

Steps to Complete before New Driver Training

- 1) Job Application
<https://content.schoolinsites.com/api/documents/a92c002c917f4fa084a44407c9647685.pdf>
- 2) Potential drivers will need a CDL permit in hand before training begins. The electronic study guide can be found at <https://www.alea.gov/sites/default/files/inline-files/cdlmanual.pdf> (study sections 1,2,3,4,5,10,11,12,13) Visit the State Trooper's office for testing. Dothan Office (334) 983-5616 Ozark (334) 774-6229
- 3) Register for FMCSA <https://clearinghouse.fmcsa.dot.gov/>
Look for the **Red Stop** sign in the middle of the page and click on READ MORE link and follow instructions. To expedite please register to receive notifications electronically.
- 4) A Physical or DOT is required to drive a school bus in Alabama. The physical form (see the link) can be completed by your family physician and or most Immediate Health Care Facilities. The State Physical Form can be found at:
<https://content.schoolinsites.com/api/documents/60de606338e145bcae7ad414e0d39977.pdf>
- 5) You must pre-register for a Background Check.
https://www.aps.gemalto.com/al/index_adeNew.htm Once registered visit HealthLink of Dothan (334) 712-9639 for the fingerprinting process.
- 6) Set up driver's AIM account at <https://aim.alsde.edu/>
Once your user name and password have been created please complete the following steps. Select Transportation tile, New Application tab and complete the demographics and the questionnaire. ***If there are questions from AIM concerning background review please contact (334) 693-4557***
- 7) Driver will be Drug Tested and will be directed by the Transportation Dept to an outside agency.
- 8) **Student completes application link at <https://innovation.accs.edu/schoolbus> Student is referred to Local School System for approval Local School System Supervisor verifies approval.**
- 9) All drivers must watch the following video on pre-trip and be very familiar with the process before training begins. <https://www.youtube.com/watch?v=O5lxAxilBTU>
- 10) Training on pre-trip procedures, skills course, general information and driving will be completed at the Bus Shop 1365 East Hwy 27, Ozark AL.

Please contact the Transportation Department with any questions (334) 774-2360.

ALSDE requires steps 1-10 to be completed two weeks prior to class.