

REFRESHER CLASS HANDOUT

KEY POINTS TO REVIEW

When You Signed-in Today - DID YOU CHECK IF YOUR NAME & DL# NUMBER Were Accurate?

Incorrect information can jeopardize your school bus driver permit. Contact your Regional Office of Education if one of those two items need correcting.

Your Driver's License Expiration Date

Typically, it is on your birthday every 4 years. Your **C**ommercial **D**river **L**icense can be renewed up to one year in advance. By law, motorists must notify the Secretary of State's office of an address change (<https://apps.ilsos.gov/addrchange/>) or name change within 10 days and CDL holders must obtain a corrected driver's license within 30 days (625 ILCS 5/3-416, 6-116, 6-511) NOTE: If you are not receiving notices from the Illinois Secretary of State, your address may need updating.

Your School Bus Permit Expires Annually

The expiration date is based upon when you or your employer, finalized the initial school bus permit with the Secretary of State; this date will not change if you maintain a valid school bus permit. A permit is valid based upon two things – 1) driver must meet the requirements of a medical examination AND 2) attend annual refresher course.

Your Refresher Class Date

The date of the annual refresher training shall be computed as follows:

- 1) The first refresher training following initial training must be completed within one year (364 days) from the date of initial training. The date of the first refresher training will be known as the refresher date. The next Refresher class must be 364 days or sooner from the previous class, there is no grace period on a refresher date. *"If the driver goes beyond their refresher class anniversary date without taking a refresher class, they still hold a valid permit, but cannot use it (transport students) until the refresher class is taken AND before the permit expires."*
- 2) In the event that an individual completes subsequent refresher training between the actual refresher date and 60 days prior to that refresher date, the next annual refresher date will not change. In the event refresher training is completed MORE THAN 60 days prior to the refresher date, the date the driver completes the refresher training will become the new annual refresher date, then the driver must complete their subsequent refresher class within 364 days to keep their school bus driver permit.

Steps to Keep a School Bus Driver Permit Valid

1. Begin the medical examination process no more than 90 days before the school bus permit expiration date. The form can be found on the Secretary of State website. Physical and drug test are only valid for 90 days, do not have the physical completed more than 90 days prior to the expiration of your permit.
2. Complete, attach and mail the application with the \$4.00 fee before your permit expires. Send forms directly to the Secretary of State Office in Springfield well before your school bus permit expires! Applications can be found on SOS website;
https://www.cyberdriveillinois.com/departments/drivers/drivers_license/schoolbus.html.



Goes Into Effect on May 3, 2023.

This means, if you fly domestically or want access to military/federal facilities, you will be required to carry your passport as proof of your identity unless you change your driver's license. The federal government has extended the May 3, 2023, deadline that will require you to use a valid U.S. passport OR obtain a REAL ID from the Illinois Secretary of State's office. We are providing you with the choice either to obtain a REAL ID card or to keep a standard card. Take time to know your options. For information on other types of identification accepted by TSA, please visit the TSA website at tsa.gov. To see what documents, you need to APPLY for a REAL ID, visit the Real ID checklist on cyberdriveillinois.com. Come prepared and be patient when visiting a Driver Services Facility. All Driver Services facilities are issuing REAL IDs, except for mobile units and express facilities (Diversey, Lockport, Orland Park, Rockford Auburn St., Roscoe and Washington). Search <https://realid.ilsos.gov/> to find facilities nearest you.

Facts to Know About Marijuana Use by Safety-Sensitive Transportation Employees:

The State initiatives to legalize marijuana have no bearing on the Department of Transportation's (DOT) regulated drug testing program. **THE DOT DRUG AND ALCOHOL TESTING REGULATION** – 49 CFR Part 40 – **DOES NOT AUTHORIZE THE USE OF SCHEDULE I DRUGS, INCLUDING MARIJUANA, FOR ANY REASON.** **WARNING!** School bus drivers have tested positive when drug tested and claimed they were using CBD products. The testing procedures does not distinguish between the source, only the presence of the drug. The Secretary of State will suspend your permit if you refuse testing or test positive for the presence of alcohol, drugs, or intoxicating compounds for a period of three years.