

How to Begin the Process

You will need to obtain a Commercial Driver's License (CDL) to drive a school bus for Durham School Services. Getting your Learners Permit is the first step.

1. Contact the Massachusetts Department of Motor Vehicles (DMV) in your area to obtain the CDL Training Manual. www.mass.gov
2. Get the CDL Training Manual www.eastlongmeadowlibrary.org The manual is also available in Spanish and other languages.
3. Go to www.eastlongmeadowlibrary.org This is what you will need to study four subjects. Additionally, there is an App **CDL Prep** for your cell phone.
4. General Knowledge.
5. Air Brake.
6. Passenger Endorsement.
7. School Bus Endorsement.
8. All subject tests are \$30.
9. After passing the general knowledge you will have your Learners Permit. You will still need to take the three endorsements to qualify for full training.

Next, contact Durham School Services at **413-315-4119** and speak with the hiring staff. They will guide you through the following:

Application process – <https://careers.nelc.com>

1. Please be prepared to have 10 years' work history available. This will include any unemployment periods. Please

have city, state, and dates of unemployment.

2. Must have 3 years driving experience.
3. Must be 21 years of age.
An interview will be scheduled. During the interview, please allow at least two hours to complete. The following assessments will be administered:
 1. Physical Dexterity Test – Pull 125 lbs.
 2. Safety Assessment Test.
 3. Please bring your valid driver's license.
 4. Social Security Card.
 5. Voided Check or Bank Letter.
 6. There will be additional paperwork to be completed.

Every applicant will be required to pass a pre-employment screening at our clinic. We will pay for these examinations.

Training Agreement

Each applicant with a permit will be required to read and complete a training agreement with our company before starting our nonpaid training. The agreement ensures that we will pay for the training portion ONLY, the trainee will pay for the Third-Party Testing. The Third-Party testing is a vendor who performs the road test. We will provide the school bus for the test. The requirement for the agreement is that the trainee will work 12 calendar months for our company after successfully completing the training.

Training Program

Trainees will be required to successfully complete classroom training and behind-the-wheel training. This will consist of 60 hours by the Department of Education (DOE). The 60 hours is broken up into two parts, 28 Hrs for classroom and 32 Hrs for BTW training.

Trainees will be required to learn the Pre-Trip Inspection Study Guide while in training.

The road training called Behind-the-Wheel-Training (BTW), will include:

1. Skills – Straight line backing, off set parking driver side and passenger side.
2. Defensive driving skills.
3. Railroad crossing procedures.
4. Students loading and unloading procedures.
5. Emergency pullover procedures.
6. School bus panel controls.



Durham School Services offers a comprehensive benefits plan designed to meet the needs of all our employees. Employees can elect to have these benefits with payroll deductions.

- Medical Benefits
- Dental Benefits
- Vision Benefits
- 401(k) retirement plan with matching contributions
- Paid holidays
- Approved leave time (FMLA)
- Driver engagement activities

Durham School Services provides equal employment and affirmative action opportunities to minorities, females, veterans, and disabled individuals, as well as other protected groups.

For information on this program, please contact our office at: 413-315-4119



Your Training Staff

If you require any assistance, please contact our training staff members who are knowledgeable will be waiting to assist you.

Pedro Rodriguez
Sharalyn Soler
Luis Rivera
413-315-4119

**Durham School
Services, MA 4084**

**Permit Process
Obtaining a CDL Class B
with a Passenger, School,
Air Brake Endorsements**



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