

DEPARTMENT OF TRANSPORTATION
2200 DIVISION OF MOTOR VEHICLES
Driver Services

2222 School Bus Driver Qualifications and Endorsements

1.0 Authority

The authority to promulgate this regulation is 21 **Del.C.** §302, 21 **Del.C.** §2708, 21 **Del.C.** §2709.
16 DE Reg. 1001 (03/01/13)

2.0 Purpose

- 2.1 This regulation establishes administrative procedures for the issuance, renewal, removal, and reinstatement of the school bus (S) endorsement on a Delaware commercial driver licenses.
- 2.2 The Division of Motor Vehicles (DMV) uses this regulation to initiate program requirements.

3.0 Applicability

This regulation interprets §2708 and §2709 of Title 21 of the **Delaware Code**.

4.0 Definitions.

The following words and terms, when used in the regulation, should have the following meaning unless the context clearly states otherwise:

“Commercial Driver License (CDL)” means a driver license issued in accordance with the requirements of 21 **Del.C.** Chapter 26 which authorizes the holder to operate a certain class or classes of a commercial motor vehicle. The classes of a CDL are as follows:

CDL CLASS A - Required for the operation of vehicles with a registered, actual or gross vehicle weight rating (GVWR) of 26,001 or more pounds and the vehicle is towing a vehicle with a registered, actual or GVWR of 10,000 or more pounds. The holder of a Class A CDL may, with proper endorsement, operate any Class B or Class C vehicle.

CDL CLASS B - Required for the operation of vehicles with a registered, actual or GVWR of 26,001 or more pounds and not towing a vehicle with a GVWR of 10,000 or more pounds. The holder of a Class B CDL may, with proper endorsement, operate any Class C vehicle.

CDL CLASS C - Required for vehicles with a GVWR less than 26,001 pounds when the vehicle is designed to transport 16 or more passengers, including the driver, or for vehicles required to be placarded for carrying hazardous materials.

“Commercial Learner Permit (CLP)” means a commercial learner permit issued pursuant to 21 **Del.C.** §2608(d).

“Commercial Motor Vehicle (CMV)” means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:

- Has a gross combination weight rating (GCWR) of 26,001 pounds or more inclusive of a towed unit with a gross vehicle weight rating (GVWR) of more than 10,000 pounds; or
- Has a gross vehicle weight rating (GVWR) of 26,001 pounds or more; or
- Is designed to transport 16 or more passengers, including the driver; or
- Is of any size and is required to be placarded for the transportation of hazardous materials.

“Endorsement, (P)” means an endorsement that authorizes a driver to transport passengers in all classes of commercial motor vehicles.

“Endorsement, (S)” means an endorsement that indicates the CLP/CDL holder meets the requirements of 21 **Del.C.** §2708 and this regulation and is authorized to operate a school bus. The CLP/CDL (S) endorsement must also be accompanied by a (P) endorsement and any necessary restrictions that may be applicable.

“Green Card” means a card issued by the district/school transportation supervisor that certifies satisfactory completion of an annual Delaware Department of Education (DOE) physical certification. The Green Card is to be in the immediate possession of the school bus driver at all times, while operating or in control of a school

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bus except when in possession of a CDL permit and undergoing training or evaluation and accompanied by a Certified Delaware School Bus Driver Trainer.

"Restriction, (L)" means a limitation that restricts the driver from operating any CMV which is equipped with air brakes.

"Restriction, (M)" means a limitation that restricts the driver from operating any CMV Class A passenger vehicle.

"Restriction, (N)" means a limitation that restricts the driver from operating any CMV Class A and B passenger vehicle.

"Restriction, (P)" means a limitation that restricts the driver from operating any CMV with passengers.

"Road Test" means a 3 part skills test in a commercial motor vehicle that includes a vehicle pre-trip safety inspection evaluation, a vehicle skills maneuver evaluation, and an on-road driving skills evaluation.

"School Bus" as specified by 21 **Del.C.** §2603(29) means a commercial motor vehicle used to transport pre-primary, primary or secondary school students from home to school, from school to home, or to and from school-sponsored events, or any vehicle which meets the regulatory requirements adopted by the Department of Education with the advice of the Division of Motor Vehicles as specified under 14 **Del.C.** §2901. School Bus does not include a bus used as a common carrier.

"Yellow Card" means a card issued by the district/school transportation supervisor that certifies satisfactory completion of DOE requirements for an (S) endorsement as specified in 21 **Del.C.** §2708. The applicant will surrender the Yellow Card to the DMV when the applicant's school bus endorsement is issued. The DMV will forward the Yellow Cards to DOE.

16 DE Reg. 1001 (03/01/13)

19 DE Reg. 936 (04/01/16)

24 DE Reg. 407 (10/01/20)

5.0 Substance of Policy

5.1 Procedures.

5.1.1 Basic Requirements:

5.1.1.1 Basic. School bus drivers are required to have been issued and have in their possession, while driving a school bus, a CDL with an (S) endorsement, a (P) endorsement, any applicable restrictions, and a valid physical examination certification (Green Card).

5.1.1.2 Exceptions. These exceptions are only for drivers undergoing school bus training and evaluation.

5.1.1.2.1 Basic Training. For training and evaluation a driver may drive a school bus with a valid CLP containing the proper passenger endorsements and applicable restrictions (P, S, M, N, L), but only when accompanied by a DOE Certified Delaware School Bus Driver Trainer (CDSBDT) or a DMV Examiner. In addition, for vehicle maneuvering skills training, a driver may drive a school bus with a valid CLP containing the proper passenger endorsements and applicable restrictions (P, S, M, N, L) when accompanied by a driver with a valid CDL with an (S) endorsement and other applicable endorsements/restrictions.

5.1.1.2.2 45-Day Temporary (S) Endorsement for Classroom Training Unavailability. If a driver has completed all DMV CDL requirements, including the DMV road test, and the DOE 4 hours of on-bus training, the DMV may, upon specific written DOE request, issue a CDL license along with a one-time only temporary (S) endorsement for a period not to exceed 45 days. This temporary (S) endorsement allows the driver to carry students upon successful completion of the last 2 hours of DOE on-board training, if all other (S) endorsement requirements have been met. This temporary (S) endorsement is intended for the driver who, due to exceptional circumstances, has been unable to complete the DOE classroom training. This temporary (S) endorsement will only be issued one time and cannot be extended.

5.1.1.2.3 Temporary (S) Endorsement Conversion. The DMV will convert the temporary (S)-endorsed CDL to an (S)-endorsed CDL upon receipt of certification (Yellow Card) issued to the applicant by the district/school transportation supervisor (subsection 5.1.2.11 of this regulation) indicating that the required training has been completed. The DMV will forward the Yellow Cards to DOE.

- 5.1.2 Initial Issuance Requirements: All of the following requirements shall be met by all new applicants applying for an (S) endorsement. Drivers must:
- 5.1.2.1 Be 18 years of age or older with at least one (1) year of valid driving experience.
 - 5.1.2.2 Have a valid Delaware Class D driver license or CDL with a (P) endorsement.
 - 5.1.2.3 Pass the applicable knowledge tests administered by the DMV containing specific content as required by 49 C.F.R. 383.123(a)(2).
 - 5.1.2.4 Obtain a Delaware CLP with (P) and (S) endorsements and (M or N) and (P) restrictions.
 - 5.1.2.5 Complete a driver training course with specific course content as determined by 49 C.F.R. 383.123(a)(2) and DOE requirements as specified in 21 **Del.C.** §2708(b)(3).
 - 5.1.2.6 Pass a road test in a school bus administered by the DMV as required by 49 C.F.R.383.123 (a)(3). NOTE: Per 49 C.F.R. 383.25 (e), an applicant must hold a CLP for a minimum of 14 days before they are eligible to receive a road test by the DMV.
 - 5.1.2.7 Not have more than five (5) points (full point value) on the applicant's three (3) year driving record. NOTE: Recalculated points and the Defensive Driving Course three (3) point credits do not apply to (S) endorsement holders in meeting this requirement.
 - 5.1.2.8 Not have had the applicant's license suspended, revoked or disqualified in this State or any other jurisdiction for moving violations in the last five (5) years. This five (5) year period will begin from the date the suspension, revocation or disqualification has been cleared. Certified driving records from other jurisdictions may be requested from these applicants for the DMV to verify compliance with this section.
 - 5.1.2.9 Never been convicted of any crime under the laws of this State or any other jurisdiction as specified in 21 **Del.C.** §2708(b)(7).
 - 5.1.2.9.1 Prior to being issued an (S) endorsement applicants must complete a Federal Bureau of Investigation and a State Bureau of Identification criminal background check to verify that they are clear of any disqualifying crime as specified in 21 **Del.C.** §2708(b)(7) and to ensure applicants are qualified in accordance with 5.1.2.9 above.
 - 5.1.2.9.2 Criminal background checks will be reviewed by the Department of Transportation's (DOT) Deputy Attorney General. The DOT Deputy Attorney General will forward the criminal background check issuance recommendation, to the DMV.
 - 5.1.2.9.3 Once the criminal background check is issued by the State Bureau of Identification for the purpose of obtaining an (S) endorsement, it is valid for a period of six months. An (S) endorsement applicant presenting an outdated criminal background check must apply for a new criminal background check and pay appropriate fees.
 - 5.1.2.10 Have a valid physical examination certification (Green Card).
 - 5.1.2.11 The applicant will be issued a School Bus Driver's Certificate (Yellow Card) by a district/school transportation supervisor as certification of DOE requirements being completed as specified in 21 **Del.C.** §2708(b)(3). The applicant will surrender the Yellow Card to the DMV when the applicant's (S) endorsement is issued. The DMV will forward the Yellow Cards to DOE.
 - 5.1.2.12 Drivers transferring into Delaware with a valid, jurisdiction school bus endorsed license are authorized to transfer into Delaware once they meet the requirements set forth by the Delaware Department of Education and in 21 **Del.C.** §2708. Upon failure to meet the Delaware Department of Education's requirements, the applicant must meet all requirements set forth in subsection 5.1.2 of this regulation.
 - 5.1.2.12.1 Transferring (S) endorsement holders shall provide a certified five (5) year motor vehicle driving record from their previous jurisdiction or jurisdictions to the DMV. The DMV will electronically validate transferring (S) endorsement holders' motor vehicle records. If the electronic check is unable to be performed, transferring (S) endorsement holders will need to provide an official certified copy of their motor vehicle driving records to the DMV. The DMV will ensure these driving records meet the requirements in subsection 5.1.2.7 and subsection 5.1.2.8.
 - 5.1.2.12.2 Not have more than five (5) points (full point value) on the applicant's three (3) year driving record. NOTE: Recalculated points and the Defensive Driving Course three (3) point credits do not apply to (S) endorsement holders in meeting this requirement.

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- 5.1.2.12.3 Not have had the applicant's license suspended, revoked or disqualified in this State or any other jurisdiction for moving violations in the last five (5) years. This five (5) year period will begin from the date the suspension, revocation or disqualification has been cleared. Certified driving records from other jurisdictions may be requested from these applicants for the DMV to verify compliance with this section.
- 5.1.2.12.4 Never been convicted of any crime under the laws of this State or any other jurisdiction as specified in 21 **Del.C.** §2708(b)(7).
- 5.1.2.12.5 Prior to being issued an (S) endorsement applicants must complete a Federal Bureau of Investigation and a State Bureau of Identification criminal background check to verify that they are clear of any disqualifying crime as specified in 21 **Del.C.** §2708(b)(7) and to ensure applicants are qualified in accordance with subsection 5.1.2.9 above.
- 5.1.2.12.6 Criminal background checks will be reviewed by the Department of Transportation's (DOT) Deputy Attorney General. The DOT Deputy Attorney General will forward the criminal background check issuance recommendation, to the DMV.
 - 5.1.2.12.6.1 Once the criminal background check is issued by the State Bureau of Identification for the purpose of obtaining an (S) endorsement, it is valid for a period of six months. An (S) endorsement applicant presenting an outdated criminal background check must apply for a new criminal background check and pay appropriate fees.
- 5.1.2.13 In accordance with subsection 5.1.2.11, applicants will be issued a School Bus Driver's Certificate (Yellow Card) by district/school transportation supervisors.
- 5.1.2.14 Have a valid physical examination certification (Green Card).
- 5.1.2.15 Successfully completed training in a previous state of record, validated by Delaware Department of Education.
 - 5.1.2.15.1 The Department of Education will ensure the applicant's out-of-state training is equivalent or higher than that completed in the State of Delaware.
 - 5.1.2.15.2 The Department of Education will complete and submit a signed School Bus Endorsement Transfer Request Form to the Delaware Division of Motor Vehicles prior to, or at the time of, the transfer.
- 5.1.2.16 Any driver with an (S) endorsement that was issued the (S) endorsement in Delaware who has transferred his driver license out of Delaware and subsequently is attempting to transfer back into the State of Delaware may do so within 6 months of leaving the State without having to complete the requirements as outlined in subsection 5.1.2 of this regulation.
- 5.1.3 Removal of School Bus Endorsements:
 - 5.1.3.1 All (S) endorsement removals, except those under subsection 5.1.3.9, will be approved by the Chief of Driver Services, the CDL Program Manager or the CDL Management Analyst.
 - 5.1.3.2 The (S) endorsement will be removed when driving privileges are withdrawn for any reason.
 - 5.1.3.3 The (S) endorsement will be removed when a driver's record exceeds eight (8) points (full point value) for moving violations on the driver's three (3) year driving record. NOTE: Recalculated points and the Defensive Driving Course three (3) point credits do not apply to (S) endorsement holders in meeting this requirement.
 - 5.1.3.4 The (S) endorsement will be removed when the DMV is made aware of a conviction of a disqualifying crime as specified in 21 **Del.C.** §2708(b)(7).
 - 5.1.3.5 The (S) endorsement will be removed when the DMV receives in writing, a report from a physician that a driver is not medically qualified to operate a motor vehicle or a commercial motor vehicle as specified in 21 **Del.C.** §2733(a)(3).
 - 5.1.3.6 The (S) endorsement will be removed if a driver downgrades from a CDL to a Class D license.
 - 5.1.3.7 Any driver that has an (S) endorsement and is required to register as a sex offender with the DMV pursuant to 11 **Del.C.** §4120 and § 4121, shall have the (S) endorsement removed.
 - 5.1.3.8 The DMV will notify the (S) endorsement holder and the DOE, in writing, when an (S) endorsement is removed from a license including the reason for removal. This notification will entitle the (S) endorsement holder to request a DMV hearing and will also require the (S) endorsement holder to notify his employer when the endorsement is removed.

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- 5.1.3.9 The (S) endorsement will be removed when the DMV receives in writing, a notice from the DOE that a driver does not meet the requirements to retain the (S) endorsement.
- 5.1.4 School Bus Endorsement Reinstatement: An (S) endorsement, once removed, may be reinstated if all other DMV and DOE licensing requirements are met. If the (S) endorsement is withdrawn for one year or more, the driver will need to retake all DMV (S) endorsement testing requirements, pay appropriate fees, and provide DMV with a new School Bus Driver's Certificate (Yellow Card).
- 5.1.4.1 If the (S) endorsement was removed for points, the driver shall be eligible for reinstatement once the full point total on his three (3) year driving record falls to eight (8) points or below. NOTE: Recalculated points and the Defensive Driving Course three (3) point credits do not apply to school bus drivers in meeting this eligibility.
- 5.1.4.2 If the (S) endorsement was removed due to a suspension for a non-moving violation, the driver shall be eligible to reapply for the (S) endorsement upon the reinstatement of driving privileges given the period of suspension did not exceed one year.
- 5.1.4.3 If the (S) endorsement was removed due to a suspension, revocation or disqualification for moving violations, the driver shall be eligible to reapply for the (S) endorsement five (5) years from the date the suspension, revocation or disqualification has been cleared, as long as there are no further violations incurred affecting eligibility during this time period.
- 5.1.4.4 If the (S) endorsement was removed due to a medical reason, the driver may be eligible for reinstatement once approved by the DMV.
- 5.1.4.5 If the driver voluntarily downgrades from an (S) endorsed CDL to a Class D license and then the driver wishes to reinstate the (S) endorsed CDL, the driver will be required to meet the initial issue requirements in accordance with subsection 5.1.2 of this regulation. If the downgrade has been over one (1) year, a new School Bus Driver's Certificate (Yellow Card) shall be required.
- 5.1.4.6 Any driver that has been convicted of a disqualifying crime as outlined in 21 **Del.C.** §2708(b)(7)(a-f) will never be eligible for an (S) endorsement or reinstatement regardless of the amount of time since the conviction.
- 5.1.4.7 After five (5) years has passed since the completion of all sentencing requirements resulting from the conviction of any other felony crime, other than those listed in 21 **Del.C.** §2708(b)(7)(a) through (f), and which have not been pardoned, then 21 **Del.C.** §2708(b)(7)(g) applies, and the driver must reapply as a new applicant for an (S) endorsement. The DMV may seek the guidance of the DOT Deputy Attorney General in these situations.
- 5.2 Driver's Status, Records and Record's Review: The following shall apply concerning the driving records and the status of all Delaware-licensed school bus drivers.
- 5.2.1 Upon a request from the DOE, a school district or a school bus contractor, the DMV shall provide a copy of a school bus driver's Delaware driving record free of charge. These agencies shall certify on DMV forms that they understand and will comply with the Delaware Privacy Act provisions as found in 21 **Del.C.** §305.
- 5.2.2 The DMV shall at any time review the driving records of all Delaware-licensed school bus drivers to ensure they continually meet school bus qualification requirements. This review is accomplished through a computerized search of records for violations, which may result in the removal of an (S) endorsement and notification to the driver and the DOE. Although not a prerequisite to a suspension, revocation or removal of an endorsement the DMV will attempt to send warning letters to (S) endorsement holders. Copies of such letters will be sent to the DOE, when an (S) endorsement holder's driving record indicates a situation where additional violations could readily result in the withdrawal of driving authority or the (S) endorsement.
- 5.2.3 Drivers moving to Delaware and requesting an (S) endorsement shall provide to the DMV a copy of their driving record(s) for the previous five (5) years from the driver's former state(s) of record. The DMV will electronically check the drivers' motor vehicle records. If the electronic check is unable to be performed, the driver will need to provide an official certified copy of his motor vehicle driving record to the DMV.

16 DE Reg. 1001 (03/01/13)

19 DE Reg. 936 (04/01/16)

24 DE Reg. 407 (10/01/20)

6.0 Severability

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If any part of this regulation is held to be unconstitutional or otherwise contrary to law by a court of competent jurisdiction, said portion shall be severed, and the remaining portions shall remain in full force and effect under Delaware law.

7.0 Effective Date

This regulation shall be effective 10 days from the date the order is signed and it is published in its final form in the *Register of Regulations* in accordance with 29 Del.C. §10118(e).

12 DE Reg. 519 (10/01/08)

16 DE Reg. 1001 (03/01/13)

19 DE Reg. 936 (04/01/16)

24 DE Reg. 407 (10/01/20)