

## Delegated Behind-the-Wheel Trainer Application

Instructions: Completed application, attachments, and applicable fees must be mailed to the Office of School Transportation (OST) at 825 Riverside Parkway, Suite 110, West Sacramento, CA 95605. Application packets may not be submitted electronically.

### Applicant Information

Name: \_\_\_\_\_ County: \_\_\_\_\_

Home Address: \_\_\_\_\_ City and ZIP: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Personal Email: \_\_\_\_\_

### Employer Information

Primary Employer: \_\_\_\_\_ County: \_\_\_\_\_

Work Address: \_\_\_\_\_ City and ZIP: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Work Email: \_\_\_\_\_

Employed Since: \_\_\_\_\_

### California Education Code (EC) Requirements

Instructions: The instructor shall verify that the applicant has successfully completed the required written and driving performance tests by handwriting his or her initials and instructor ID number on the line adjacent to each training category.

\_\_\_\_\_ Successful completion of all training in the latest edition of the Instructor's Behind-the-Wheel Guide for California's Bus Driver's Training Course by, and in the presence of, a state certified instructor of the appropriate class (40084.5[b][5] EC).

\_\_\_\_\_ Successful completion of a written assessment test on current laws, regulations, and policies given by, and in the presence of, a state certified instructor of the appropriate class (40084.5[b][6] EC).

\_\_\_\_\_ Successful completion of a driving test and a behind-the-wheel training performance test on all phases of behind the wheel vehicle inspection training. The test shall be given by, and in the presence of, a state certified instructor of the appropriate class (40084.5[b][7] EC).



## Behind-the-Wheel Evaluation

Instructions: The applicant must be evaluated in a vehicle of the same size, weight, and type for which the delegated behind-the-wheel trainer rating is sought. The instructor shall verify that the applicant has met the minimum standards for both driving and instructional competency by handwriting her or his initials and instructor ID number on the lines adjacent to each Skills Level. The final appraisal shall only be administered by a state-certified instructor of the appropriate class; therefore, the applicant's instructional competency for Skills Level 7 does not need to be verified.

Vehicle Specifications:

Make: \_\_\_\_\_ Year: \_\_\_\_\_ Capacity: \_\_\_\_\_ Type 1 or 2: \_\_\_\_\_

Engine: \_\_\_\_\_ Transmission: \_\_\_\_\_ Brake System: \_\_\_\_\_

Skills Levels Competency:

Driving:

Instructional:

\_\_\_\_\_

\_\_\_\_\_

SL1: Basic Vehicle Familiarization and Movement

\_\_\_\_\_

\_\_\_\_\_

SL2: Precision Training in Vehicle Movement and Driving Fundamentals

\_\_\_\_\_

\_\_\_\_\_

SL3: Transmission Control and Shifting Procedures

\_\_\_\_\_

\_\_\_\_\_

SL4: Defensive Driving

\_\_\_\_\_

\_\_\_\_\_

SL5: Passenger Loading and Unloading Procedures

\_\_\_\_\_

\_\_\_\_\_

SL6: Emergency Procedures

\_\_\_\_\_

\_\_\_\_\_

SL7: Final Appraisal

## Confirmation

Instructions: Signatures certify that the information provided in this application is complete and accurate. Signatures must be handwritten.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_ Employer Title: \_\_\_\_\_

Employer Phone: \_\_\_\_\_ Employer Email: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_ ID Number: \_\_\_\_\_ Rating: \_\_\_\_\_

Instructor Phone: \_\_\_\_\_ Instructor Email: \_\_\_\_\_

## Required Attachments Checklist

Instructions: Please use the checklist below to ensure that you have included all required items with your completed application. Copies of credentials must be legible and display both the front and back when appropriate. Application and test fees may be paid by check or money order, made out to "California Department of Education" or "CDE" and mailed to the Office of School Transportation at 825 Riverside Parkway, Suite 110, West Sacramento, CA 95605. Cash payments and purchase orders are not accepted.

- Application fee of \$35
- Testing fee of \$1,500
- Copy of "driver" CDE Training Certificate Form T-01
- Original "delegated trainer" CDE Training Certificate Form T-01
- Copy of commercial driver license
- Copy of California Special Driver Certificate
- Copy of Medical Examiner's Certificate
- Copy of first aid certificate (if applicable)
- Department of Motor Vehicles (DMV) Driver Record printout (no older than 30 days)
- Accident reports (for any traffic collision occurring within the past three years)
- Written exam (administered and graded by a state-certified instructor)
- Verification of high school level education (the following documents satisfy this requirement)
  - Copy of high school diploma **or**
  - Official high school transcripts (in a sealed envelope from the issuing institution) **or**
  - Copy of General Educational Development (GED) certificate **or**
  - Copy of High School Equivalency Test (HiSET) certificate **or**
  - Copy of Test Assessing Secondary Completion (TASC) certificate **or**
  - Copy of US Department of Defense DD Form 214 (stating completed grade level) **or**
  - Copy of associate degree or higher level college degree