



**Iowa Park Consolidated  
Independent School District**

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Ned Miller, Transportation Director [www.ipcisd.net](http://www.ipcisd.net) [nmiller@ipcisd.net](mailto:nmiller@ipcisd.net)

### **Requirements to Drive a Bus**

Welcome to Iowa Park CISD. This information is provided to help you in the process and requirements of being able to drive a school bus for the district. We are here to help you. Please contact us any time if you have a question.

#### **Contact Persons:**

Serena Criswell at (940) 592-4193 or [scriswell@ipcisd.net](mailto:scriswell@ipcisd.net)

Mrs. Criswell will handle all documents and paperwork related to your file.

Ned Miller at (940) 592-2252 or [nmiller@ipcisd.net](mailto:nmiller@ipcisd.net)

Mr. Miller will handle your assignment to a trainer and any questions related to your license.

#### **Items needed to drive:**

- valid CDL with "P" and "S" endorsements
- Current DOT physical and new employee drug screen
- Current 20-hour bus driver certification
- category 1 or category 2 election on file with Transportation office
- Current copies of all related forms and documents

All required documents must be on file with Mrs. Criswell for you to be able to drive. To start a file, the transportation department must have a copy of your current driver's license.

#### **Acceptable driving record check**

A driver record check will be done now and at least annually. State of Texas rules for driver qualification will be followed. Any driver that does not meet state qualifications for eligibility will not be allowed to operate a district vehicle. Once you have a CDL, state law requires written notification to your employer if you are involved in a traffic accident or receive a citation. Notification applies to any type of vehicle not just a commercial vehicle. Written notification is to be sent to Serena Criswell at the Administration office.

Transportation must have a current copy of your driver license with appropriate endorsements.

### **DOT Physical**

To operate a school bus in Texas requires an individual to pass annually a DOT physical. The District will reimburse you for the cost of the physical if completed at a District approved location. You must contact Mrs. Criswell for an approved list of DOT physical providers. You are responsible for setting up the time for your annual DOT physical. The physical must be completed prior to any behind-the-wheel training.

### **Drug Screen**

All new employees to the district or current employees obtaining a CDL must have an initial Drug Screen before operating a school bus. All CDL holders are subject by law to random drug and or alcohol testing throughout the year. These are done without notice and participation is mandatory. An outside company manages the drug and alcohol program for the district. The costs for the random tests are covered by the district. When contacted an individual must make themselves immediately available. Failure to take a random drug screen is considered a positive test. District CDL holders are held to all aspects of drug and alcohol testing as prescribed by law and policy.

### **20-hour certification class**

The State of Texas requires a 20-hour bus driver certification class. These are held around the region at participating school districts. Please contact Mrs. Criswell for approved locations. The enrollment process is handled through Region IX and it is the responsibility of the employee to register. A driver must have completed the 20-hour course before they will be allowed to operate a district bus. The certificate is up for renewal every 3 years and requires an 8-hour refresher course. The enrollment process is the same as that of the 20-hour class. There is also an 8-hour online recertification class available. The 20-hour certification course is offered each summer in a classroom setting. While the 8-hour refresher is offered each summer or can be taken anytime online. Please contact Mrs. Criswell for scheduling information.

### **Non-exempted interstate (category 1) and Excepted interstate (category 2) license election**

The State of Texas requires each CDL driver to elect either category 1 (CDL is used for school bus plus other) or category 2 (CDL is used for school bus only). Category 1 drivers are required to send a copy of the yearly DOT physical to Austin. Category 2 exempts the driver from having to send a copy of the yearly DOT physical to Austin. All drivers are required to pass a yearly DOT physical regardless of category election. If required to fill out a CDL-1 and CDL-10 form and submit to TXDOT the Transportation office is available to provide guidance. It is imperative that category 1 drivers inform Mrs. Criswell of their category designation. All drivers are assumed category 2 unless the Transportation office is notified in writing otherwise.

## **CDL with passenger and school bus endorsement**

A CDL handbook is available online at <https://www.dps.texas.gov/internetforms/Forms/DL-7C.pdf>. The CDL consist of 3 parts. Written, Skills and a Driving test. (5 written tests, Pre-Trip Walk Around/Skills Tests {Parallel Parking, Backing, Off-set backing} and the Road Test. The 9 sections covered on the written tests are applicable to the type of CDL needed to drive a school bus. The sections are 1, 2, 4, 5, 10, 11, 12, 13 and 14. They do not have to be taken at the same time. Once all sections are completed the driver will be issued a CDL permit.

### **Part 1: Tests**

Test-1 is the Permit Test over Commercial Rules-section14.

Test-2. General Knowledge- section 1, 2, 11, 12 and 13 & Pre-Trip section 11 covers the rest of your written tests.

Test-3. Air Brakes- section 5

(The next two tests may be taken in any order.)

Test-4. Passenger Bus-section 4

Test-5. School Bus-section 10

Any single test must be passed within three tries. If any single test cannot be passed in 3 tries all test will have to be retaken. An additional fee will have to be paid to start over. The permit allows you to drive with a trainer and no passengers. Failure to complete all written and skill tests in the 180-day timeframe will require the individual to renew prior to expiration or start over.

### **Part 2: Behind the Wheel Training:**

Once all required written tests are completed Mr. Miller will assign you a trainer. Trainers and Trainees will set times to meet for training sessions. Trainees must attend all times set down (within reason) to ensure all areas of the DPS driving test are covered before the test date or the 180-day expiration. Trainers will also handle new Federal "Theory" Training.

### **Part 3: DPS Examination/Driving Test:**

Driving tests are scheduled through designated DPS units or with Greg Enis at Region 9 and must be coordinated through Mr. Miller. (This will be over the pre-trip, light inspection, physical air brake test, skills and driving test on the route designated by the examiners. All of this will be taught by the trainers prior to testing.)

The test procedure could take all day. You must schedule with your campus administrator if applicable.

## **Individuals already possessing a CDL**

Individuals already possessing a CDL but needing the P and S endorsements to drive a school bus will need to follow the same procedure for behind-the-wheel training. The School Bus and Passenger endorsement requires a written test over chapters 4 and 10. A driving test will also be needed. A trainer will prepare the individual for the test and work on any skill improvement determined by the trainer. Trainer will also go over Federal "Theory" Training.

Times for the driving test appointments are to be coordinated with the trainer to ensure there is a bus/trainer available for that time and date.

**Initial CDL cost**

CDL fees will be reimbursed as long as you are driving for the district and turn in appropriate receipts to Mrs. Criswell.

**Copies of documents**

The Transportation Department must have on file copies of all related documents for the operation of a district bus. These include copies of

- valid CDL with "P" and "S" endorsements
- current bus driver certification
- current DOT physical
- category 1 or category 2 election on file
- pre-employment drug screen (new district employees)