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40 South Second Street • Oakland, Maryland 21550
Telephone: 301-334-8900 • <http://www.garrettcountryschools.org>

Requirements for School Bus Assistant certification in Garrett County

The following items must be completed by the applicant prior to being accepted in to the program:

1. Be at least 21 years of age
2. Must have a High School Diploma or GED
3. A current DOT physical and DOT Medical Card.
4. A completed application. The application is available on the transportation page of the GCPS website or in the Transportation Department.
5. Documentation of a completed background check. Call the Transportation Department to schedule an appointment at 301-334-8907.

Once the above items are completed; applicant should contact the Transportation Dept. at 301-334- 8907 to schedule an appointment.

The following items are potential obstacles that may hinder an applicant's ability to become certified:

1. A prior drug, child abuse, or crime of violence charge on your criminal record.
2. A criminal record that in the opinion of the Director of Transportation would be detrimental to our school children.

If you have a specific question regarding any of the obstacles related to your past history, please contact the transportation department.

Once you have satisfied all of the above requirements, the applicant will be required to complete the entire certification process:

1. Pre-service Drug Testing (Transportation will schedule day and time, Transportation pays.)
2. Pre-service Alcohol Testing (Transportation will schedule day and time.)
3. Complete a minimum of a two (2) hour pre-service class.
4. **You will be certified** once all required materials and required training skills are completed within the Transportation Department.
 - a. Four References
 - b. Completed Physical
 - c. Drug/Alcohol Testing
 - d. All criminal background records are verified
 - e. Pre-service training

If you have any questions or need to schedule an appointment you may call the Transportation Department at 301-334-8907.