
(COMPANY/DISTRICT TRANSPORTATION DEPARTMENT)

(COMPANY / DISTRICT ADDRESS)

(COMPANY / DISTRICT PHONE NUMBER)

(COMPANY / DISTRICT EMAIL)

LETTER OF INTENT

This letter is to inform the Illinois secretary of state that the driver named below will be employed by _____ as a school bus driver pending that he/she passes all of the requirements to obtain an Illinois School Bus Driver Permit.
(SCHOOL DISTRICT NAME or TRANSPORTATION COMPANY)

(Check all the applicable boxes below.)

☐ I am giving _____ permission to take all the needed written exams
(DRIVER'S NAME)
for the purpose of training to obtain a **SECOND DIVISION** Illinois School Bus Driver Permit and prepare for the final driving/skills exam. This is for a Commercial Learner's Permit (CLP) for a Commercial Driver's License (CDL), with School Bus and Passenger endorsements.

(Refer to the Illinois CDL Study Guide.)

☐ Class C – CDL

☐ Class B - CDL

☐ Air Brake Endorsement

☐ I am giving _____ permission to take the written exam for the
(DRIVER'S NAME)
purpose of training to obtain a **FIRST DIVISION** Illinois School Bus Driver Permit and prepare for the final driving/skills exam. This is for an instruction permit for a First Division Permit only.

(Refer to the Illinois CDL School Bus Endorsement Section Study Guide.)

☐ I am giving _____ permission to take the driving/skills exams for
(DRIVER'S NAME)
the purpose of finalizing their Illinois School Bus Driver Permit.

☐ FIRST DIVISION

☐ SECOND DIVISION

(NAME)

(DATE)

(TITLE)

(SCHOOL DISTRICT / TRANSPORTATION COMPANY)

(SOS ASSIGNED EMPLOYER # XXXXXXXX)