



## Enrollment Certificates and Certification Cards

- **All school bus drivers are required to have valid Enrollment Certificates or Certification Cards in their possession to transport students.** A driver must have **received** a confirmation from Region 10 ESC **and carry** that certificate/card when transporting students. Merely faxing or sending forms to the Region 10 ESC School Bus Certification office requesting one is not sufficient.
- An Enrollment Certificate Application does not register a driver for a certification class. District personnel must be sure an applicant completes all prerequisites, answers all questions, fills in any blank lines, and adds a signature **before** the application form is submitted. A copy of the driver's appropriate license (CDL) is required with an Enrollment Certificate Application. Incomplete forms are returned which delays the process.
- 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 are 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 his/her "grace" period, which is **one** calendar year following the expiration of the current certification card. A driver is not legal to drive during the grace period unless he/she receives 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.**