



## BISHOP DWENGER HIGH SCHOOL

### Bus Driver (Part-Time)

**Job Description:** To safely transport students to events during the school day and after school hours. Job is flexible on days and times. Drivers are under the supervision of the school's Transportation Director.

- Obtain an Indiana CDL Class B

You will have to take 4 written tests at the local BMV which include:

1. general knowledge,
2. passenger transport (P endorsement),
3. air brake and
4. school bus (S endorsement).\*\*

\*\* This allows you to receive your CDL permit – valid for 6 months \*\*

- Pass a DOT physical exam. This exam can be completed at Parkview Occupational Health locations. Forms can be obtained from Transportation Office to pre-fill and take with you. This will be required prior to receiving your CDL /permit/license. Once the exam is complete a copy will need to be on file at the Transportation Office and a copy faxed to the State. This exam will generally be valid for 2 yrs.

Once you pass the required written tests, you can take the CDL skills tests. There are three (3) types of general skills that will be tested: pre-trip inspection, basic vehicle control, and on-road driving. You must take these tests in a school bus of the same configuration that you will be driving.

- **Pre-trip Inspection:** You will be tested to see if you know whether your bus is safe to drive. You will be asked to do a pre-trip inspection of your bus and explain to the examiner what you would inspect, inside and out, and why.

- **Basic Vehicle Control (closed course):** You will be tested on your skill to control the bus. You will be asked to move your bus forward, backward, and turn it within a defined area. These areas may be marked with traffic lanes, cones, barriers, or something similar. The examiner will tell you how each controlled test is to be done. It is suggested that you practice in BD's lot with a bus and cones ahead of the test.

- **On-road Test:** With the examiner, you will be tested on your skill to safely drive your bus in a variety of traffic situations. The situations may include left and right turns, intersections, railroad crossings, curves, up and down grades, single or multi-lane roads, streets, or highways, pick up and drop off stops with right and left situations. The examiner will tell you where to drive.



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Once the required CDL skills test is taken and passed, you will need to take your CDL permit, along with the receipt showing you passed the skills test, to the BMV to have your official CDL license issued. Reminder, you will have to have your DOT physical paperwork in hand to finalize CDL.

- Complete a 3-day Indiana Department of Education school bus safety class. This is a state required, free class and is scheduled through the Transportation office. Locations vary.

\*\*This allows you to receive your "blue card"\*\*

Complete 8 hours of observed bus driving and 4 hours of bus observation. Once this is complete, you will turn in your hours to the Transportation Office to submit to the State of Indiana.

\*\*This allows you to receive your "yellow card"\*\*

- Pass a DOT drug screen and enter the FMCSA's (Federal Motor Carrier Safety Administration) Clearinghouse database.

\*\*An authorization is obtained at Transportation Office to take to a designated location\*\*

**Once all steps have been completed the Transportation Office needs to have copies of all documents on file for ISP audits.**

For Information: Contact Steve Sherburne, Transportation Director  
[sscherburne@bishopdwenger.com](mailto:sscherburne@bishopdwenger.com)

**To Apply:** Go to <https://theapplicantmanager.com/careers?co=df>