7-01/120.05 Driver Training Certificates (SH-AD-500)

Every Driver of a Transportation Bureau bus must possess a current valid Driver Training Certificate, a Class B Driver's License with passenger endorsement, and a current Department of Motor Vehicles Medical Certificate. This will ensure that the Driver is familiar with the equipment and is properly licensed. The following procedures shall govern the issuance and renewal of this certificate.

- **Training Requirements**
  - Employees who have a valid Class B Driver's License with passenger endorsement, and a D.M.V. Medical Certificate will be required to complete a Bus Driver's Training Course conducted by a Transportation Bureau Driver Trainer. Upon completion of training a Driver Training Certificate will be issued.
  - The Bus Driver Training Course is a ten to twelve week course of instructions and testing.
- **Issuance of Certificate**
  - All Driver Training Certificates will be numbered and a record will be maintained by the Operations Deputy accounting for the use of each certificate.
  - A Driver Training Certificate will be issued to every Driver completing the Bus Driver Training Course.
  - The date of expiration on the certificate will be two years from the issuance date, and then every two years from the reissuance date.
  - The Driver's name, the type of training and the date of expiration shall be typed on the certificate. The certificates will then be delivered to the Sheriff's Aide for the Sheriff's signature.
  - Personnel assigned to Units other than Transportation Bureau will be advised they cannot drive a Bureau bus unless they have a valid Class B Driver's License with passenger endorsement, a current D.M.V. Medical Certificate, a Driver Training Certificate and the prior approval of the Transportation Bureau's Unit Commander.
- **Renewal of Certificates**
  - A new Driver Training Certificate will be issued upon successful completion of Bus Driver Recertification, and verification of a valid Class B Driver's License with passenger endorsement and a Department of Motor Vehicles Medical Certificate. The Bus Driver Recertification form must be completed by a Driver Trainer, approved by the Training Sergeant, and maintained in the Driver's Training Record folder.