



OKLAHOMA STATE DEPARTMENT OF EDUCATION  
2500 North Lincoln Boulevard – Oklahoma City, Oklahoma 73105-4599  
Student Transportation Section (405) 521-3472

**Annual In-service Attendance Verification for Oklahoma School Bus Driver Certification and Subjects Approved by the State Department of Education**

School District \_\_\_\_\_ City \_\_\_\_\_ School Year \_\_\_\_\_  
Bus Driver Attendee (Print) \_\_\_\_\_ or attach an Attendance Roster for each class.

**Instructions:** Employer must KEEP THIS COMPLETED FORM AT THE SCHOOL to be verified by an SDE Regional Accreditation Officer - either one form per driver or an attendance roster can be attached for each class. A minimum of four (4) hours of in-service each year is required by the State Board of Education to hold an SDE *Oklahoma School Bus Driver Certificate*. Each year 2 hours of in-service must come from the first 14 subjects on the list below. Choose in-service topics from this list. (**Do not submit this form to the State Department of Education.**)

Date	PRINT Name of Presenter*	Total Hours
1. _____	Adjusting Bus Mirrors/Danger Zones _____	1. _____
2. _____	Picking Up and Discharging Passengers _____	2. _____
3. _____	Turnabout Maneuvers and Backing the Bus _____	3. _____
4. _____	Activity Trip Procedures/Night Driving Safety _____	4. _____
5. _____	Railroad Crossing Procedures _____	5. _____
6. _____	Sound Driving Practices _____	6. _____
7. _____	Bus Evacuation Procedures _____	7. _____
8. _____	Bus Evacuation Procedures on Activity Trips _____	8. _____
9. _____	Student Discipline on the Bus _____	9. _____
10. _____	Transportation of Special Needs Students _____	10. _____
11. _____	Evacuation Procedures for a Special Needs School Bus _____	11. _____
12. _____	Hazardous Weather Procedures for Bus Drivers _____	12. _____
13. _____	Bullying: Recognition, Reporting, and Prevention _____	13. _____
14. _____	Evaluation of Bus Routes and Pick Up/Discharge Areas _____	14. _____
2 Hours of in-service each year must come from above this line		
15. _____	Blood Bourne Pathogens or Anaphylactic Shock _____	15. _____
16. _____	CPR and First Aid Training _____	16. _____
17. _____	Child Abuse Recognition and Reporting Procedures _____	17. _____
18. _____	Local Policies for Student Transportation _____	18. _____
19. _____	Diabetes Management in Schools Act (70 O.S. §1210.96.2) _____	19. _____
20. _____	Employee Harassment: Laws and District Policies _____	20. _____
21. _____	Family Educational Rights and Privacy Act (FERPA) _____	21. _____
22. _____	Gang Activity Recognition, Reporting and Prevention _____	22. _____
23. _____	Additional Subject (As Needed) Specify Below; _____	23. _____
		Total- <div></div>

Verifies Attendance: Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_  
Title \_\_\_\_\_ School Employer \_\_\_\_\_

\*An In-service Presenter is NOT required to be an SDE certified instructor.