____
(Name and county / district number, if applicable) (Area code, number, and extension, if applicable)

I affirm that this applicant has fulfilled all of the above requirements (which I indicated by an X in the box next to each requirement) necessary for the issuance of an enrollment certificate. Pending official notification of approval for an enrollment certificate from the designated agency, it shall be unlawful for the applicant to operate a school bus for the purpose of transporting students.

(Name, title, and signature of authorized employer/district official) (Date Submitted)