



## Special Purpose/Activity Bus Training

**I.C. 20-27-8-10.5, requires training to be in place for all Special Purpose Bus Drivers  
Please read below to meet the requirements.**

**Location:**

**First Student**

2503 W. Lambert St  
Indianapolis, IN 46211

Lambert is the official address, but you will need to park in the lot on the West side of Howard Street across from the entrance gate. Howard street is one street West of Lambert.

The building is on the left side as you walk through the gate. Please walk on the yellow painted walkway. Enter through the glass doors located at the center of the building. The training center is on the 2<sup>nd</sup> floor. Upon arrival, please have a seat and someone will be out to greet you.

**Requirements and Documentation needed:**

**(Failure to comply with the instructions listed below will result in attendees not being able to attend the class)**

1. Signature approval from the school principal recommending staff member to participate in training class. Signature and date at the bottom of this document
2. Attendees must complete the online portion of this training prior to attending class. Instructions will be emailed upon receipt of this signed document

**Must Bring to Class:**

3. Copy of the Certificate of Completion from the online instruction
4. Copy of current Indiana Driver License
5. Copy of Driver Record check. You can obtain free from: [www.mybmv.com](http://www.mybmv.com)

The training class is approximately 3 hours in length starting at 10am and ending at 1pm on the scheduled weekdays, 9am to 12 noon on Saturday.

Attendees must wear comfortable clothing and **closed toe & heel shoes**, as they will be evacuating a special purpose bus.

If you have any questions, please email [Jared.clark@firstgroup.com](mailto:Jared.clark@firstgroup.com) or call 317-454-2564.

Thank you,

**Jared Clark**  
**First Student Training Center Manager**

**Attendee Name:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Requested Training Date:** \_\_\_\_\_

**Approval by School Principal:** \_\_\_\_\_



## **Online Pre-Service for Special Purpose Bus Training**

Everyone requesting to attend the Special Purpose Bus Training must first complete the Pre-Service Training before arriving to the class. The training can be completed online by going to <https://moodle.doe.in.gov/>.

Under Course Categories choose *School Transportation*. Then choose *Special Purpose Bus Driver Training*. Create an account and take the course. Please note, this course will not allow you to continue as a guest. After completion of the *Railroad Crossing Quiz* scroll down, click on *Finish Review*. From there, you'll scroll down, click on the *Jump To* section. Choose *Special Purpose Bus Driver Certificate*. Print the certificate and bring to class. You will not be able to do the in-person training class without proof of completion of the pre-service training.

For assistance please email: [jared.clark@firstgroup.com](mailto:jared.clark@firstgroup.com)