



JESSE WHITE  
SECRETARY OF STATE

OFFICE OF THE SECRETARY OF STATE

DRIVER SERVICES DEPARTMENT

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SPRINGFIELD, ILLINOIS 62723

April 15, 2013

**TO:** School Districts  
Regional Offices of Education

**FROM:** Illinois Secretary of State (ISOS) – Safe Ride Division

**SUBJECT:** Employer Responsibilities for School Bus Driver Annual Medical Examinations and Certificate

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This memorandum is a reminder of the following requirements pursuant to the Illinois Vehicle Code, Section 6-106.1 School Bus Driver Permit requirements [625 ILCS 5/6-106.1] and ISOS administrative rules regarding school bus drivers' Annual Medical Examinations and Certificate, 92 Ill. Adm. Code 1035.20 which must be met with full compliance.

All school bus driver medical examination forms including the Federal Department of Transportation (DOT) Medical Card Form or the ISOS School Bus Driver Medical (Form, DSD SB 4.7) issued by ISOS Safe Ride Division must be completed entirely. Incomplete forms are not acceptable.

When a school bus driver is initially employed, the driver must take the medical form to the medical examiner who is conducting the examination. After completing the examination, the medical examiner will give the driver a copy of the completed medical form, forward the original medical form along with the Tuberculosis (TB) and drug test results to the employer who must retain a copy for his or her records. Each initial driver, as a part of the medical examination to obtain a school bus driver permit, must be tested for Tuberculosis as stated in Section 1035.20 paragraph(j), subparagraph(13). Drivers who are renewing their permit are not required to be retested for Tuberculosis as part of the annual medical examination unless, in the judgment of the medical examiner, the test should be performed in order to determine if the driver is physically qualified to operate a school bus. Any driver who allows his or her school bus permit to expire for more than 30 days is, pursuant to Section 1035.25 paragraph (j), considered a new applicant and, as such, shall be required to be retested for Tuberculosis.

Current School Bus Driver permit holders must renew their permit annually which includes the medical examination, drug test and the date when the annual School Bus Driver Refresher Course was taken as provided by the appropriate Regional Office of Education.

When an employer has a company name change or address change (this includes a change to the name and/or telephone number of the contact person listed), the employer is required to notify ISOS Safe Ride Division by mail or fax at 217-524-3654.

Anytime an employer adds or deletes a driver from their company, the employer must notify ISOS Safe Ride Division in writing of the changes immediately, using the School Bus Driver Employer Notification/Removal Form DSD SB 3.9.

Please remember to verify the current school bus driver refresher class date and medical examination date on the application form before it is submitted to the ISOS Safe Ride Division. Without this information, we are unable to process the application.

All employed drivers must obtain an approved fingerprint background check and criminal background response from an Illinois State Police (ISP) and Federal Bureau of Investigation (FBI) approved fingerprint and background check vendor. The employer should never receive an FBI criminal background response for a school bus driver. If this occurs the original fingerprints were not coded properly and cannot be monitored by our program. ISOS Safe Ride Division maintains ISP and FBI criminal fingerprint information for school bus drivers. Please review all fingerprint responses closely. The purpose code on your response should say SBD or SCB.

Any questions or concerns, please contact the ISOS Safe Ride Division at 217-782-7674.