



Aldine Independent School District

**Broad Prize 2004, 2005 and 2008 National Finalist
2008 HEB Excellence in Education Award
Texas Quality Award 2006**



*Producing the
Nation's Best*

To: Richard Delgado

From: The Aldine School Bus Driver Training Academy

Re: Coaches & Teachers Preparing to Drive a School Bus (CDL Training & Certification Class)

The Driver Academy will be happy to assist your department with information pertaining to driving the bus and the steps involved:

1. For the Texas Commercial driver license (class B with S & P endorsements) a study book will be necessary and can be obtained from any Texas DPS or from the Aldine (East or West) Transportation Department. It is also available on line.
2. The six necessary tests can be taken at 15403 Vantage Pkwy. East. DPS station. Coaches and teachers may **take written test at any DPS station**. Most office hours are 8:00 AM to 5:00 PM. and until 6:00 PM on one day a week for administering the written test. The road test will happen at the DPS station that schedules the earliest appointment date to satisfy our needs.
3. Contact us at 281-985-7374 to begin training for the road test. A trainer will arrange to meet the coaches at the school during their conference period if the time is substantial enough to complete the task. If not, the coach will need to commit to training on Saturdays. There will be other study material to memorize.
4. **The Academy will pre-arrange an appointment date for the road test with the DPS.** On the road test date the teacher/coach will need to pre-arrange a day away from classes to meet the trainer at the DPS early enough to practice driving before the appointment time.
5. The bus must be in place in time and the driver prepared to show the examiner that all lights and accessories are operational. They will be expected to perform hands on demonstration of the air brake system. Also required is a verbal explanation of proper student loading and rail grade crossing. Only after successfully completing the verbal, will there be instructions to enter the roadway. One hour is the approximate testing time. Purchase price will be \$61, with an expiration of 6 years.
6. After finishing at the DPS, the new driver will need to accompany the trainer to the Transportation department for a Clear To Drive. This consists of a tour of the facility, meeting dispatchers and the field trip coordinator. And last but not least, filling out payroll documents so that they will be paid for driving. **A driver license check will be requested** from the Texas Department of Public Safety **quarterly**.
Penalty points must not exceed ten
7. All school bus drivers in the state of Texas must be certified to drive a school bus. **Certification is a 20 hour class** taught by instructors employed by Region 4 Education Service Center. An **8 hour recertification class** must be attended every three years to **remain eligible to operate the school bus**. Aldine ISD Transportation Department pre-pays for the classes to be administered to all drivers. There is a service charge if the employee does not attend.
*** A school bus driver may not drive while their certification is expired.**