

Hiring Steps for New School Bus Drivers

Step 1: Meet Driver's License Requirements

Driver's License

If operating a vehicle with a capacity of 16 or more (including driver):

Hold a current Commercial Driver's License (CDL) with the passenger (P) and the school bus (S) endorsements.

Note: Driver with a Commercial Learner's Permit (CLP) is not authorized to transport students and should not be issued a school bus driver authorization.

If operating a vehicle with a capacity of 15 or less (including driver):

Hold a current Class D (chauffeur's) license with the passenger (3) endorsement (or a CDL).

Step 2: Obtain Additional Required Documentation

Medical Examiner's Certificate

All Drivers

Hold current Medical Examiner's Certificate (MEC) from a certified medical examiner found on the [National Registry of Certified Medical Examiners](#) website.

Insulin-Dependent Diabetic Waiver

Insulin-Dependent Drivers Only

Procure an [Insulin Dependent Diabetic Waiver](#) signed by the certified medical examiner.

Drug and Alcohol Testing

CDL Holders Only

Register with [FMCSA Drug and Alcohol Clearinghouse](#) and pass a pre-employment screening.

Criminal Background Check

All Drivers

Pass a criminal background check as outlined in [Iowa Code section 321.375](#).

Step 3: Complete Driver Authorization Requirements

Important Note: A driver can only transport students if they hold a current School Bus Driver Authorization. The employer must issue and print the authorization (temporary or standard) for the driver, who is required to carry a current authorization at all times when transporting students.

Temporary School Bus Driver Authorization

New Drivers Only

A new school bus driver is eligible to receive a 6-month temporary authorization, which creates a grace period during which they may transport students while simultaneously completing the School Transportation Operator's Program (S.T.O.P.) training for new drivers.

S.T.O.P. Training for New Drivers

Complete both components of New Driver S.T.O.P. Training.

- ✓ **Online component:** [S.T.O.P. Training for New School Bus Drivers \(Online Component\)](#)
 - Approximately 4 hours online
 - Available through [AEA Learning Online](#) platform
- ✓ **Face-to-face component:** New Driver S.T.O.P. Face-to-Face Training
 - 3-hour in-person class
 - Available through Iowa's community colleges and Mississippi Bend AEA

Standard Authorization

Upon completion of New Driver S.T.O.P. training, the driver is eligible for a standard authorization.