

## 540 CMR: REGISTRY OF MOTOR VEHICLES

### 540 CMR 8.00: SCHOOL BUS DRIVER AND SCHOOL PUPIL TRANSPORT TRAINING PROGRAMS AND SCHOOL BUS DRIVING INSTRUCTORS

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#### 8.01: Purpose, Scope and Applicability

540 CMR 8.00 is adopted by the Registrar of Motor Vehicles pursuant to M.G.L. c. 90, §§ 8A and 8A½ to establish uniform standards and requirements for the issuance of School Bus Driving Instructor's Certificates, School Pupil Transport Certificates and for the operation of School Bus Driver Training Programs.

#### 8.02: General Qualifications for School Bus Driving Instructor's Certificate

- (1) An applicant for a School Bus Driving Instructor's Certificate (Instructor's Certificate) shall submit such application and other information as required by the Registrar.
- (2) In order to qualify for an Instructor's Certificate, an applicant must have at least two years of licensed school bus driving experience, in addition to satisfying all of the requirements of M.G.L. c. 90, § 8A.
- (3) At all times while instructions are being conducted, the holder of an Instructor's Certificate shall have the Certificate available for inspection by a police officer or other person authorized by the Registrar of Motor Vehicles. The instructor shall permit such officer or person to examine the certificate in hand, and shall sign his or her name if requested to do so by such officer or person.
- (4) Licensed School Bus Driving Instructors shall from time to time, be required to attend and successfully complete a training program within four years sponsored or sanctioned by the Registry of Motor Vehicles, to maintain or update the Instructor's knowledge, skills or abilities in regard to school bus operation, equipment, maintenance or instruction. A School Bus Driving Instructor's Certificate may not be renewed if the Instructor has failed to successfully complete a required training program.

#### 8.03: School Bus Driving and Pupil Transport Training Programs (Pre-service and In-service) General Requirements

(1) No school bus driving instructor (Instructor) may certify any person in a school bus driver training program unless the person has satisfactorily completed a pre-service training program established and approved by the Registrar under the provisions of M.G.L. c. 90, § 8A consisting of approximately 60 hours, and has passed a written examination with a grade of at least 75%. Such written examination shall be prepared, administered and evaluated by the Registry of Motor Vehicles and shall consist of questions based on the course content of the training program.

Commercial Driver License (CDL) applicants must complete a minimum of 32 hours behind-the-wheel training as well as a minimum of 28 hours classroom training with a certified Massachusetts School Bus Instructor.

Current CDL holders who need to obtain a Registry of Motor Vehicles MV or Department of Public Utilities issued school bus driver's certificate must complete a minimum of 40 hours which shall consist of any combination of classroom and behind-the-wheel training to be determined by the certified School Bus Instructor.

For Class B applicants, the mandatory minimum hours of behind-the-wheel training must be conducted in a representative vehicle for that class of license.

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For Class C applicants, the mandatory minimum hours of behind-the-wheel training must be conducted in a school bus having a gross vehicle weight rating (GVWR) of at least 14,000 lbs.

For school buses, a vehicle designed to transport 16 or more passengers including the operator shall be used.

(2) Prior to the commencement of an in-service training program, every applicant for training shall be required to submit proof of previous qualified training to the Instructor.

(3) An applicant for the renewal of a school bus operator's license issued by the Registry of Motor Vehicles, or by the Department of Public Utilities, may only be certified by an Instructor after satisfactory completion of an in-service training program in accordance with the provisions of M.G.L. c. 90, § 8A and of not less than eight hours duration.

(4) The Instructor shall notify the appropriate licensing authority under M.G.L. c. 90, § 8A, on a form prescribed by said authority, of the successful completion of a pre-service or in-service school bus driver training program by any person.

### 8.04: School Pupil Transport Training Programs

(1) An applicant for a school pupil transport operator's certificate shall complete a minimum of two hours of pre-service training as established and approved by the Registrar prior to receiving the certificate.

(2) The holder of a school pupil transport operator's certificate must complete a ten hour in-service training course established and approved by the Registrar. Thereafter, the holder of a school pupil transport operator's certificate must complete a minimum of eight hours of in-service training as established and approved by the Registrar each year.

### 8.05: Records and Notices

(1) For each bus driver training course and school pupil transport course conducted, the Instructor or company shall maintain:

(a) An Electronic system approved by the RMV or two permanently bound books, one for in-service training and one for pre-service training with pages consecutively numbered, containing:

1. an initial page headed by the beginning date of the training program, the Instructor's signature, and each trainee's name and address;
2. a successive page for each lesson, showing the date, time, topic, length of time and location of each lesson. The trainee must sign and print his or her name prior to the commencement of each lesson; and

(b) an individual card file or computer record for each trainee including the trainee's name, address, date of birth, and the date, topic, length of time and location of every lesson received, and the name or initials of the Instructor.

(2) All records required to be maintained under M.G.L. c. 90, §§ 8A and 8A½ or 540 CMR 8.00, and sample copies of each examination and the grade received by each trainee (Records) shall be maintained on an up-to-date basis within the custody of the applicable main or branch office of the sponsor of the training program for at least three years following completion of the course to which the Records relate. Such Records must be available during normal business hours for examination by a police officer or other person authorized by the Registrar of Motor Vehicles.

(3) The Instructor or the custodian of any Records must immediately report to the Registrar by an affidavit the circumstances involving the loss, mutilation or destruction of any Records.

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(4) Upon written request, the custodian of the Records required to be maintained by 540 CMR 8.00 shall provide any trainee with a copy of his or her individual training record.

REGULATORY AUTHORITY

540 CMR 8.00: M.G.L. c. 90, § 8A.