

**INSTRUCTIONS FOR COMPLETING THE
ATTENDANCE SHEET FOR SCHOOL BUS DRIVER
REFRESHER COURSE (FORM 42-46C)**

The form is in PDF format and data may be entered online. Save or print a copy of the form before you reset or close the form or all data will be lost.

**FIELD
NUMBER**

- (1) **Date of Course** – Enter the date.
- (2) **Instructor’s Name** – Enter the instructor’s name
- (3) **Driver’s Name** – Print the driver’s name
- (4) **Employed By** – Enter the employer’s name.
- (5) **Driver’s License Number** – Enter the Driver’s License Number for the driver.
- (6) **Date Training Completed** – Enter the date the training was held.

Date/Signature: Instructor – Date and sign the form prior to submission to the Regional Superintendent.

**REFRESHER TRAINING COURSE ATTENDANCE SHEETS ARE TO BE
RETAINED BY THE REGIONAL OFFICE OF EDUCATION.**