

## School Bus Inspection Certification Program

This program shall meet the requirements of Rule 6A-3.0171(8)(d), FAC, that technicians who perform school bus inspections must be certified as School Bus Inspectors. Certification shall be in effect until the end of the fifth calendar year from the certification date stated on the certificate or certification letter, and person(s) must re-certify every five (5) years thereafter to maintain certification (see Re-certification Program for details). The qualifications, training, and testing requirements for certification are as follows:

### A. Level 1. Certified School Bus Inspector

#### 1. Qualifications Requirements:

- a) Candidates must be able to document a minimum of two years of journeyman level mechanical experience in the repair and maintenance of motor vehicles in the areas of automotive, truck, heavy equipment, or bus; or successful completion of a course in vehicle maintenance and repair, with a minimum two-year curriculum from an accredited school. The required mechanical experience is defined as “hands-on” or “wrench-turning” experience.
- b) Candidates must submit a completed “Application for State of Florida School Bus Safety Inspector Certification” to the inspection-trainer and test administrator prior to online and hands-on testing.
- c) Candidates must be or have been classified by their current employers as journeyman level mechanics/technicians. This classification must be in the form of an official job description. Alternatively, in cases where candidates are working as journeyman level mechanics/technicians without being classified as such by their employer, the employer may submit a letter to the School Transportation Management Section of the Florida Department of Education requesting a waiver of the job description requirement. Acceptable job descriptions cannot contain language indicating candidates are expected to perform primarily mechanic’s assistant or equivalent duties.

#### 2. Training Requirements:

- a) Candidates shall attend a minimum two-day school bus inspection training program conducted by a certified school bus inspection trainer.
- b) Candidates should be thoroughly familiar with the current edition of the State of Florida School Bus Safety Inspection Manual prior to attending a training class.
- c) Candidates shall train/practice performing school bus inspections on several school buses prior to hands-on testing using the procedures and information learned in the training class.

#### 3. Testing Requirements:

- a) Testing consists of two parts, a 100 question written online test and a hands-on application test.
- b) Online testing will be conducted by district test administrators. Test administrators shall either be qualified school district driver trainers, or third parties who are not employed by the school district transportation department or by contracted providers of transportation to the school district. Test administrators may also be “third-party testers” working for other private or non-school district government entities.
- c) Test administrators must complete and submit a form titled “Application to be a School Bus Inspector Test Administrator” to the DOE for approval. Each school district’s transportation director and service manager receive this form along with applicable information/instructions. The DOE will provide test administrators with additional instructions and assistance regarding the online test.
- d) Online test candidates must be tested by an approved district test administrator.
- e) Hands-on testing will be administered in the field by the Department of Education, School Transportation Management Section.
- f) Only those candidates who pass both tests can be certified as school bus safety inspectors.

4. Written (online) Test:

- a) All written test questions are related to material in the inspection manual.
- b) Candidates will be allowed 90 minutes to take the test.
- c) The minimum passing grade is 80 percent.
- d) This test is an **open book** test. Candidates will be allowed to use the State of Florida School Bus Safety Inspection Manual during the 100 question online test.

5. Hands-on Test:

- a) Hands-on testing sessions will be scheduled regionally. School district transportation departments will be notified by DOE of the locations, times, etc.
- b) Candidates will be required to perform actual physical inspections of school buses and should dress accordingly. All equipment (except pen or pencil) needed to take the test will be provided at the test site.
- c) Candidates must bring a current copy of the inspection manual, a driver's license, job description, and a completed "Application for State of Florida School Bus Safety Inspector Certification" to the test site.
- d) Candidates should use the information learned in their training class, the inspection manual, and their professional knowledge while taking their hands-on inspection test.
- e) Candidates will be allowed 90 minutes to take the test.
- f) The bus will have a minimum of nine specific and pre-determined deficiencies that the candidate must identify and properly describe on the inspection form. The specific deficiencies may be either existing or ones created by the DOE.
- g) Each of the nine deficiencies counts as ten points.
- h) A properly completed inspection form counts as ten points. The candidate will be allowed to make a maximum of three mistakes on the form. Examples of the types of mistakes are: odometer reading not recorded; a blank in the Status Code column; and any of the nine specific deficiencies discovered are not clearly identified or described on the form.
- i) The minimum passing grade is 90 percent. The district or employer will be notified in a timely manner regarding the certification status of each test candidate.