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40 South Second Street • Oakland, Maryland 21550
Telephone: 301-334-8900 • <https://www.gcps.net/>

Superintendent of Schools
Ms. Barbara L. Baker

Requirements for School Bus Driver Certification in Garrett County

The following items must be completed by the applicant prior to being accepted into the program:

1. Be at least 21 years of age
2. Must have a High School Diploma or GED
3. Possess a valid CDL B **with** P&S License or Learners Permit.
4. Obtain a copy of **complete** driving history from the Maryland Motor Vehicle Administration (MVA) or from the state for which your current driver's license has been issued.
5. A current DOT physical and DOT Medical Card.
6. A completed application. The application is available on the Transportation page of the GCPS website or in the Transportation Department.

Once all of the above items are completed: Applicant should contact the Transportation Department at 301-334- 8907 to schedule an appointment.

The following items are potential obstacles that may hinder an applicant's ability to become certified:

1. A prior drug, child abuse, or crime of violence charge on your criminal record.
2. An alcohol charge of 10 years or less including a PBJ.
3. A criminal record that in the opinion of the Director of Transportation would be detrimental to our schoolchildren.
4. An acceptable past driving history that in the opinion of the Director of Transportation would not be detrimental to the safety of our students and no more than the equivalent of two (2) current points on your driving record.

If you have a specific question regarding any of the obstacles related to your past history, please contact the Transportation Department @ 301-334-8907.

Once you have satisfied all of the above requirements, the applicant will be required to complete the entire certification process:

1. Pre-service Drug Testing (Transportation will schedule day and time - GCPS pays)
2. Pre-service Alcohol Testing (Transportation will schedule day and time – GCPS pays)
3. Provide two completed parent letter forms. (Forms will be given out to applicant at time of appointment to be completed.)
4. Complete a minimum of a six hour pre-service class.
5. Complete minimum of nine hours behind-the-wheel training.
6. The Driver Trainer will prepare you and take you to the MVA for your CDL test when ready. (Only if the applicant has Learner's Permit)
7. Applicant will have 1 **school year** (July 1 - June 30) from the last day of your class to complete your behind-the-wheel training and secure your CDL driver's license with both "P" and "S" endorsements. If for **any reason** it should take you (as the trainee) longer than one year to complete your certification to become a school bus driver, you must repeat the **complete pre-service class**.
8. You will be certified once all below required materials and training skills are completed within the Transportation Department.
 - A. Four references
 - B. Certified copy of complete MVA driving record
 - C. Completed physical
 - D. Drug/Alcohol testing
 - E. CDL with "P" and "S" endorsements
 - F. Required amount of behind the wheel training with driver instructor
 - G. All criminal and background records are verified

If you have any questions or need to schedule an appointment, you may call the Driver Instructor, Ronnie Bray, at the Transportation Department, at 301-334-8907