

School Bus Driver Certification Schedule

FY SEPTEMBER 2023 – AUGUST 2024



CONTACTS

Norma Sotelo, Program Assistant– (956)
984-6125

Jesus“Jay”R.Aguayo, Safety & Transportation Coordinator– (956)
984-6283 - jaguayo@esc1.net

Office Hours
8:00 a.m. – 4:30 p.m.

2023-2024 School Bus Driver Certification & Recertification Class Schedule

*Note: Dates are tentative to change, if needed. *ESC Closures, Professional Development Staff Trainings/Holidays*

SEPTEMBER 2023

4th - ESC CLOSURE - LABOR DAY

NO ESC COURSES AVAILABLE

**NO COURSES AVAILABLE FOR
SEPTEMBER 2023**

OCTOBER 2023

Workshop 277974,
Saturdays, Oct. 14, 21, 28, 2023

Workshop 288088
Title: Recertification Course
Date: Saturday, Oct. 7, 2023

NOVEMBER 2023

Workshop 288090
Title: Recertification Course
Date: Saturday, Nov. 11, 2023

20th-24th-ESC Closure
Thanksgiving Break

DECEMBER 2023

Workshop 288091
Title: Recertification Course
Date: Saturday, Dec. 2nd, 2022

25th-29th-ESC Closure
Christmas Holiday

JANUARY 2024

Workshop 288083
Title: Certification Course (3 days)
Dates: Sat's, Jan. 13, 20, 27, 2023
*1st-5th - Department Closure
*12th - Professional Development

FEBRUARY 2024

12th - ESC Closure, Weather Day
Workshop 288092
Title: Recertification Course
Date: Saturday, Feb. 17, 2023
12th- ESC Closure, Weather Day

MARCH 2024

Workshop 288094
Title: Recertification Course
Date: Saturday, March 2, 2023

11th - 15th - ESC Closure
Spring Break
*29th; ESC Closure
Good Friday

APRIL 2024

Workshop 288097
Title: Recertification Course
Date: Saturday, April 13, 2023

*1st- ESC Closure, Weather Day

MAY 2024

Workshop 288085
Title: Certification Course (3 days)
Date: Saturday, May 11, 18, 25, 2023
27th- ESC Closure, Memorial Day

JUNE 2024

NO COURSES - DEPARTMENT
PLANNING

NEXT COURSES
AVAILABLE IN
OCTOBER 2024

JULY 2024

1st - 5th - ESC Closure
Summer Break
** Department Planning
Fiscal Year, Sept. 2023 – Aug. 2024

AUGUST 2024

** Department Planning, cont'd
** Program End of Year Deadlines



- A copy of the Purchase Order must be submitted to our office at least **(1 week)** prior to the class start date.
- District requires that a department seeking services from the ESC must have a P.O. in place **before** services are rendered to the district or its district staff.
- Self-Pay participant must pay their registration by acquiring a money order from HEB, US Post Office or Walmart.
Money order should be made payable to Region One ESC and submitted (1 week) prior to class start date.
- Cancellation must be submitted via-email 3 days prior to class start date to avoid the No Show Fee.
- No Show Fee to be incurred for No Attendance to a class.
- No Walk-Ins or Unregistered driver/s will be admitted in class.



- Certification - **\$160 per driver – Eff. Oct. 2021**
- Recertification - **\$70 per driver – Eff. Sept. 2021**
- Reissuance card - \$20 per card
- Replacement card - \$20 per card
- Driver responsible for a replacement card must acquire and submit a money order from HEB, US Post Office or Walmart. Money order must be made payable to Region One



- In person classes start time is 8:00 a.m.
- Tardiness is un-acceptable.
- Driver must be professionally on time.
- ESC to provide a participant handbook.
- Driver attending class must be prepared to take notes. Supplies to hand carry are writing paper, sharpened pencils, or pens.
- Exam is open book.
- Exam timeline is 1 hour.
- Driver registered for a class must show proof of the following credentials: valid DL, Medical Card and DPS Certification or Enrollment Certificate.



Do I need a Certification or Recertification?

- Certification 20 Hour Class (3 days) is for a driver who has obtained an enrollment certificate. This participant is not certified until he attends a successful certification class.
 - Day 1: 8:00 a.m. – 5:00 p.m.
 - Day 2: 8:00 a.m. – 5:00 p.m.
 - Day 3: 8:00 a.m. – 12:00 p.m.
- Recertification 8 Hour Class (1 day) is for a driver who will renew their certification prior to the certificate's expiration date.
 - Day 1: 8:00 a.m. – 5:00 p.m.

FREQUENTLY ASKED QUESTIONS

- **What endorsements must a bus driver hold on their CDL to drive a school bus?**

Answer: CDL must reflect the endorsements of “P” passenger and “S” school bus.

- **How do I register a driver for a Certification 20 Hour Class (3 days)?**

Answer: To register a participant for a certification class, an **enrollment application** must be submitted after all prerequisites have been met and a clear copy of a valid license must follow the completed application.

Notation: An incomplete application will not be processed. (**Ex:** missing name, title or signature from the authorized employer/district official, date, etc.)

- **How do I register a driver for a Recertification 8 Hour Class (1 day)?**

Answer: To register for a class, a clear and valid copy of the license along with Region One Card and language preference of English or Spanish must be submitted for each participant.

- **What is the difference between a reissuance – and – replacement card?**

Answer: A reissuance card will reflect the current employer’s district code number and not the previous employer’s number. A replacement is processed upon the request from a district/driver for a card that has been misplaced, damaged & etc.

- **How do I request a reissuance card?**

Answer: A reissuance card can be requested by sending an email to nsotelo@esc1.net and attach a clear valid copy of the driver’s license. In return we will research the driver’s certification information and print a new certificate.

Processing fee of \$20 per card.

- **How do I request a replacement card?**

Answer: A replacement card can be requested by sending an email to nsotelo@esc1.net and attach a clear valid copy of the driver’s license. In return we will research the driver’s certification information and print a new certificate.

Processing fee of \$20 per card.

