

Dolgeville Central School  
Office of Transportation Services  
38 Slawson Street, Dolgeville, NY 13329  
(315) 429-9388

**SCHOOL BUS DRIVER APPLICATION AND PROCEDURE**

1. Complete MSD330 application for employment.
2. Complete DS-870 school bus driver application.
3. Have 3 people complete form PR-100 references.
4. Submit all forms to the Route Coordinator at the bus garage @ 31 Wolf St.
5. Set up an appointment for a physical exam (Must be done by the school doctor).
  - a. Call the school nurse for preliminary exam 315.429.3155x2600.
6. Sign consent form for Drug & Alcohol Testing.
7. Go to DMV and request manual for: CDL class B with Passenger endorsement.
8. Return to DMV and take the written test
  - a. (general knowledge, passenger, school bus, & air brake)
9. Train for road test.
10. Sign up and take road test.
11. Set up an appointment with pre-duty testing facility for drug & alcohol testing.
12. Complete physical performance test.
13. Attend 2-hour pre-service school bus driver course.
14. Fingerprint within 10 days after hiring. Pay current fee. (\$110.25 as of 11/2008)
15. Within the first year after employment begins attend a 30-hour basic school bus driver program.
  - a. Paid for after 30 hours of driving time with the district
16. 2 times per year attend a 2-hour refresher course.
17. A suggested course is a 10-hour advanced program.

***Please keep this cover page for future reference.***

