



# Application to Renew a School Bus Driver Certificate

Registry of Motor Vehicles • Vehicle Safety & Compliance Services

P.O. Box 55892 • Boston MA 02205-5892

**IMPORTANT:** This application must be completed, signed, and dated. Incomplete applications will be returned.

## A. Checklist

### Renew Application:

- ✓ Application must be filled out completely.
- ✓ Application must be signed by the applicant and a current email address **must** be provided for future RMV correspondence.
- ✓ All eight hours of in-service training must be completed **before** submitting the application.
- ✓ Fees: \$15.00 for one-year certificate; \$7.50 for six-month certificate.
  - ✓ Enclose check or money order payable to MassDOT.
- ✓ The transportation company that you are employed by, or expect to be employed by, must complete section B - Applicant Information.
- ✓ Any applicant who has ever resided in another state or country and has relocated to Massachusetts must include with application:
  - ✓ **Certified** Out-of-State Driving Record effective within the preceding 90 days of application submission.
  - ✓ **Certified** Out-of-State Criminal Record Report effective within the preceding 90 days of application submission.

### CORI Form:

- ✓ CORI must be filled out completely **and notarized**.
- ✓ CORI must accompany the application.

### Medical Requirements:

- ✓ Applicant's medical exam must be conducted and dated within the preceding 90 days of application submission. See section G – Patient Information.
- ✓ DOT Medical Certificates must be up-to-date.

### Current Out of State Applicant:

- ✓ Include **Certified** Out-of-State Driving Record effective within the preceding 90 days of application submission. Screen prints are **not** accepted.
- ✓ Include **Certified** Out-of-State Criminal Record Report effective within the preceding 90 days of application submission.

**Mail complete application to:** Registry of Motor Vehicles  
 Vehicle Safety and Compliance Services, Attn: School Bus Driver Certificate  
 P.O. Box 55892  
 Boston, MA 02205-5892

**An incomplete application will be returned. Save a copy of all submitted forms.**

For questions, email [RMVSchoolBus@state.ma.us](mailto:RMVSchoolBus@state.ma.us) or call Vehicle Safety and Compliance Services at 857-368-7310.

## B. Applicant Information

Last Name				First Name				Middle Name				Suffix			
Date of Birth (MM/DD/YYYY)				Driver's License #				Social Security Number				Gender			
_ _ / _ _ / _ _				_ _ _ _				_ _ - _ - _ _				<input type="checkbox"/> M <input type="checkbox"/> F			
License Class		State of Issuance		Expiration (MM/DD/YYYY)				SB Certificate Expiration (MM/DD/YYYY)							
_ _		_		_ _ / _ _ / _ _				_ _ / _ _ / _ _							
Residential Address (Where you actually reside)															
Street				Apt. #		City				State		Zip Code			
Mailing Address <input type="checkbox"/> (same as above)															
Street				Apt. #		City				State		Zip Code			
Email								Phone Type				Phone #			
								<input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work							
<b>Employer Information</b>															
Employer Name						Address									
						Street		City		State		Zip Code			
Employer Email								Phone Type				Phone #			
								<input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work							

### C. Certificate Type

- One -year - \$15
- 6-Month - \$7.50 - Applicants who are over 70 years of age or are insulin-dependent, diabetic, or have had a hypoglycemic episode.

### D. In-Service Training Requirements

An applicant who is renewing a school bus certificate shall complete a minimum of eight hours of in-service training as established and approved by the Registrar **prior** to receiving the certificate. FOR SCHOOL BUS CERTIFICATION, a Certified School Bus Instructor must sign below in accordance with the requirements of **540 CMR 8.03**.

Certified School Bus Instructor	Trainer's License #
Email Address	Phone #
Signature of School Bus Instructor:	Total Driver In-Service Training Hours

### E. Certification and Signature of Applicant

I have reviewed this completed **Application** and affirm, under the penalties of perjury, that the information I have provided is true and correct. **I am aware that false statements are punishable by fine, imprisonment, or both under M.G.L. Chapter 90, Section 24B.**

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

### F. Medical Information and Applicant Signature

I hereby authorize the Licensed Physician completing this form to discuss and release any or all medical records pertaining to its content with or to representatives of the Registry of Motor Vehicles.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

### G. Patient Information Must be completed by a Licensed Physician, NOT a Nurse Practitioner or Physician Assistant.

Last Name	First Name	Middle Name	Suffix
Date of Birth (MM/DD/YYYY)	Driver's License #		

- Is the applicant currently diagnosed with having diabetes? .....  Yes  No

Is the applicant insulin dependent? .....  Yes  No

Has applicant ever had a hypoglycemic episode or spell? .....  Yes  No

**If "YES" to either above, the applicant must submit a "Diabetes Medical Evaluation Form" completed by a Board Certified or Board eligible medical doctor in Endocrinology.**
- Does the applicant have an **Implanted Cardiac Defibrillator**? .....  Yes  No

**If "YES" the applicant must submit a "Cardiovascular Medical Evaluation Form" completed by a medical doctor.**
- Distant Visual Acuity (Snellen):** Left eye: (OS)20/ \_\_\_\_\_ Right eye: (OD) 20/ \_\_\_\_\_

Does the applicant use corrective lenses for driving?.....  Yes  No  
(If applicant uses corrective lenses for driving, please specify visual acuity above as corrected with Rx)

Combined horizontal peripheral field of vision must be **NOT LESS THAN 120** combined (Record in degrees.):

Is the applicant able to distinguish the colors red, green and amber? .....  Yes  No

4. **Hearing:** Can the applicant perceive a forced **whispered voice** in the better ear at not less than 5feet with or without the use of a hearing aid or, if tested by use of an audiometric device, does not have an average hearing loss in the better ear greater than **40 decibels** at 500Hz, 1000 Hz, and 2000Hz with or without a hearing aid when the audiometric device is calibrated to the American National Standard? .....  Yes  No
5. Does the applicant have a **Respiratory Disease/Disorder**? .....  Yes  No  
If "YES" does the applicant have an O2 saturation rate of greater than 88%, at rest or with minimal exertion, with or without supplemental oxygen?.....  Yes  No
6. Is the applicant currently diagnosed with **Epilepsy**?.....  Yes  No
7. Does the applicant have any **loss or impairment** of foot, leg, finger, hand, or arm likely to interfere with safe driving? .....  Yes  No
8. Does the applicant have any other physical condition likely to interfere with safe driving? .....  Yes  No
9. Does the applicant have any **mental, nervous, organic, or functional disease** likely to interfere with safe driving? .....  Yes  No
10. Does the applicant have any **contagious or communicable diseases**?.....  Yes  No
11. Is the applicant addicted to the use of **narcotics** or habit forming or **tranquilizers** or **stimulants** or the excessive use of **alcoholic beverages** or **liquors**?.....  Yes  No
12. Please check ONE BOX below:
- The patient named above **IS** medically qualified to operate a school bus and fulfill all of the duties and responsibilities associated with such operation.
- The patient named above **IS NOT** medically qualified to operate a school bus.

Additional Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**H. Physician Information and Attestation**

Massachusetts NPI #			
Last Name		First Name	Middle Name
Phone #	Address Street	City/Town	Zip Code
Email			

I hereby certify that the information provided herein is true, accurate and complete:

Physician's Signature \_\_\_\_\_ Date: \_\_\_\_\_



# Criminal Offender Record Information (CORI) Acknowledgment Form

THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY  
Department of Criminal Justice Information Services  
200 Arlington Street, Suite 2200, Chelsea, MA 02150  
TEL: 617-660-4640 | TTY: 617-660-4606 |



To be used by organizations conducting CORI checks for employment or licensing purposes.

The Massachusetts Registry of Motor Vehicles is registered under the provisions of M.G.L. c.6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, license applicants, or current licensees.

As a prospective or current employee, subcontractor, volunteer, license applicant or current licensee, I understand that a CORI check will be submitted for my personal information to DCJIS. I hereby acknowledge and provide permission to the Massachusetts Registry of Motor Vehicles to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing the Massachusetts Registry of Motor Vehicles with written notice of my intent to withdraw consent to a CORI check.

I also understand, that the Massachusetts Registry of Motor Vehicles may conduct subsequent CORI checks within one year of the date this Form was signed by me.

By signing below, I provide my consent to a CORI check and affirm that the information provided on Page 2 of this Acknowledgement Form is true and accurate.

\_\_\_\_\_  
*Signature of CORI Subject*

\_\_\_\_\_  
*Date*



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EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY  
Department of Criminal Justice Information Services  
200 Arlington Street, Suite 2200, Chelsea, MA 02150  
TEL: 617-660-4640 | TTY: 617-660-4606 |



## A. Applicant Information

Please complete this section using the information of the person whose CORI you are requesting. The fields marked with an asterisk (\*) are required.

*First Name		*Last Name		Middle Name	Suffix
Former Last Name #1			Former Last Name #2		
Former Last Name #3			Former Last Name #4		
*Date of Birth (MM/DD/YYYY)		Place of Birth		*Last <b>SIX</b> digits of Social Security Number (SSN)?	
/     /				-             <input type="checkbox"/> No SSN	
Gender	Height (feet, inches)	Eye Color		Race	
<input type="checkbox"/> M <input type="checkbox"/> F					
Driver's License of ID Number			State of Issue		
Father's Full Name			Mother's Full Name		
Current Address					
* Residential Address (Where you actually reside)					
Street		Apt. #	*City	*State	Zip Code

## B. Notarization Section – this section must be completed by a notary public

"On this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_, before me, the undersigned notary public, \_\_\_\_\_  
(name of applicant) personally appeared, proved to me through satisfactory evidence of identification, which were  
\_\_\_\_\_, to be the person who signed the preceding or attached document in my presence and who swore or  
affirmed to me that the contents of the document are truthful and accurate to the best of (his) (her) knowledge and belief.

Seal of Notary Public

Notary Public Signature \_\_\_\_\_

Commonwealth of Massachusetts

County of \_\_\_\_\_

Commission Expires: \_\_\_\_\_