

## CCS Bus Driver FAQs

**Question:** How much time does a new employee have to get their bus license before their job is in jeopardy?

**Answer:** CCS Board Policy 5415-R—Duty to Drive a School Bus: Regulations and Procedures says, “It is expected for all new teacher assistants, custodians, and food service employees to register for and attend the first available bus certification class offered after employment. Employment is contingent upon the employee completing all requirements and obtaining the appropriate license and certification by June 30th of the initial school year in which the employee is hired.”

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**Question:** How does an employee get enrolled in a bus class?

**Answer:** An employee must go to the bus garage to sign up for a bus class. The bus garage is located at 300 Kemper Road, Shelby, NC. To sign up, an employee must complete a form, which asked about any health and medical issues and their past driving record.

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**Question:** How many times is the written portion of bus training offered each school year and when are classes typically offered?

**Answer:** In 2016, five (5) bus classes were offered in the following months: January, April, July, September, and November. The written portion of bus training is 3-days.

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**Question:** Once taking and passing the written portion of bus training, how long does an employee have to take the driving portion?

**Answer:** The scores from the written portion of bus training are good for 6-months. So an employee must complete the driving portion of bus licensure within 6-months of passing the written portion or the employee will have to retake the bus class. The road portion of bus training is 3-days.

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**Question:** Who pays the initial fee for bus licensure?

**Answer:** The employee is responsible for paying for initial bus licensure, because bus licensure is considered a pre-employment qualification. This includes the permit fee (\$68) and the license fee (\$84). (Fee amounts are based on November 2016 information.)

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**Question:** When does an employee need to get a bus permit?

**Answer:** An employee must get a bus permit (CLP-commercial learner’s permit with “P” and “S” endorsements) after successfully passing the written portion of bus training. An employee must have this bus permit for 14-days (including weekends) prior to taking the driving portion of bus training.

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**Question:** Who pays the bus license renewal fee?

**Answer:** The bus license renewal fee is \$84. Employees are reimbursed for this fee by the school system (transportation department).

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**Question:** How long does an employee have to get a bus license after successfully passing the written and driving portion of bus training?

**Answer:** An employee has 30 days to obtain their bus license after successfully completing both the written and driving portion of bus training.

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**Question:** Is an employee paid during bus training?

**Answer:** Yes, an employee is “on the clock” during both the written and driving portion of bus training.

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**Question:** What meetings and trainings are bus drivers paid for each year?

**Answer:** Employees will be compensated for attending the annual bus driver meeting in August with the Transportation Director, the annual bus driver meeting in August with their bus administrator, recertification training with the DMV, drug testing, and Driver of the Month competitions. Teacher assistants, custodians and clerical will remain on the clock when attending these meetings, while food service and bus driver only employees will turn in a yellow time sheet to the payroll person at their school when attending these meetings.