**Section 1035.25 Permit Application Process**

a) Each applicant for a school bus driver permit must first successfully complete a pre-employment interview with the prospective employer to determine the acceptability of the applicant in terms of the requirements of this Part and those outlined in IVC Section 6-106.1.

b) The applicant seeking employment as a school bus driver must complete an Application for Illinois School Bus Driver Permit obtained from the prospective employer and then complete the following:

1) Physical examination, obtaining the medical examiner's certificate, in accordance with Section 1035.20;

2) Fingerprint process;

3) initial training.

c) The employer shall certify in writing to the Secretary of State on a form prepared or approved by the Secretary of State that all the required pre-employment conditions have been successfully completed.

d) The applicant shall then submit the employer certification, the school bus driver permit application, and a fee of $4.00 to the Secretary of State.

e) The Secretary of State shall review the applicant's driving history to determine if it is acceptable under the provisions of this Part and IVC Section 6-106.1.

1) The applicant must:

A) pass written examinations administered by the Secretary of State's Office in accordance with 92 Ill. Adm. Code 1030.80;

B) successfully complete a road test administered by the Secretary of State's Office or a third party certifying entity in the class of vehicle to be used, in accordance with 92 Ill. Adm. Code 1030.85.

2) Written examinations must be successfully completed prior to the road test. Each examination must be completed in no more than 3 attempts and within 90 days after the date of certification by the employer under subsection (c) in order for the current physical examination date to be used. Examinations taken 90 days after the certification date will require a new physical examination. The written examinations are valid for one year upon completion. After 3 failed attempts on any examination, the applicant must wait 30 days to again test.

f) Upon successful completion of all pre-employment conditions and examination requirements for the school bus driver permit, the Secretary of State shall issue a school bus driver permit with a provisional status. Upon successfully passing the FBI criminal background investigation, the Secretary of State shall remove the school bus driver permit from provisional status. The permit shall expire one year from the issuance date.

g) Current Permit Holders:

1) Individuals who, as of July 1, 1995, possessed a valid school bus driver permit that was previously issued by the appropriate regional superintendent are not subject to the fingerprinting provisions as long as the permit remains valid and does not lapse. If an applicant re-applies for a school bus driver permit 30 days or less after the date of expiration of the current permit, it shall not constitute a lapse.

2) Current school bus drivers need not be retested by the Secretary of State except when a change in license classification is required.

h) A re-applicant for a school bus driver permit shall be required to submit an employer certification verifying completion of a yearly physical and refresher training, as well as a $4.00 re-application fee. Re-applications will not be accepted more than 60 days prior to the expiration date of the current permit.

i) The fee for a school bus driver permit shall be as follows:

1) Original school bus driver permit.....................................$4.00

2) Re-application for school bus driver permit.....................$4.00

3) Duplicate or corrected school bus driver permit...............$4.00

j) Any individual who allows his/her school bus driver permit to expire for more than 30 days shall be required to submit to all the requirements set forth for a new applicant.

k) Substitute Drivers: Any individual who drives when a regular school bus driver is not available must have a permit. Athletic coaches, teachers and other school employees who occasionally drive school buses that transport students to and from school or school-related activities must be qualified and have a school bus driver permit.

l) Out-of-State Applicants: Any person residing in a state other than Illinois who seeks employment as a school bus driver must possess a properly classified license from his or her home state. The applicant must follow the procedure outlined in this Part for new applicants.

m) New Resident Applicants: Any person who has relocated to the State of Illinois who seeks employment as a school bus driver must provide documentation from his or her former state of residence, prior to application, that the requirements of IVC Sections 6-106.1(a)(3), (9) and (10) have been met. This documentation must be attached to the school bus driver application form prior to appearing at a Secretary of State's Driver Services Facility. The documentation must have been issued within 90 days prior to the date of application. The applicant must follow the procedure outlined for new applicants as set forth in this Part.

n) An applicant for a school bus driver permit must have a 3 year continuous driving history. This requirement may be met by a combination of in-state and out‑of‑state driving records. An exception may be allowed under the following criteria:

1) a written request for an exemption must be submitted, with the reason for the break in the 3 year driving history;

2) a break of 30 days or less in the 3 year driving history may be waived by the Secretary of State;

3) a break of more than 30 days, but less than 6 months, in the driving history may be approved by the Secretary of State if the record is clear or if listed convictions do not affect driving.

(Source: Amended at 39 Ill. Reg. 11633, effective July 28, 2015)