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...Helping Schools Help Children in Tuscarawas, Carroll, Harrison and Belmont Counties...

East Region Preservice Department serving Belmont, Carroll, Columbiana, Coshocton, Guernsey, Harrison, Holmes, Jefferson, Monroe, Morgan, Muskingum, Noble, Stark, Tuscarawas, and Wayne Counties

Application for New On-Bus-Instructor Certification

PLEASE PRINT LEGIBLY

District _____

Name: _____

Address _____

Best Telephone: (____) _____ Alternate Phone: (____) _____

e-mail: _____

CDL #: _____ CDL exp. Date: _____ Class: A B Endorsements: S P

CDL Restrictions: _____

School Bus Driver's Certificate # _____ Issue Date: _____

NOTE: Complete top section of this form and return to East Region Preservice Office to begin OBI certification process. We will notify you of next scheduled paperwork session. Letter of recommendation must be received before the paperwork session is attended.

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 and attend an Annual OBI inservice conducted in the East Region.

Prospective OBI Signature _____ Date _____

Completion Check List (East Region Office Use Only)

- Letter of Recommendation from sponsoring district on file. Date Received: _____
- Copy of Current School Bus Driver Certificate on file. Date issued: _____ Date Filed: _____
- Copy of Current CDL on file. Date Issued: _____ .tif _____ Date filed: _____
- Paperwork Session attended within past 12 months. Date of class _____
- Mentor: _____ Contacted by: _____ Date: _____
- On-Bus-Training Session with Rob Higgenbotham, Preservice Instructor. Date _____
- OBI Evaluation for certification completed with score of 80 or above. Date _____
Pretrip Score _____ Driving Evaluation Score _____
- OBI Status Certificate awarded. Date _____

Paperwork Review

Paperwork to be submitted: COPIES of T-9, Pretrip, Driving Evaluation, and Log Book entries. OBI must submit AT LEAST the first 3 sets of paperwork after completing training, more if requested. Check ride if needed.

For East Region Office Use Only

Driver #1 paperwork submitted. Date _____ Driver Name _____
Paperwork Reviewed _____ Results discussed with OBI _____
Suggestions/Corrections _____

Driver #2 paperwork submitted. Date _____ Driver Name _____
Paperwork Reviewed _____ Results discussed with OBI _____
Suggestions/Corrections _____

Driver #3 paperwork submitted. Date _____ Driver Name _____
Paperwork Reviewed _____ Results discussed with OBI _____
Suggestions/Corrections _____

Driver #4 paperwork submitted. Date _____ Driver Name _____
Paperwork Reviewed _____ Results discussed with OBI _____
Suggestions/Corrections _____

Driver #5 paperwork submitted. Date _____ Driver Name _____
Paperwork Reviewed _____ Results discussed with OBI _____
Suggestions/Corrections _____

OBI WILL RETAIN ONLY THE LOG SHEETS KEPT WHILE TRAINING.

ALL ODE DOCUMENTS (T-9, Pretrip Inspection, Driving Evaluation) MUST BE RETURNED TO
DRIVER'S SUPERVISOR FOR ENTRY INTO SFPS SYSTEM.