



IOWA DEPARTMENT OF EDUCATION

Hiring Steps for NEW School Bus Drivers

Revised 8/19/15

Steps to follow for hiring NEW school bus drivers:

- Step 1 - Licensing – must have the CDL class A,B, or C with passenger (P) endorsement and school bus (S) endorsement
- Step 2 - Licensing – if driving a vehicle of 15 passengers or less, must have the Chauffer's class D with the "3" endorsement (a CDL will also work, but class D3 is the minimum for 15 passenger or less vehicles)
- Step 3 - Must pass the DOT physical using a certified medical examiner found on the [National Registry of Certified Medical Examiners](#).
- Step 4 - If the driver is an insulin dependent diabetic, the driver must have a waiver signed by the certified medical examiner. The waiver can be found here: [Insulin Dependent Driver Waiver](#)
- Step 5 – Must have a pre-employment drug screening
- Step 6 – Must pass the criminal background check process as outlined in [Iowa Code 321.375](#)
- Step 7 - Must be added to your school's driver authorization list with the authorization printed out for the driver to carry at all times when transporting students (authorizations must be updated sometime between July 1 and August 15 each subsequent year)
- Step 8 - Must complete the 17-hour "New Driver STOP Training" (14 hours online with 3 hours of face-to-face training)
 - Register and pay for classes with your local community college
 - The 14 hours of online training will be complete upon passing the certification test
 - The certification test must be proctored by someone at the school district
 - New drivers receive a 6-month grace period during which they can drive while completing the training
 - Training can continue for up to 12 months, but after the initial 6 months drivers are no longer allowed to drive
 - Authorization expiration dates will be six months after initial hiring date
 - Upon completion of training, the authorization expiration date will be 8/15 of the upcoming year
- Step 9 - Optional – may take the "3-Hour Annual Inservice" (not required of new drivers during the first school year in which they were hired)

For more information, contact:

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