

# Training Certificate

Check (✓) Driver  Delegated trainer  Instructor   
 Check (✓) Original  Renewal   
 Check (✓) Bus type I  II   
 Check (✓) School bus  SPAB  Transit bus  Farm labor  Youth bus  Other

Applicant's birth date \_\_\_\_\_  
 Certificate issuance date \_\_\_\_\_  
 Date renewal training started \_\_\_\_\_

Applicant's name (Last)	(First)	(Initial)	Driver license number
Employer			County

Training period

Hours of training	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
1	Classroom												
	In-service												
	Behind the wheel												
ID# A*		ID# B**			ID# C***			Driver's signature/date					
2	Classroom												
	In-service												
	Behind the wheel												
ID# A*		ID# B**			ID# C***			Driver's signature/date					
3	Classroom												
	In-service												
	Behind the wheel												
ID# A*		ID# B**			ID# C***			Driver's signature/date					
4	Classroom												
	In-service												
	Behind the wheel												
ID# A*		ID# B**			ID# C***			Driver's signature/date					
5	Classroom												
	In-service												
	Behind the wheel												
ID# A*		ID# B**			ID# C***			Driver's signature/date					
												<b>Grand total</b>	

\*A—State certified instructor's signature—Classroom training  
 \*\*B—State certified instructor's signature—Behind-the-wheel training  
 \*\*\*C—State certified instructor's signature—In-service training

Additional training hours:	Classroom	<input type="text"/>	<input type="text"/>	Behind the wheel	<input type="text"/>	<input type="text"/>
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**FOR STATE USE ONLY**

(MUST BE COMPLETED IN THE PRESENCE OF THE EXAMINING STATE AGENCY)

Written test: Failed  Failed  Failed  Passed  First-aid test: Failed  Failed  Failed  Passed  Waived   
 Driving test: Failed  Failed  Failed  Passed  Certificate issuance date \_\_\_\_\_  
 Training verification \_\_\_\_\_ (Driver's signature)  
 Exam verification \_\_\_\_\_ (Examiner's signature) (Area)

## INSTRUCTIONS

The California Department of Education's **Training Certificate, Form T-01**, is to be used as proof of having met the training requirements of *Education Code* sections 40080 through 40089 for drivers, delegated behind-the-wheel trainers, and state-certified bus driver instructors.

The California Department of Education's **Training Certificate, Form T-01**, is at all times the property of the State of California. The motor carrier, driver, or instructor shall present the **Training Certificate, Form T-01**, upon demand of any peace officer, or employee of the Department of Education, or the Department of Motor Vehicles. The **Training Certificate, Form T-01**, shall be completed as required in *Education Code* Section 40087, and all entries shall be typed or printed in permanent ink. The **Training Certificate, Form T-01**, shall be free of any erasures, corrections, or cross-outs. Failure to comply with this requirement will void the entire **Training Certificate, Form T-01**.

### Record of Training Hours for Original Certificates

Enter in Section 1 the number of hours of **classroom instruction** received by the applicant during each appropriate month. Minimum hours are: school bus, 20 hours; school pupil activity bus (SPAB) and transit bus, 15 hours; and farm labor vehicle, 10 hours. Enter the total number of hours in the right-hand column. For **behind-the-wheel instruction**, enter in Section 1 the number of hours of behind-the-wheel instruction received by the applicant during each appropriate month. Minimum hours are: school bus, school pupil activity bus, and transit bus, 20 hours; and farm labor vehicle, 10 hours. Enter the total number of hours in the right-hand column. For **in-service instruction** conducted as part of original training, enter in Section 1 the number of hours of in-service instruction received by the applicant during each appropriate month. Enter the total number of hours in the right-hand column.

### Record of Training Hours for Renewal Certificates

Training requirements for renewal of California Special Driver Certificates are as follows: For **school bus or school pupil activity bus drivers**, a minimum of 10 hours of in-service instruction during each 12-month training period. A training period is defined as that period of time between birthdays for an applicant; a training period may be as short as one day in length, but may not exceed 12 months. During the last training period of certificate validity, the 10 hours of training must be **renewal classroom** instruction. For **transit bus drivers**, a minimum of 8 hours of in-service training is required during each 12-month training period. During the last training period of certificate validity, the 8 hours of training must be **renewal classroom** instruction. For **farm labor vehicle drivers**, a minimum of 2 hours of **classroom instruction** is required during each 12-month training period.

**Record in Section 1** the instruction given during the first training period. During the transition from an original certificate to the first renewal certificate, the first training period may be less than 12 months. **Record in Section 2** the instruction given during the second 12-month training period; in **Section 3**, the instruction given in the third 12-month training period; in **Section 4**, the instruction given in the fourth 12-month training period; and in **Section 5**, the instruction given in the fifth 12-month training period. Entries in the final or last training period must include **renewal classroom** instruction. All renewal applicant training must be completed within 12 months from the date the California Special Driver Certificate expired, or the applicant will be treated as an original.

**Date renewal training started:** Enter the date in which in-service, classroom, or behind-the-wheel instruction was first received by the applicant after issuance of his or her original or renewal California Special Driver Certificate.

**Make-up training:** Following notification of the California Highway Patrol (CHP) as required in the *California Code of Regulations (CCR), Title 13, Section 1236(b)*, **record make-up training in the month the instruction was conducted**, and identify that time by placing "MU" adjacent to the time record.

## DEFINITIONS

**Classroom instruction.** A logical sequence of instruction regulated and given by or in the presence of a certified instructor of the appropriate class. The instructor's signature in instructional category "A" on the Training Certificate, Form T-01, verifies that the applicant has received classroom instruction and has demonstrated competency in the subject(s). (Time allowed: hour for hour or minute for minute, rounded down to the closest quarter of an hour.)

- Curricula for **original certificate** applicants (school bus, SPAB, transit bus, and farm labor vehicle). Instruction **shall** include curricula contained within all units of the latest edition of the *Instructor's Manual for California's Bus Driver's Training Course*. Additional related driver training curricula **may** be included (*Education Code* sections **40082, 40083, 40084**).
- Curricula for **renewal certificate** applicants (school bus, SPAB, and transit bus). Instruction **shall** include curricula contained in units 2, 3, 5, 6, 7, 8, and 10 of the latest edition of the *Instructor's Manual for California's Bus Driver's Training Course*. Instruction for **farm labor vehicle** drivers **shall** include curricula contained in units 2, 3, 5, 6, 7, and 8 of the latest edition of the *Instructor's Manual for California's Bus Driver's Training Course*. Additional related driver training curricula **may** be included (*Education Code* sections **40085, 40085.5, 40086**).

**Behind-the-wheel instruction** (school bus, SPAB, transit bus, and farm labor vehicle). Instruction **shall** include all curricula from the General Information section, and skill levels 1 through 7, of the latest edition of the *Instructor's Behind-the-Wheel Guide for California's Bus Driver's Training Course*. Instruction **shall** be credited to an applicant only for the period of time that he or she is in physical control of the vehicle and such instruction is conducted by a certified instructor or delegated behind-the-wheel trainer of the appropriate class. The instructor's signature in instructional category "B" on the Training Certificate, Form T-01, verifies that the applicant has received behind-the-wheel instruction, and has demonstrated competency in the subject(s). Note: Instruction in the General Information and Skill Level Seven sections of the *Instructor's Behind-the-Wheel Guide for California's Bus Driver's Training Course* will be credited as **in-service instruction** and documented in instructional category "C" on the Training Certificate. (Time allowed: hour for hour or minute for minute, rounded down to the closest quarter of an hour.)

**In-service instruction** (school bus, SPAB, transit bus, and farm labor vehicle). Credit **may** be given by a certified instructor of the appropriate class to an applicant for attending or participating in the following: (1) commercial driver license training; (2) first-aid courses; (3) transportation safety workshops or conferences; (4) transportation safety meetings; (5) emergency procedures training; (6) safety check rides or bus roadeos; (7) training for pre- and post-trip vehicle inspection; and (8) safety training directly related to passenger transportation safety. The instructor's signature in instructional category "C" on the Training Certificate, Form T-01, verifies that the applicant has received instruction while participating in one or more of the eight in-service categories mentioned above, and has demonstrated competency in the subject(s). (Time allowed: hour for hour or minute for minute, rounded down to the closest quarter of an hour.)

**APPLICANTS:** An applicant's (driver's) signature certifies that all documented instruction on the Training Certificate, Form T-01, is true and accurate, and meets all requirements of the *Education Code*. The Training Certificate, Form T-01, shall be signed and dated by the driver within 30 days after the end of each training period.

**DELEGATED TRAINERS:** The Training Certificate, Form T-01, shall be used to separately document the training and competence of delegated behind-the-wheel trainer applicants as required in *Education Code* Section 40084.5.

**INSTRUCTORS:** The Training Certificate, Form T-01, shall be used to document all instructors' training time as required in *Education Code* Section 40089. Training conducted by an instructor during each training period shall be recorded annually. The Training Certificate, Form T-01, shall be signed and dated by the instructor within 30 days after the end of each training period. An instructor's signature certifies that all documented instruction on the Training Certificate, Form T-01, is true and accurate, and meets all the requirements of the *Education Code*. On renewal of the instructor's California Special Driver Certificate, the completed instructor's Training Certificate, Form T-01, shall be submitted within 30 days to the California Department of Education, Office of School Transportation, 3500 Reed Avenue, West Sacramento, CA 95605.