***Requirements for School Bus Assistant 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. A current physical

4. A completed application. The application is available on the Transportation page of the GCPS website or in the Transportation Department.

***Once the above items are completed: the 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. A criminal record that in the opinion of the Director of Transportation would be detrimental to our schoolchildren.

***If you have a specific question regarding any of the obstacles related to your past history, please contact the Transportation Department.***

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. Complete a minimum of a two (2) hour pre-service class.

4. **You will be certified** once all required materials and required training skills are completed within the Transportation Department.

a. Four References

b. Completed Physical

c. Drug/Alcohol Testing

d. All criminal background records are verified

e. Pre-service training

If you have any questions or need to schedule an appointment you may call the Transportation Department at 301-334-8907.