



OFFICE OF THE SECRETARY OF STATE  
DRIVER SERVICES DEPARTMENT

SAFE RIDE SECTION  
2701 S. DIRKSEN PKWY.  
SPRINGFIELD, IL 62723  
217-782-7674  
www.cyberdriveillinois.com

**School Bus Driver Application/Certification**

**School Bus Driver Information:** (to be completed by applicant)

Name: \_\_\_\_\_  
Last First Middle Initial

Address: \_\_\_\_\_  
Street City State ZIP

Driver's License Number: \_\_\_\_\_ State of Issue: \_\_\_\_\_

Illinois File Number (out-of-state drivers only): \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Under penalties of perjury, I swear and affirm that I have not been convicted of any criminal or traffic offenses that would disqualify me from driving a school bus, or made a false statement or knowingly concealed a material fact in this application for a school bus driver permit, and that I comply with all provisions of Section 6-106.1 (school bus permit law) of the Illinois Vehicle Code. I hereby consent to the release by the Secretary of State of information related to my driving record to the Illinois State Board of Education and to my employer, and I certify that the information contained in this document is true.

The undersigned consents to the release of reasonable suspicion alcohol and/or drug testing results to the Secretary of State by my employer.

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

**New Applicant:** (to be completed by employer)

All requirements in this section must be completed by marking each box and providing the date of completion before an applicant may obtain a permit at a facility.

- Age 21 or older.
- Completed a favorable Physical Examination, including tuberculosis and chemical testing for drugs, within 90 days prior to the date of the application. Medical Examiner's Certificate has been retained by the employer.

Date completed: \_\_\_\_\_

- Completed pre-employment interview.

Date completed: \_\_\_\_\_

- Illinois specific criminal background investigation successfully completed by Illinois State Police showing no convictions as set forth in Section 6-106.1 of the Illinois Vehicle Code [625 ILCS 5/6-106.1].

Date employer received this notification: \_\_\_\_\_

- Successfully completed the initial classroom course, including first-aid procedures in school bus safety, as promulgated by the Secretary of State pursuant to Title 92, Illinois Administrative Code, Chapter II, Section 1035.30.

Date completed: \_\_\_\_\_

**Reapplicant:**

All requirements of this section must be completed before an employee can reapply for a permit. Please indicate certification by marking each box.

- Successfully completed the annual refresher course.

Date completed: \_\_\_\_\_

- Completed a favorable Physical Examination, including chemical testing for drugs, within 90 days prior to the date of application. Tuberculosis test is not necessary for reapplicants. However, this does not preclude a medical examiner or employer from requiring more frequent testing. Original Medical Examiner's Certificate must be retained by the employer.

Date medical completed: \_\_\_\_\_

**Mail Reapplications directly to: Secretary of State, Safe Ride Section, 2701 S. Dirksen Parkway, Springfield, IL 62723.** Please enclose a \$4 renewal fee in the form of a check or money order payable to Secretary of State.

**Certification**

Under penalties of perjury, I swear and affirm that the above-named applicant has successfully completed all the required pre-employment conditions in accordance with Section 6-106.1(d) of the Illinois Vehicle Code [625 ILCS 5/6 106.1 (d)].

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Employer/Designee

\_\_\_\_\_ Secretary of State Assigned Employer #

\_\_\_\_\_ Employer Name

\_\_\_\_\_ Employer Telephone Number

\_\_\_\_\_ Employer Address

All applicants and reapplicants must possess a valid driver's license for three years prior to application. Out-of-state applicants must have documentation of driving record issued within 90 days prior to the date of application (please attach a copy). Reapplicants also must possess a valid School Bus Driver Permit that has not lapsed for more than 30 days.

**NOTE TO EMPLOYER: It is the responsibility of a prospective, current or previous employer to maintain records of certifications and all verifications on the premises, which would be available for immediate inspection by the Secretary of State for a period of two years.**

**Any individual, corporation, partnership or association that permits a person to operate a school bus if the driver has not complied with the provisions of Section 6-106.1 of the Illinois Vehicle Code or 92 Ill. Adm. Code 1035 et seq. is subject to a fine of \$1,000 to \$10,000 [625 ILCS 5/6-106.11].**

**Secretary of State Facility Use Only**

Is this applicant in compliance with the requirements of Section 6-106.1(a)(2), (3), (9), (10), (11), (12) and (13) of the Illinois Vehicle Code?

- Yes     No

\_\_\_\_\_ Facility Representative Signature/Employee Number