

TRANSIT DRIVER TRAINING RECORD



A. Check (✓) Whether application is: ☐ Original ☐ Renewal
 B. Check (✓) Bus Type: ☐ I ☐ II

APPLICANT'S NAME (LAST, FIRST, INITIAL)						DATE TRAINING STARTED					
EMPLOYER NAME						DRIVER LICENSE NO.					
ADDRESS (STREET ADDRESS)						DATE OF EMPLOYMENT (SEE REVERSE)					
CITY		STATE		ZIP CODE		EMPLOYER TELEPHONE NUMBER ()					

RECORD OF HOURS OF TRAINING	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
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1st Year

1	Classroom												
	In-service training												
	Behind the wheel												

TRAINER'S SIGNATURE *A X	CA DL NUMBER	TRAINER'S SIGNATURE **B X	CA DL NUMBER	DRIVER MUST INITIAL
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2nd Year

2	Classroom												
	In-service training												
	Behind the wheel												

TRAINER'S SIGNATURE *A X	CA DL NUMBER	TRAINER'S SIGNATURE **B X	CA DL NUMBER	DRIVER MUST INITIAL
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3rd Year

3	Classroom												
	In-service training												
	Behind the wheel												

TRAINER'S SIGNATURE *A X	CA DL NUMBER	TRAINER'S SIGNATURE **B X	CA DL NUMBER	DRIVER MUST INITIAL
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4th Year

4	Classroom												
	In-service training												
	Behind the wheel												

TRAINER'S SIGNATURE *A X	CA DL NUMBER	TRAINER'S SIGNATURE **B X	CA DL NUMBER	DRIVER MUST INITIAL
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5th Year

5	Classroom												
	In-service training												
	Behind the wheel												

TRAINER'S SIGNATURE *A X	CA DL NUMBER	TRAINER'S SIGNATURE **B X	CA DL NUMBER	DRIVER MUST INITIAL
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* A — Classroom instructor's signature					GRAND TOTAL
** B — Driving instructor's signature or in-service training instructor's signature					

Additional training hours:	CLASSROOM	IN-SERVICE	BEHIND THE WHEEL	ROADEOS	TOTAL
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THIS CERTIFICATE CAN ONLY BE SIGNED BY DOT CERTIFIED TRAINERS

DRIVER'S SIGNATURE (CERTIFIES THAT TRAINING WAS RECEIVED) X	DMV REPRESENTATIVE'S SIGNATURE/ID NO. X	DATE
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DEPARTMENT OF TRANSPORTATION CERTIFIED TRAINER'S SIGNATURE (CERTIFIES THAT TRAINING WAS GIVEN) X
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INSTRUCTIONS

The DL 260 is used to record the driver's training hours and requirements for an original or renewal transit training certificate (VTT).

RECORD OF HOURS OF TRAINING FOR ORIGINAL CERTIFICATES

An original applicant must complete a minimum of 15 hours classroom and 20 hours of behind-the-wheel training.

Classroom: Enter the number of hours of classroom instruction received during each appropriate month in Section 1.

Behind the Wheel: Enter the number of hours of behind the wheel instruction received during each appropriate month in Section 1.

In-service Training: See definition below.

For transit drivers employed July 1, 1990 or before: The driver must have taken eight hours of certified classroom training within the preceding 12-month period. This training should be shown in section 4.

RECORD OF HOURS FOR CERTIFICATE RENEWAL

Eight hours of classroom, in-service or behind the wheel training is required for each 12 months of certificate validity. These hours are recorded in the appropriate month in the appropriate section and will be kept with the employee records until renewal.

During the last 12 months of the certificate validity, the eight hours of training **must** consist of classroom instruction covering, but not limited to, current laws and regulations, defensive driving, accident prevention, emergency procedures, and passenger loading and unloading.

FAILURE TO MAINTAIN TRAINING HOURS

Failure to maintain training requirements is cause for the Department of Motor Vehicles to cancel the certificate.

DEFINITIONS

Classroom Instruction: A logical sequence of instruction regulated and **given by or in the presence of** a certified instructor of the appropriate class. Time allowed: hour for hour and minute for minute.

Behind-the-wheel Instruction: Behind-the-wheel instruction must be given by a certified instructor of the appropriate class or by the delegated behind-the-wheel trainer as designated by the state-certified instructor. Instruction shall be credited to an applicant only for the period of time that he or she is in physical control of the vehicle being used for training and the instruction is in the presence of a certified instructor of the appropriate class or the state-certified instructor's delegated behind-the-wheel trainer.

In-Service Training: In-service training credit may be given by a certified instructor of the appropriate class to an applicant for attending or participating in the following activities: 1) upgraded behind-the-wheel training; 2) pre-trip and post-trip inspection of the vehicle; 3) safety meetings. Time allowed: hour for hour or minute for minute.

Transportation conferences, state or local: Time allowed: one hour of training for each day of attendance.

Roaddeos, state or local: Time allowed: one hour per practice session and one hour for one day of participation at local or state, not to exceed five hours per 12-month training period.

PRESENT THIS COMPLETED FORM TO THE EXAMINING AGENCY WHEN APPLYING FOR A CERTIFICATE OR RENEWAL OF A CERTIFICATE.

Drivers: A driver's signature verifies that all reported instruction on the training certificate is accurate.

Instructors: An instructor's signature certifies that reported instruction was given to the applicant and that the applicant displays a level of skills necessary to operate the vehicle in a safe and competent manner. Any falsification of information on this document may result in the cancellation of an instructor's certificate.