

Pope County Community Unit School District #1
125 State Hwy 146W, Golconda, IL 62938

Procedures for Bus Permit
New Applicant

1. Fill out application for employment.
2. Return application to Unit Office.
3. Applicant may or may not be called for an interview.
4. Before proceeding with process after interview, potential employee must:
 - A. Pass character background check (ISP);
 - B. Take fingerprinting test (ISP);
 - C. Pass physical exam and drug test;
 - D. Enroll in complete an initial bus driver training course;
 - E. At this point, the applicant must return proof of fingerprinting, physical exam, drug test, and initial course completion to the Unit Office where Employers Certification Form is completed certifying the following:
 - I. Applicant is 21 years of age.
 - II. Applicants has successfully completed a physical (within 90 days prior to date of application).
 - III. Applicant has completed the pre-employment interview.
 - IV. Applicant has passed the Illinois specific criminal background investigation.
 - V. Applicant has completed the initial training course.
 - F. The applicant goes to a Secretary of State Drivers License facility to obtain a school bus permit and appropriate drivers license and presents the following documents to facility personnel:
 - I. Three forms of identification containing the following: Name, date of birth, social security number, Illinois residency, and signature.
 - II. Appropriate fees.
 - III. Complete Certification Form from the employer.
 - IV. Proof of three-year driving history if the applicant resided in a state other than Illinois.
 - V. Third Party Certification (when appropriate).
 - G. The facility personnel will conduct the following tests:
 - I. Eligibility check.
 - II. Vision Test (when required).
 - III. Written test (as required).
 - IV. Pre-trip test.
 - V. Behind-the-wheel examination in the type of vehicle which the applicant will be driving. (Proof of Third Part Testing will exempt the applicant from taking the drive test).
 - H. If all requirements are met, the facility will issue the appropriate drivers license, if required, the Illinois School Bus Driver Permit.
 - I. Finally the applicant must agree to random drug screenings as required by law.

REGIONAL OFFICE OF EDUCATION # 20
Dr. Lawrence D. Fillingim, Regional Superintendent of Schools
Edwards/Gallatin/Hamilton/Hardin/Pope/Saline/Wabash/Wayne/White Counties

Class size limited to 50 in Refresher classes and 30 in Initial classes.

~~Pre-Registration is required for the initial and refresher training classes, 3 business days prior to class,~~ using ROE #20 Pre-Registration Form. Forms need to be mailed or faxed to the Regional Office of Education in Harrisburg. Individuals not pre-registered WILL NOT be admitted to class. Since class size is limited, registration will be on a FIRST COME, FIRST SERVED BASIS. If you have questions, please call 618-253-5581

BUS DRIVER INITIAL TRAINING CLASSES/ 2018-2019

| <u>DATE</u> | <u>LOCATION</u> | <u>TIME</u> |
|------------------------------|--|---------------|
| Saturday, July 21, 2018 | Harrisburg SIC -3575 College Rd. Rm. A-116 | 8:30am-4:30pm |
| Saturday, September 22, 2018 | Harrisburg SIC - 3575 College Rd. Rm. A-116 | 8:30am-4:30pm |
| Saturday, November 3, 2018 | Mt. Carmel Elem. School, 1300 N Walnut, Mt. Carmel Library | 8:30am-4:30pm |
| Saturday, March 2, 2019 | Harrisburg SIC - 3575 College Rd. Rm. A-116 | 8:30am-4:30pm |

BUS DRIVER REFRESHER TRAINING CLASSES/2018-2019

| <u>DATE</u> | <u>LOCATION</u> | <u>TIME</u> |
|-----------------------------|--|---------------|
| Thursday, July 12, 2018 | Harrisburg SIC -3575 College Rd. Rm. A-116 | 6:30pm-9:00pm |
| Tuesday, August 7, 2018 | Hamilton Co. Jr. High- One Fox Ln. McLeansboro Library | 6:30pm-9:00pm |
| Thursday, October 4, 2018 | Edwards K-12 -361 Main St. Albion- Cafeteria | 6:30pm-9:00pm |
| Thursday, October 11, 2018 | Mt. Carmel Grade School- 1520 N Poplar, Mt. Carmel | 6:30pm-9:00pm |
| Thursday, February 28, 2019 | NCOE High School-205 E Eubanks, Norris City Rm 17 | 6:30pm-9:00pm |
| Thursday, March 7, 2019 | Northside Elementary -806 N First St. Fairfield | 6:30pm-9:00pm |
| Thursday, March 14, 2019 | Wayne City Atnd. 303 E. Mill St, Wayne City Sixth Grade - Room 102 | 6:30pm-9:00pm |
| Thursday, April 4, 2019 | Carmi Jr/Sr High -800 W. Main, Carmi | 6:30pm-9:00pm |
| Thursday, May 16, 2019 | Harrisburg SIC -3575 College Rd. Rm. A-116 | 6:30pm-9:00pm |
| Tuesday, May 21, 2019 | Gallatin Co. School-5175 Hwy13, Junction | 6:30pm-9:00pm |