



Ohio Administrative Code Rule 3301-83-10 Personnel training program.

Effective: [October 28, 2022](#)

(A) Minimum school bus driver training requirements

The Ohio pre-service school bus driver training program, as instituted by the Ohio department of education shall be successfully completed by each beginning driver. Upon completion of the following requirements and meeting all driver qualifications described in rule 3301-83-06 of the Administrative Code, a school bus driver training certificate from an Ohio pre-service school bus driver training instructor, which shall expire six years from the date of issuance, shall be issued to the driver.

- (1) To achieve an acceptable level of competence, a minimum of twelve hours of on-the-bus instruction is required and shall be completed prior to a driver being assigned to operate a school bus with pupils on board. This instruction shall consist of:
 - (a) Pre-trip inspection, control systems and dashboard instrumentation and mirror adjustment;
 - (b) Identification of acceptable driving techniques;
 - (c) Starting the engine;
 - (d) Position of hands for steering;
 - (e) Shifting the automatic and/or standard transmissions;
 - (f) Off road CDL maneuvers;
 - (g) Starting into traffic and pulling to the curb;
 - (h) Entering and leaving the freeway;



- (i) Stopping for emergencies;
- (j) Speed control;
- (k) Changing lanes;
- (l) Passing;
- (m) Intersections - stop and through;
- (n) Left and right turns;
- (o) Turn-arounds;
- (p) Loading and unloading pupils;
- (q) Railroad crossings;
- (r) Practice driving utilizing a detailed route sheet;
- (s) Emergency evacuation procedures;
- (t) Miscellaneous items to include at least the following:
 - (i) Special driving situations;
 - (ii) Special trips;
 - (iii) Regular trip restrictions;
 - (iv) Environmental compliance issues;



(v) Fatigue and wellness;

(vi) Handling equipment and cargo;

(vii) Hours of service requirements.

(u) Student management; and

(v) School bus security.

(2) A minimum of fifteen hours of pre-service classroom instruction prior to operating a school bus with pupils on board. Alternatively, an individual may complete the Ohio department of education on-line pre-service school bus driver training course as authorized under section 3327.101 of the Revised Code. This instruction shall consist of the following:

(a) School bus and commercial driver license requirements;

(b) Public relations;

(c) Pre-driving instructions;

(d) Driving the bus;

(e) Defensive driving;

(f) Pupil management, including bullying behaviors;

(g) Safety and emergency procedures;

(h) Use of first aid and blood borne pathogens equipment;

(i) Transporting the preschool and special needs children, including a practical overview of the characteristics and needs of those individuals;



(j) Fuel conservation and air quality and other environmental issues;

(k) Radio/cellular phone communication;

(l) Motor vehicle laws and Ohio pupil transportation operation and safety rules;

(m) School district policies; and

(n) Drug and alcohol requirements.

(3) The school bus driver will demonstrate familiarity with the topics covered in the pre-service training at the completion of the pre-service training.

(4) Upon meeting all driver qualifications described in rule 3310-83-06 of the Administrative Code, which include an Ohio school bus driver training certificate, and upon obtaining a valid CDL, the driver shall:

(a) Observe a route with an experienced driver with students onboard; and

(b) Drive a route with an experienced driver and students onboard.

(5) Each school bus owner shall provide and require additional training for drivers and bus aides who transport pre-school and special needs students. Such training shall be completed prior to operating a bus with pre-school and special needs children on board and shall include:

(a) Appropriate behavior management, including bullying behaviors;

(b) Physical handling;

(c) Effective communication;

(d) Use and operation of adaptive equipment;



(e) An understanding of related behaviors and/or the particular disabling conditions; and

(f) Administer health care according to their qualifications and the needs of the student.

(6) To be considered valid, all portions of the training required by this rule shall be completed and reported to the department within a twelve-month period. Pre-service and re-certification classes are valid for twelve months from the last day class is completed. Once the requirements have been met and the on-the-bus instructor has signed the application for the Ohio pre-service school bus driver training certification, the school bus owner shall sign and file the T-9 form with the department within thirty days in the method as prescribed by the department.

(7) Supporting documentation of records of completion of the requirements in paragraph (A) of this rule shall be filed with the department in the method prescribed by the department prior to a school bus driver training certificate being issued. Copies of original records shall be maintained by the school bus owner for a minimum of six years.

(8) Upon approval of the department and in the case of unusual circumstances, with the exception of safety and emergency procedures, pupil management and school bus owner policies, the pre-service training requirements set forth in paragraphs (A)(2) and (F)(1) of this rule may be completed within forty-five days of employment. A temporary certificate shall be issued for the operation of a school bus during the training period. A satisfactory state and federal criminal background check must be completed prior to the issuance of the temporary certificate. Temporary certificates shall only be issued to first time drivers seeking certification.

(B) Annual in-service training

The board of education or governing board/administrator shall require all regular and substitute school bus drivers, all drivers of vehicles other than school buses, and bus aides to attend an annual inservice training program. This training may be offered in one session, or multiple sessions as determined by each employer. The employer may also recognize, but is not required to accept training offered by other sources in lieu of their own program. School bus drivers and aides shall participate in a minimum of four hours of training. The training shall be based on a needs



assessment that must include one or more of the following:

- (1) School bus and commercial driver license requirements;
- (2) Public and staff relations;
- (3) Equipment and care, including the operation of all adaptive equipment needed to safely transport pre-school and special needs students;
- (4) Driving the bus;
- (5) Defensive driving;
- (6) Highway/railroad grade crossing safety;
- (7) Pupil management, including bullying behaviors;
- (8) Safety and emergency procedures;
- (9) Use of first aid and blood borne pathogens equipment;
- (10) Transporting the preschool and special needs children;
- (11) Motor vehicle laws and Ohio pupil transportation operation and safety rules;
- (12) Signs, signals and pavement markings;
- (13) Fuel conservation;
- (14) Radio/cellular phone communications;
- (15) Detailed route sheets.



(C) Pupil transportation director/supervisor training

Pupil transportation administrators are required to participate in a minimum of four hours of related training annually. School bus owners should encourage and support directors/supervisors of pupil transportation to attend local, regional, state and national workshops and conferences devoted to the management, supervision, organization and technical components of pupil transportation.

(D) School bus mechanic training

Each school bus owner shall provide the opportunity for school bus maintenance personnel to participate in an annual workshop or training seminar, with a minimum of four hours of instruction, in one or more of the following areas:

- (1) Preventive maintenance procedures;
- (2) Repair procedures for each type of vehicle in the fleet and its special equipment;
- (3) Servicing procedures for equipment;
- (4) Inspection of the vehicle and its equipment;
- (5) Recovery procedures for vehicles involved in an accident or breakdown;
- (6) Preparation of maintenance records;
- (7) Parts and equipment purchasing and storage; and
- (8) Establishment of parts inventory control procedures.

(E) On-the-bus instructors

- (1) All school bus owners shall select and have a designated on-the-bus instructor or contract to obtain the services of a certified on-the-bus instructor.



(2) On-the-bus instructor(s) shall be trained and certified by an Ohio pre-service school bus driver training instructor. On-the-bus instructor(s) shall attend annual in-service trainings as scheduled and provided by the Ohio pre-service school bus driver training instructor.

(3) An on-the-bus instructor verification shall be indicated in the department's web-based driver's record (SFPS) and shall remain valid unless revoked by the Ohio pre-service school bus driver training instructor.

(a) The Ohio pre-service school bus driver training instructor shall revoke the on-the-bus status in the event he/she does not attend the annual required in-service training conducted by the Ohio pre-service school bus driver training instructor or does not receive individual evaluation by the Ohio pre-service school bus driver training instructor;

(b) The Ohio pre-service school bus driver training instructor may revoke or suspend the on-the-bus instructor status upon the request of the school bus owner.

(4) When appropriate, the Ohio pre-service school bus driver training instructor or other certified on-the-bus instructor may provide all or part of on-the-bus instruction in lieu of the assigned on-the-bus instructor.

(5) Prior to a school bus driver training certificate being issued, records of time, test scores, names, districts and other required documentation of on-the-bus instruction shall be maintained and filed with the department in the method prescribed by the department. Copies of original records will be maintained by the school bus owner.

(F) Certification renewal for school bus drivers

A school bus driver shall be certified by an on-the-bus instructor and subsequently approved by an Ohio pre-service school bus driver training instructor and issued a new certificate upon successful completion of the requirements every six years. Application for a renewal certificate shall be made no later than thirty days prior to the expiration of the current certificate. The completion of certification requirements may occur anytime in the twelve months prior to application. No school



bus driver shall transport pupils without a current certificate.

(1) A minimum of nine hours of the Ohio pre-service school bus driver training classroom instruction shall be completed prior to applying for renewal certification. Alternatively, an individual may complete the Ohio department of education on-line pre-service school bus driver training course as authorized under section 3327.101 of the Revised Code. That instruction shall consist of the following:

- (a) Public relations;
- (b) Pupil management, including bullying behavior;
- (c) Pre-trip inspection;
- (d) Driving the bus;
- (e) Defensive driving;
- (f) Fuel conservation;
- (g) Transporting preschool and special needs children;
- (h) Safety and emergency procedures;
- (i) Radio/cellular phone communications; and
- (j) Motor vehicle laws and Ohio pupil transportation operation and safety rules.

(2) The driver will demonstrate their familiarity with the topics covered at the completion of the class.

(3) A driving performance evaluation and review shall be completed prior to applying for certification. The evaluation and review shall consist of the following:



- (a) Identification of acceptable driving techniques, including the following:
- (i) Position of hands for steering;
 - (ii) Braking;
 - (iii) Following distance;
 - (iv) Speed control; and
 - (v) Observing traffic conditions ahead.
- (b) Intersections - stop and through;
- (c) Left and right turns;
- (d) Curves;
- (e) Changing lanes;
- (f) Passing;
- (g) Railroad crossings;
- (h) Loading and unloading pupils;
- (i) Turn-arounds;
- (j) Entering and leaving the freeway;
- (k) Starting into traffic and pulling to the curb;



(l) Stopping for emergencies;

(m) Pre-trip inspection; and

(n) Mirror adjustment.

(4) The driver shall have four opportunities to successfully demonstrate the driving skills as follows:

(a) A certified on-the-bus instructor designated by the school district or private operator shall administer the first three opportunities.

(b) A fourth opportunity to demonstrate driving skills, if necessary, shall be administered by an Ohio pre-service instructor. The driver must be offered appropriate driving instruction prior to this fourth opportunity.

(5) The certification requirements for classroom instruction, pursuant to paragraphs (F)(1) and (F)(2) of this rule, may be substituted with successful completion of the Ohio pre-service advanced school bus driver training course within twenty-four months prior to the expiration of the current certificate.

(6) The certification requirements for driving skills, pursuant to paragraphs (F)(3) and (F)(4) of this rule, may be substituted with participation in a state and/or regional school bus driver safety road-e-o, and achieving a minimum of eighty percent of the possible points, within twenty-four months prior to the expiration of the current certificate.

(7) All other requirements for school bus drivers as described in paragraph (B) of rule 3301-83-06 of the Administrative Code are required to be met prior to application for a renewal certificate.

(8) Records of completion of the requirements in paragraphs (F)(1) to (F)(7) of this rule shall be maintained and filed with the department in the method prescribed by the department before a certificate of successful completion is issued. Copies of original records will be maintained by the school bus owner for a minimum of six years.

(9) The certificate of any person who cannot provide proof of having operated a school bus during



the previous twenty-four months shall be considered invalid. That person must then successfully satisfy the certification requirements described in paragraphs (A)(1) to (A)(6) or (F)(1) to (F)(7) of this rule, as applicable, prior to resuming transportation of pupils.

(G) An Ohio pre-service school bus driver training instructor may suspend or revoke a driver's certification. An owner of a school bus may refer a certified driver to the pre-service school bus driver training instructor for certification review. Drivers who fail the certification process shall have any and all school bus driving certifications revoked by the department.