



Transportation Director Registration Guidelines

- Transportation Directors are responsible for the registration and verification of their district's drivers in school bus driver safety education training classes. Registration is on a first come, first served basis.
- Each driver must be registered. Substitutions cannot be made for drivers that don't show up for class. Registration needs to be done well in advance (as soon as it can be determined which class the driver will attend). **Registrations are confirmed once payment or a PO has been received at Region 10.** Districts will be invoiced based on registrations and walk-in participant attendance. To waive invoicing, cancellations must be received in the school bus driver safety training office at least five Region 10 ESC work days before the training class begins.
- It is the responsibility of the transportation director or their designee to **unregister a bus driver who will not be attending a class** prior to the deadline for waiving the invoice (see paragraph above). Walk-ins are not encouraged and are only allowed on a space available basis and **the district will be invoiced for the course fee plus an additional \$25.00 late fee.** Walk-ins will be turned away if registered numbers indicate the class is full.
- Drivers holding a current certification (20 hour or 8 hour) are encouraged to take the re-certification class within the 180 calendar days prior to the expiration date on their current card.
- Drivers that are incomplete in a training class (20 hour or 8 hour) must be re-registered and complete the curriculum they missed within 180 calendar days of beginning the original training unless their one (1) year grace period expires first at which time they are ineligible for the 8 hour re-certification training.

Important Reminders

- **All school bus drivers are required to have a valid Enrollment Certificate or Certification Card in their possession to transport students.** [Merely faxing or sending forms to the Region 10 ESC School Bus Driver Safety Education Training office is not sufficient – a driver must have received a confirmation from Region 10 ESC and carry that certificate with them when transporting students.]

- Enrollment Certificate Applications do not register drivers for certification classes. District personnel must be sure applicants fulfill all prerequisites and all questions, blank lines and signatures must be completed before the application form is submitted. A copy of the driver's appropriate license (CDL) is required to be sent with an Enrollment Application. An Enrollment Certificate Application form is available on this web page under "Forms."

An Enrollment Certificate is designed to allow districts to provide basic training and curriculum information (prerequisites on the application) to eligible drivers in order that the drivers may safely transport students until the certification course can be completed. **Enrollment Certificates will be dated to expire in 180 days or by August 31st of the school year in which it is issued if 180 days do not remain in the school year. The Enrollment Certificate may not be re-issued. It is the responsibility of the district and the driver to register and complete a class prior to the expiration date.**

An Enrollment Certificate can be issued to a driver during their "grace" period, which is one (1) calendar year following the expiration of their current certification card. Drivers are not legal to drive during their grace period unless they receive an Enrollment Certificate. **Issuing the Enrollment Certificate waives the grace period and the driver must take a 20-hour certification course during the time the Enrollment Certificate is in effect.**