



Oklahoma Student Transportation, Office of Accreditation
2500 North Lincoln Boulevard | Oklahoma City, Oklahoma
73105-4599 **(405) 521-3335**

Instructors teaching the Oklahoma School Bus Driver Certification Course should:

- A. Hold a valid Oklahoma Commercial Driver License (CDL), Class B with endorsements P (passenger) and S (school bus).
- B. (Recommended) Have a valid, current Oklahoma School Bus Driver Certificate.
- C. Must have experience driving a school bus in Oklahoma for at least two years.
- D.
 - 1. Complete a School Bus Driver Instructor course approved by the Oklahoma State Department of Education, **or**
 - 2. Complete "Instructor Internship" by assisting with two Oklahoma SDE School Bus Driver Certification Courses, under the supervision of an SDE certification instructor. **Please note:** The two internship classes must be with two different instructors.
- E. Following SDE certification as a school bus driver instructor, at least four (4) hours of in-service is required each year.

Annual in-service must pertain to student transportation issues.

Application can be made to the State Department of Education after meeting the current requirements of the Oklahoma State Board of Education (*O.A.C 210: 30-5-1*).

Student Transportation, Office of Accreditation (405) 521-3335
Kimberly Hale (405) 306-5351 Mat Luse (405) 227-3958

PRINT CLEARLY. Applicant must complete this section. Incomplete applications will be returned.

Employer/District: County Name _____

School District/Employer _____

Applicant's Name (as is on Driver's License) _____

Female Male

Residence: Street Address _____ City, _____ Zip

_____ Birth Date: ____/____/____ Mobile: _____

Work: _____

Employment History (List most recent employers first, year only.)

Total years of experience *driving a school bus*: _____

(1) _____ City _____ From _____ to _____ Title:

(2) _____ City _____ From _____ to _____ Title:

(3) _____ City _____ From _____ to _____ Title:

"I hereby swear that I have not been convicted of a felony in the past ten years. I fully understand that any false statements regarding this matter may result in termination of my Instructor Certification, revocation of my Oklahoma School Bus Driver Certification, and/or possible criminal charges. I hereby certify that the information provided on this application is true and correct." (47 O.S § 15-109)

Signature of Applicant _____ Date



TRAINING of SCHOOL BUS DRIVER INSTRUCTORS: Applicants applying to teach the Oklahoma State Board of Education’s School Bus Driver Certification Course are required to have at least two (2) years of school bus driving experience AND complete training by one of the following methods:(A) Completed an Online Course (include certificate pf completion) provided through the Oklahoma Association for Pupil transportation (OAPT) **or** (B) Complete **two** Internships with **two different** SDE instructors.

This applicant has completed the online course provided through the OAPT. Please attach the certificate of completion.
Signature: _____ Date: _____

Complete all information in the box below if you have completed the internship route to certification.

Dates _____ applicant has attended/completed **one internship**, assisting SDE Certified School Bus Driver Instructor
(print name) _____ Signature _____ Date _____

Dates _____ applicant has attended/completed **one internship**, assisting SDE Certified School Bus Driver Instructor
(print name) _____ Signature _____ Date _____

Email completed form to: Kimberly.Hale@sde.ok.gov and Mat.Luse@sde.ok.gov

This applicant has been: Approved Rejected, (Reason _____)

Oklahoma SDE Director of Student Transportation
Date