State of California
California Highway Patrol

See page 2 for additional instructions.

APPLICANT/CARRIER DOCUMENT CHECKLIST

CHP 295J (Rev. 2-16) OPI 061 Applicant Name/DL #:

Original and renewal applicants, and carriers of applicants applying to operate a school bus, school pupil activity bus (SPAB), youth bus, general public paratransit vehicle (GPPV), farm labor vehicle (FLV), or vehicle for developmentally disabled persons (VDDP), shall call the local California Highway Patrol (CHP) office to schedule an interview with a CHP School Bus Officer or Coordinator (SBO/C). To avoid delays in the certification process, applicants are required to bring the following documents to the interview. If all required documents are not submitted during the interview, the missing documents must be presented at the time of testing. Check appropriate boxes below.

	☐School Bus	☐Youth Bus	☐SPAB	☐GPPV	☐FLV	☐VDDP
☐ 1.	Special Certificate Application (CHP 295)	Special Certificate Application (CHP 295)	Special Certificate Application (CHP 295)	Special Certificate Application (CHP 295)	Special Certificate Application (CHP 295)	Special Certificate Application (CHP 295)
☐ 2.	Driver License, Temporary License, or Permit	Driver License, Temporary License, or Permit	Driver License, Temporary License, or Permit	Driver License, Temporary License, or Permit	Driver License, Temporary License, or Permit	Driver License, Temporary License, or Permit
☐ 3.	MCSA 5875, Medical Examination Report	MCSA 5875, Medical Examination Report	MCSA 5875, Medical Examination Report	MCSA 5875, Medical Examination Report	MCSA 5875, Medical Examination Report	N/A
☐ 4.	MCSA 5876, Medical Certificate	MCSA 5876, Medical Certificate	MCSA 5876, Medical Certificate	MCSA 5876, Medical Certificate	MCSA 5876, Medical Certificate	N/A
☐ 5.	Training Certificate	Letter from Employer (or Training Certificate for Youth Bus "B")	Training Certificate	Letter from Employer	Training Certificate	N/A
☐ 6.	First Aid Certificate (unless waived per CVC 12522)	First Aid Certificate (unless waived per CVC 12522)	N/A	N/A	N/A	N/A
☐ 7.	DMV Ten-year Driving History Print-out (H6) (Original applicant only)	DMV Ten-year Driving History Print-out (H6) (Original applicant only)	DMV Ten-year Driving History Print-out (H6) (Original applicant only)	DMV Ten-year Driving History Print-out (H6) (Original applicant only)	DMV Ten-year Driving History Print-out (H6) (Original applicant only)	DMV Ten-year Driving History Print-out (H6) (Original applicant only)
☐ 8.	Fees - $57 ($25 for DL 45 / $32 for Background Check) Renewal Applicant $12 only	Fees - $57 ($25 for DL 45 / $32 for Background Check) Renewal Applicant $12 only	Fees - $57 ($25 for DL 45 / $32 for Background Check) Renewal Applicant $12 only	Fees - $57 ($25 for DL 45 / $32 for Background Check) Renewal Applicant $12 only	Fees - $12 (original / renewal applicants for DL 45) No Background Check required.	Fees - $57 ($25 for DL 45 / $32 for Background Check) Renewal Applicant $12 only

Instructions

Check Boxes. The applicant should check the appropriate boxes to indicate the category of certificate for which the applicant is applying, and to ensure the correct documents are submitted to the CHP. The check boxes located across the top indicate the category of certificate for which the applicant is applying. The check boxes along the left side will assist the applicant to track completed or missing documents.

1. Special Certificate Application (CHP 295). The CHP 295 is available on the CHP's Internet Web site at www.chp.ca.gov/programs-services. Click on School Bus Program, then scroll down to Forms, click on CHP 295, Special Certificate Application. The applicant may complete the top portion of page 1 and pages 3 and 4 of the special certificate application prior to the interview; however, the form must be signed and dated by the applicant in the presence of the SBO/C. If the applicant does not have access to the internet, the applicant may complete the special certificate application during the interview at the local CHP office.

2. Driver License, Temporary License, and Permit. The applicant shall provide a current/valid driver license, temporary driver license, or permit for review by the SBO/C.

3. MCSA-5875, Medical Examination Report. The applicant shall provide a copy of the MCSA 5875 (long form or the page with the signature of the medical professional who conducted the examination, indicating the applicant is medically certified to drive a school bus).

4. MCSA-5876, Medical Certificate. The applicant shall provide a copy of the medical certificate. The medical certificate shall be signed by the medical professional who signed the MCSA-5876.

5. Training Certificate (T-01 Card)/Employer Letter. Applicants for a school bus, SPAB, or FLV shall submit the original T-01 Card indicating the required hours of training have been successfully completed. Applicants for a certificate to drive a youth bus or GPPV shall present evidence of training in the form of a letter signed by their employer, certifying they have successfully completed a driver training course administered by or at the direction of their employer. In some instances, a youth bus driver applicant may receive additional training per Section 680 (b) of the California Vehicle Code. In these cases, the applicant will provide a properly documented T-01 Card, signed by a state-certified school bus, SPAB, youth bus, or transit bus instructor of the appropriate class, and by the driver or applicant. No training is required for VDDP drivers.

6. First Aid Certificate. Applicants desiring to operate a school bus or youth bus shall provide a copy of their first aid certificate received from the American Red Cross or from a first aid provider approved by the Emergency Medical Services Authority (EMSA). A list of EMSA approved first aid providers may be accessed at www.emsa.ca.gov. An applicant may take the CHP first aid test, in lieu of, obtaining a first aid certificate from either entity above.

7. DMV Ten-Year Driving History Print-out (H6). Original applicants shall submit a DMV ten-year driving history to the SBO/C. The DMV ten-year driving history may be obtained at any local Department of Motor Vehicles office, for a nominal fee. The ten-year driving history shall not be dated more than 30 days prior to the date of application (the day the applicant completes the CHP 295 and pays for the DL 45, which is the same day).

8. Fees. Remit the appropriate fees (cash, check, money order, or coupon) as indicated on page 1, Item 8 of this form. Checks and money orders shall be made payable to the California Highway Patrol).

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