

12 Weeks to Hire a Driver!

School Bus Driver Hiring Process



WEEK 1-2

Initial Inquiry

Application
Fair Credit Reporting Act
Copy of Current License
Initial Motor Vehicle Report
Criminal Background Check
Set up Interview

Interview with hiring manager

Evaluation of Motor Vehicle Report

Pre-Training Drug Screening Non-DOT

Clearance and
Reference Check Reviews
Receive Drug Test Results
Accept Candidate
into Training

WEEK 2-4



WEEK 5-6

Hire for Employment Van/Aide

Hire Packet
School Bus Physical
Obtain Physical Card
Pre-Test Coaching
Complete DOT Drug Test
Repeat MVR

Clearances

Register and schedule FBI
Fingerprints
Child Abuse History Check
Complete Act 168 Process
Obtain Clearance from School District

Complete Training

Classroom Hours (14 hours minimum)
Act 126 (3 hours required)
Company Policies

WEEK 4-5



WEEK 6-10

Knowledge Test

Receive permit when passed
Provide proof of citizenship

In Bus Training
6-20 Hours

Driver Skills Test

CDL LICENSE

Must wait for license to arrive in the mail
Post CDL Drug Test
Self-Certification Form
S-Card
Route assignment

10-12 TOTAL WEEKS

WEEKS

Time
Associated
with Process

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Safely Transporting Pennsylvania's Future

**School
Bus
Driver**



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