

DISTRICT/CHARTER:

DISTRICT/CHARTER REP:

PED STAFF:

DATE:  TIME:

PAGE #:

A. SCHOOL BUS DRIVER PERSONNEL RECORDS		NAME:	DL#:	NAME:	DL#:
	MISSING ITEMS	NOTES		MISSING ITEMS	NOTES
1	Application - 6.41.4.9 M.(1)(a)*				
2	Driver's License Record Checks - 6.41.4.9 M.(1)(f) and .13 A.(3)*				
3	Background Check (N/A if hired prior to 01-01-2006) - 6.41.4.9 M.(1)(c)*				
4	Medical Examiner's Certificate from DOT physical - 6.41.4.9 M.(1)(d) and .13 A.(2)*				
5	Class A or B License with P & S Endorsements - 6.41.4.9 M.(1)(b) and .13 A.(1)*				
6	Drug & Alcohol Testing (kept in a secured location) - 6.41.4.9 A.(13) + .11 A.(2)*				
7	Pre-service Training - Certificates 6.41.4.9 N.(1)(a) OR PSTR** 6.41.4.9 M.(1)(e)*				
8	Certificate of ELD Training (MAP-21) - 49 CFR 380.505				
9	Driver Comprehension Test - (N/A if prior to 05/01/08)				
10	Current First Aid/CPR - 6.41.4.13 A.(4)* OR PSTR**				
11	Security Training# - CDL obtained prior to 07-01-04 OR PSTR**				
12	CDL Test Results - N/A if CDL was obtained prior to fall of 1999; 6.41.4.9 M.(1)(g)* afterward				
13	In-Service Training - 6.41.4.9 S.(1)(d) + 13 D.*				
14	Evacuation drills (retain for 3 years) - 6.41.4.9 A.(11) + .9 C.(2)(c)*				
B. SCHOOL-OWNED ACTIVITY VEHICLE and SUV## DRIVER PERSONNEL RECORDS		NAME:	DL#:	NAME:	DL#:
	MISSING ITEMS	NOTES		MISSING ITEMS	NOTES
1	Application - 6.41.4.9 O.(1)(a) + .14 A.(4)*				
2	Driver's License Record Checks - 6.41.4.9 O.(1)(b) + .9 S.(2)(a) + 13 B.(1) + 14 K.(1)*				
3	Background Check (N/A if hired prior to 01-01-2006) - 6.41.4.9 O.(1)(b)*				
4	Medical Examiner's Certificate (Phys. on DOT form) - 6.41.4.9 O.(1)(c) + .9 S.(2)(b) + .13 B.(2) + 14 K.(2)*				
5	Valid Driver's License - 6.41.4.9 O.(1)(b) + .9 S.(2)(a) + .13 B.(1) + 14 K.(3)*				
6	Drug & Alcohol Testing (kept in a secured location) - 6.41.4.9 A.(13) + .11 A.(2) + .14 K.(6)*				
7	Pre-Service Training - 6.41.4.9 O.(1)(d) + .14 K.(4)*				
8	DDC Training (within the 1st year of driving if prior to 3-27-18) - PSTR**				
9	Current First Aid/CPR (within the 1st year of driving if prior to 3-27-18) - PSTR** + 6.41.4.13 B.(4) + .14 K.(7)*				
10	In-service Training - SUV ONLY## - 6.41.4.14 A.(7)				
11	Evacuation drills (retain for 3 years) - SUV ONLY## - 6.41.4.9 C.(3) + .14 A.(19)				
C. SCHOOL BUS ASSISTANT PERSONNEL RECORDS		NAME:	DL#:	NAME:	DL#:
	MISSING ITEMS	NOTES		MISSING ITEMS	NOTES
1	Application - 6.41.4.9 P.(1)(a)*				
2	Background Check (NA if hired prior to 01-01-2006) - 6.41.4.9 P.(1)(b)*				
3	Physical Examination - 6.41.4.9 P.(1)(c) + .13 C.(2)*				
4	Pre-Service Training - 6.41.4.9 P.(1)(d)*				
5	Current First Aid/CPR - 6.41.4.9 P.(1)(e) + .13 C.(1)*				
6	Security Training# - In-service if hired prior to 10/01/04; then pre-service through 03/27/18; then PSTR**				
7	In-Service Training - 6.41.4.13 D.*				
8	Evacuation drills (retain for 3 years) - 6.41.4.9 A.(11) + .9 C.(2)(d)*				

\*New Mexico Administrative Code

\*\*Pre-Service Training Record from School Bus Driver Instructor Manual

#NM School Bus Driver Security Training Program

##To and from