

# Van Driver Pre-Service Training / Recertification Course

Northwest Ohio Educational Service Center Website address: [www.nwoesc.k12.oh.us](http://www.nwoesc.k12.oh.us)

**NOTE:** A person cannot transport students in a school district van or car without first obtaining a Van Driver Certificate from the Ohio Department of Education. The process can take a month or more.

**What:** The material for this web-based training course comes from the Ohio Driver Training In-service Training Manual. The Ohio Department of Education developed the Pre-Service Driver Training Course.

**When:** Web-based material may be accessed and completed at anytime. **Registrations will be good for 90 days.**

**Where:** Participants may use any computer able to connect to the internet with a web browser.

**How:** Participants may select the 4-hour pre-service course or the 2-hour refresher course. These courses can be taken as online material with assessments. Register as an individual and receive a username, password and directions through email. The participant should email the NwoESC after completing the course. When the time requirement has been achieved and the online assessments have been passed, the NwoESC will then issue a completion certificate through email as a PDF attachment.

Pre-Service participants must also watch the state approved movie on van driving, answer review questions, complete a demonstration drive and complete the driver's portion of the application with the district transportation administrator. You must also have on file your BCI/FBI Fingerprint Results, Driver Physical, and Driver Abstract. Please check with your district transportation administrator for your district's requirements.

\*\*\*Please mail the completed registration form and a personal check or an organization's check made payable to the NwoESC for \$35.00 to the address indicated below.

**Why:** The 4-hour Ohio School Van Driver Training Course is mandated by Ohio law and must be completed prior to transporting children. Participants must take a two-hour refresher course each year after the initial training.

**This registration form is interactive ... you may type your information before printing, then detach and mail the lower portion.**

## Van Driver Pre-Service / Recertification

Name: \_\_\_\_\_

\_\_\_\_\_ 4-hour Pre-Service Course

\_\_\_\_\_ 2-hour Refresher Course

**For the Pre-Service participant, the following documents should be in process or on file with your district transportation administrator:**

- \_\_\_\_\_ Current BCI Check (fingerprints) - cannot be older than 6 years
- \_\_\_\_\_ Annual Driving Record Check
- \_\_\_\_\_ Driving Physical
- \_\_\_\_\_ Application for the Certificate from the State of Ohio

**\*\*\*ALL Fields are MANDATORY\*\*\***

Job Title: \_\_\_\_\_ Organization: \_\_\_\_\_

Email Address: \_\_\_\_\_ Building Name: \_\_\_\_\_

Home/Cell Phone #: \_\_\_\_\_ Building Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ City and Zip: \_\_\_\_\_

Supervisor's E-mail: \_\_\_\_\_ Building Phone #: \_\_\_\_\_

Personal Check or Organization's Check Number: \_\_\_\_\_

[Purchase Orders NOT accepted.](#)

Send To: Northwest Ohio Educational Service Center  
Web-based Staff Development  
205 Nolan Parkway  
Archbold, Ohio 43502-0250

Contact: Kris Dobbelaere, Director of Curriculum  
Phone: 567.444.4800 x 4649  
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