



Labette County Schools

USD 506

USD 506 is in need of Bus Drivers. If you are interested, here are the step you will need to take to obtain your Class B Commercial driver's License with a P&S Endorsement:

- 1) Obtain certification that you have completed the video course "Be On The Lookout: Human Trafficking." *This is a one-time event and you must have this certificate to present to the DMV when you take your written driving test. Our transportation department will set this up for you to do on-line. It is very easy and does not take but about 20 to 30 minutes.
- 2) Download the Commercial Driver's License manual and read chapters 1, 2, 4, 10, 11, 12, and 12. Maybe read it a second time! The manual is found at:
<http://www.ksrevenue.org/pdf/cdlhandbook.pdf#search>
- 3) Go to your local DMV and pass a short test on the computer in order to obtain a "learner's permit." *Keep your receipt and USD 506 will reimburse you once you have obtained your CDL and are employed by USD 506. Cost is ?
- 4) Go to <https://clearinghouse.fmcsa.dot.gov/register> and register with the Federal Drug and Alcohol Clearing House.
- 5) Visit with Cindy Dean at the USD 506 District Office in order to have a DOT Physical appointment scheduled. *Be sure results of the physical get back to USD 506. You also need to keep your proof of this on your person while driving.
- 6) Cindy will also need to schedule a drug screening for you as well as provide you the forms for having a background check and fingerprinting done. *Usually done at Oswego by the Sheriff's Department.
- 7) Once you have your "learner's permit" in hand, you can contact Shane Holtzman to schedule 12 hours of "behind the wheel" bus driving instruction. This instruction will be provided by either Sharon Wolgamott, Diane McCartney, Leroy Jones, or Shane Holtzman.
- 8) You will also need to complete a one-day CPR/1st Aid class. This must be done every two years to keep your CDL current. If you already have this certification please provide proof so we can verify it. *Contact USD 506 Transportation Secretary, Sharon Wolgamott, in order to see when a class is being held.
- 9) You will also need to complete an 8 hour "Accident Prevention" (Defensive Driving) course. This must be done every three years to keep your CDL current. *Contact USD 506 Transportation Secretary, Sharon Wolgamott, in order to see when a class is being held.
- 10) Once you feel confident in your ability to handle the bus and complete a Pre-Trip Inspection of a bus, we will schedule a date and time to travel to Gardner, KS to take the final test. At Gardner you provide your current license, your learner's permit, and proof that you have completed the "Human Trafficking: Be On the Lookout" program. Cost of a CDL License is \$66.00. *Keep your receipt and USD 506 will reimburse you once you have obtained your CDL and are employed by USD 506.
- 11) Upon completion and receiving your CDL, submit your receipts for reimbursement and allow the district to photocopy your new KS Driver's License. This entire process usually takes 6 to 8 weeks.