

Eastern Hancock Transportation Department
School Bus CDL License Process

- A. Submit an employment application and background check paperwork to Central Office. The application will be reviewed by the Transportation Director. Once the background check and application are completed and approved, a pre-employment drug screen will be scheduled for you to take (no cost to you)._
- B. Get a CDL physical examination by a certified physician (your expense, reimbursed).
- C. Take the written exams (General Knowledge, Public Passenger, School Bus, and Air Brakes) at the BMV to obtain your CDL permit (no fee to take the exams, but there is a minimal fee for the permit). When you pass a knowledge test, the results are valid for 180 days. You may receive only three commercial driver's license learner's permits in two years. A commercial driver's license learner's permit is valid for six months.
- D. Bring your permit and CDL physical to the Transportation Office, and we will schedule you to take the three day safety course conducted by the Indiana State Department of Education (no cost to you). You will then receive a Blue Card (valid for 180 days).
- E. Once you have your Blue Card, we will begin allowing you to drive a school bus with a CDL holder present, but with no children.
- F. We will also begin training you for the walk-around/pre-trip part of the test, as well as the driving skills tests.
- G. Once we feel that you are ready, you will contact the test site to set up a date and time for you to take the skills tests, accompanied by a Transportation Department employee. You will be responsible to pay the \$100 fee they charge for the test (you will be reimbursed the \$100 fee after you pass the test).
- H. Upon passing the skills test, you will receive further instructions regarding when to go to the BMV to obtain your new CDL driving license. (Please be sure all the proper endorsements are listed on your license.) We will then obtain your Yellow Card.
- I. Once all of the previous things are completed, you will need to complete 4 observation hours and 8 drive-time hours with a licensed CDL driver during a school bus route.

If you have any questions, please contact me at 317-936-5652.

Chris Knoblock
Transportation Director