

# West Point Tours *inc.*

## Motor Coaches & School Buses

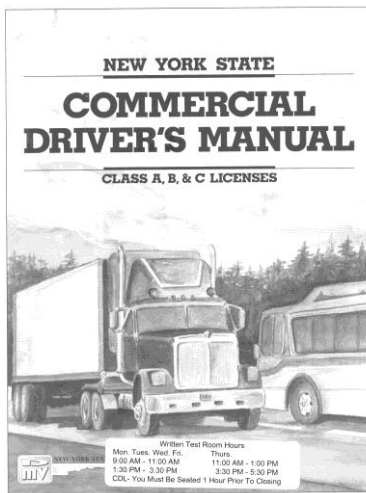
PO Box 125 · Route 94 · Vails Gate, NY · 12584  
(845) 561-2671 · Fax (845) 561-6948  
[www.westpointtours.com](http://www.westpointtours.com) · [LetsGo@westpointtours.com](mailto:LetsGo@westpointtours.com)



## How to Become a CDL/19-A/SED Driver

You must first obtain your **Commercial Driver's License**.

### CDL STEP 1 - Passing the CDL Written Exam



All 19 A drivers must have a Commercial Driver's License, which can only be obtained at DMV. There are 4 parts of the written exam you must take, the General Knowledge Section, the Air Brakes Section, as well as the Passenger and School Bus Endorsement Sections.

(If you pass one section of the exam, and not the other, you will need to retake the section that you did not pass).

The written test is based on the material contained in the Commercial Driver's Manual (CDL Book). The Book can be obtained at the DMV Office.

You will need to study certain sections (but not all sections) in this book to pass the written exams. You should be familiar with Chapters 1-5, 10-11 of the CDL Manual, which includes the Passenger & School Bus Endorsement Sections.

Once you have passed the written test, you will be issued a CDL Learner's Permit. With the CDL Learner's Permit, you will be able to practice driving with a properly licensed CDL driver. You should pay your road test fee immediately upon passing your written exam, and bring a copy of your road test payment receipt to our office. Or you may pay online with a credit/debit card with our Trainer. West Point Tours will schedule a Road Test Appointment through the DMV website.



## CDL STEP 2 – Passing the CDL Road Test.



The CDL Road Test, or skills test is also a DMV test. You will need to perform an in-depth pre-trip inspection of the bus, and drive the vehicle in accordance with the material outlined in the CDL Manual.

West Point Tours will assist in providing hands-on training for the CDL Road Test.

### **NYS DMV 19-A Procedures are completed by our in-house 19-A Examiners**

Application form for Position of Regular or Substitute Bus Driver (DS-870). This form asks for prior experience in driving a school bus, out of state license history, accident record, criminal conviction, health status and previous employment.

Fingerprint Record which is sent to the appropriate law enforcement authorities (New York State Department of Criminal Justice and FBI Computer).

After passing your DMV skills test you will be scheduled for fingerprinting through the L-1 system. The clearance is forwarded to the Bus Driver Certification Unit of the Department of Motor Vehicles. Upon forwarding, the driver is then eligible to transport persons. The Department of Motor Vehicles will send a letter to the company indicating the driver is qualified or disqualified from driving a school bus in New York State.

Driver's Abstract obtained from the Department of Motor Vehicles indicating traffic and safety violations. This abstract is obtained upon hiring and annually thereafter.

Annual Reviews of Employees Driving Record (DS-872). This is a review by the supervisor of the employee's accident record and convictions on any moving traffic violations or criminal acts in the past year. The supervisor must interview the employee and find his/her attitude to be satisfactory. The supervisor will also screen this record against insurance company requirements.

Examination to Determine Physical Condition of Driver under 19-A (DS-874). This physical is conducted upon hire and biennially thereafter (every two years). This examination must include testing of hearing and visual field. (Note: school bus drivers are required by SED regulations to have physicals every year.)

Written Examination. This is a biennial procedure which tests knowledge of the rules of the road, defensive driving practices and the laws regulating driving a bus in this state. This is administered by a 19-A Certified Examiner.

Defensive Driving Review (DS-873). This is an on-road procedure where a Certified 19-A Examiner must assure the driver has acceptable knowledge of defensive driving procedures. This review must be completed annually.

Behind the Wheel Road Test (DS-875). This biennial procedure requires the

driver to perform a pre-trip inspection, demonstrate turning, parking, and proper driving skills. Only those drivers who demonstrate proficiency are able to pass this test. This road test may not be taken on the same day as the defensive driving review.

All of these evaluations/tests must be completed within one year of a driver passing their road test. Previously licensed bus drivers have 30 days to comply.



## **NY State Department of Education** requirements:

SED requires that all bus drivers be at least 21 years old.

### **3 Hour Pre-Service -**

Each school bus driver initially employed by a board of education or transportation contractor subsequent to July 1, 1973, shall have received at least three hours of instruction on school bus safety practices, including one hour of instruction concerning the special needs of a pupil with a handicapping condition (PJ's Law).

### **30 Hour Basic Instruction Course**

During the first year of employment, each driver shall complete a course of instruction in school bus safety practices approved by the commissioner.

### **Physical Exam**

Drivers must have a physical every year, instead of every 2 years, as required by NYS Article 19A regulations.

### **Physical Performance Test**

Each driver shall pass a physical performance test approved by the commissioner at least once every two years. Additionally, the test shall be administered to any driver following an absence from service of sixty or more consecutive days from his or her scheduled work duties.

Drivers must have the ability to perform the following functions of a school bus driver: repeatedly open and close a manually operated bus entrance door, climb and descend bus steps, operate hand controls simultaneously and quickly, have quick reaction time from throttle to brake, carry or drag 125 pounds 30 feet in 30 seconds, repeatedly depress clutch and/or brake pedals, and exit quickly oneself from rear most emergency door.

### **Annual Refresher Courses**

All school bus drivers shall receive a minimum of two hours of refresher instruction in school bus safety at least two times a year, at sessions conducted between July 1- October 31 and December 1 – May 1 of the school year.

The **Federal Department of Transportation** (DOT) requires drivers be subject to drug and alcohol testing.