

Northeast Region OBI Candidate/Certification Procedure

EFFECTIVE IMMEDIATELY

- ✚ Assess your district's need for an OBI. Please refer to OAC 3301-83-06E & 3301-83-10E for criteria. Note that you should have a maximum of one OBI per 20 drivers.
- ✚ Check your driver's status online. All OBI's must have a current active School Bus Driver's Certificate and be currently employed as either a regular or sub driver and have at least 2 years of experience driving a school bus with students.
- ✚ Download the application from the Ashtabula County ESC website (www.ashtabulaesc.org) Send the completed application packet along with a letter of recommendation from the District Superintendent/Transportation Supervisor to the Preservice Instructor, Lori Fanger, attn: OBI candidate (lori.fanger@ashtabulaesc.org). The letter of recommendation should be on district letterhead and should include information about the prospective OBI, including work ethic, experience, and leadership/teaching abilities.
- ✚ Once the application packet is received, some additional information will be sent and a meeting will be scheduled for a pretrip and driving assessment. This will be done at one of the 4 designated test sites. OBI candidates cannot train independently prior to completing the assessment and receiving approval from the Preservice Instructor. The transportation supervisor will be notified of approval.
- ✚ The OBI candidate must attend all five days of the Northeast Region in-person Preservice class.
- ✚ The OBI candidate will shadow with a current OBI during training of a new driver to learn training tips and more about the training process of new drivers.
- ✚ The OBI candidate must attend a new OBI training session. This will be a classroom session to cover the responsibilities of an OBI, completing paperwork properly and training/testing requirements. These meetings will be scheduled periodically, as needed. The location will rotate around the region. The class will be from 10:00-12:45.
- ✚ After shadowing a new trainee with a senior OBI the OBI candidate will train their first trainee. Once that trainee is ready to be tested for their certificate, the OBI candidate must notify the Preservice Instructor to schedule the Certificate test. The Preservice Instructor and OBI candidate will test the trainee together. The trainee must receive a passing score of 80% or better on both Pretrip and Driving. All paperwork will be reviewed at this testing session for accuracy. A second trainee may be required before OBI status is obtained.
- ✚ Paperwork for the first 3 trainees must be sent to the Preservice Instructor for review.
- ✚ OBI candidates will be required to attend any mandatory meetings that are held.
- ✚ All OBI's are required to be tested by the Preservice Instructor for recertification or their OBI status will be revoked.

Application for New On-Bus Instructor Certification
Serving Ashtabula, Geauga, Lake, Mahoning, Portage, Summit and Trumbull Counties

Please complete the top section of this form and return it to Lori Fanger, Northeast Region Preservice Instructor, to begin the OBI certification process. You will be notified of your next scheduled paperwork session. A letter a recommendation must be received before the paperwork session is attended.

District _____

Name _____

Address (street, city, zip code) _____

Phone () _____ Alternate Phone () _____

Email _____

CDL # _____ Expiration Date _____ Class: A B Endorsements: S P

CDL Restrictions _____

School Bus Driver's Certificate Number _____ Issued Date _____

- As an on-bus instructor I will train in accordance with the Ohio Preservice School Bus Driver Training Manual, CDL Handbook, Ohio Motor Vehicle Digest, and Ohio Pupil Operation and Safety Rules.
- As an on-bus instructor I will attend the Annual OBI inservice conducted by the Northeast Region Preservice Instructor. I understand that if I fail to attend the annual meeting and training sessions, the Preservice Instructor will revoke my OBI training certificate.

OBI Applicant Signature Date

Transportation Supervisor's Signature Date

NEW OBI QUESTIONNAIRE

Answer the questions thoroughly and with abundant detail.

Name _____ School District _____

How long have you been a school bus driver? _____

Use any additional pages needed to complete this assignment. You do not need to cram it on this single page. You can refer to the testing forms on the website under OBI information to complete the second question.

1. Tell me why you would like to be an OBI. What is your philosophy on the role of an OBI?
2. Develop a driving test route. Include all testing elements (general driving and required procedures). This test route will read like a route sheet with step-by-step directions, turns, and procedures as they occur. Include a map of the test route.
3. For a recertification test, you have a driver that is insistent that they identified some items that you didn't mark. Same situation with their driving test. Upon review they insist that they did something you marked them wrong on. What are some ways you would handle these issues? What challenges does this present for you?