

Oklahoma State Department of Education (SDE) - 2500 North Lincoln Boulevard - Oklahoma City, Oklahoma 73105-4599
 Student Transportation Section 405-521-3472 <www.sde.state.ok.us/Schools/Transportation>

Application for Oklahoma SDE School Bus Driver Certificate

This certification is required by the State Board of Education for school bus drivers employed by K-12th grade schools.

Employing School Location: County Name _____ District Name _____

Applicant must complete this section. Is the applicant a United States citizen or legally authorized to work in the U.S.? Yes / No
 ALL INFORMATION IS REQUIRED. **Print clearly** as the information from this form will be used to print the approved Certificate.

Last Name _____ First _____ Middle _____ Birth Date _____

Residence Address _____ City _____ State _____ Zip _____

Social Security No. _____ Female / Male CDL: Class A ___ / B ___ / C ___ Endorsements P ___ / S ___

Commercial Driver License (CDL) Number _____ State _____ Expiration Date: _____

"I hereby swear that I have not been convicted of a felony in the past ten (10) years, and I understand that any false statements regarding this matter can result in possible criminal charges, immediate job termination, and the revocation of my school bus driver certificate, and I hereby swear that the information I provided on this form is true and correct." (47 O.S. § 15-109)

Signature of Applicant _____ Date _____

An SDE certified **School Bus Driver Instructor** must complete this section only for first time applicants completing their Oklahoma School Bus Driver Course. If this is for an ONLINE Course you must include the company's *Certificate of Completion* with this form.

Name of Instructor (PRINT) _____ Phone Number of Instructor _____

Classroom Training Dates: _____ Year _____ / Location _____
 (Regular Classroom Instruction)

Online Internet Course Completion Date _____ Location City/School _____

If an Online Course, provide On-the-Road Training Dates: _____ Total Driving Time: _____ Hours

Signature of Instructor (Classroom or Online Course) _____ Date _____

"I hereby certify the above training information is true and correct for this applicant." (47 O.S. § 15-109)

Employing School District Administrator must complete this section (below). Select one option for type of certificate requesting:

Emergency Certificate (Temporary): Requires a Commercial Driver License Class A, B or C with P and S endorsements; can only be issued for the current school year and is not renewable. Applicant must meet all applicable state requirements except completion of Oklahoma bus driver course.

Standard Certificate (5 year): Requires a CDL Class A, B or C with P and S endorsements; completion of the Oklahoma School Bus Driver Course as verified by an Instructor on this form; and must meet all other applicable state requirements.

"Renewal" of an Oklahoma Standard Certificate: Requires minimum of 4 hours of Annual Inservice training as verified below.

- A. Has this applicant completed 4 hours of school bus driver annual inservice from subjects approved by the SDE? Yes or No
 B. Is this applicant's documentation for inservice attendance on file with this employing school district? Yes or No

By signature below, the employing school district administrator verifies that this applicant:

- Has a current *Driving Record Report* on file that meets all State Board of Education regulations.
In the past three (3) years, has no driving under the influence (DUI) conviction and not more than three (3) traffic violations.
- Has not been convicted of a felony in the past ten (10) years and verification report is on file with the employer.
- Has either a current **annual** SDE Health Certificate, or a **biannual** Department of Transportation "DOT Physical" on file.

"I hereby certify the above information is true and documentation is available at the employing school district." (47 O.S. § 15-109)

Signature of School Administrator Employer _____ Title _____ Date _____

School Employer's Phone No. (_____) _____ County No. _____ School District No. _____

Submit this completed application form to the Oklahoma State Department of Education. Keep a copy for your records.