**HOW TO BECOME A BUS DRIVER**

**Chilton County Board of Education**

**Transportation Department**

We are very excited that you are interested in obtaining your CDL-School Bus License. The process may seem very complicated at first but truly it is just one step at a time and we are here to help you in any way we can. I will send you subsequent detailed information for each of these steps in a separate email once you begin the process. Which is as follows:

1. **Set up AIM Account** – attached instructions on how to set up AIM account.
2. **Background Check** - (if you are already an employee of CCBOE you may not have to get this done). If not, I will send you the instructions to obtain the background check before Theory registration. Part of the background check is to have you register with ALSDE and obtain an AIM account. This will enable you to be registered for the STATE classes. You will need an email account to use when registering. There is a cost associated with this.
	1. Log in: https://www.aps.gemalto.com
	2. Click on Alabama, Dept. of Ed, under the Registration Section, choose on "Register Online".
	3. Check the box and enter your Electronic Signature.
	4. The website will walk you through the steps of completing the required information.
	5. You will need to have a Debit or Credit Card available as you will have to make your payment online. At the end of the process, you will be given the option of printing a document. Make sure to print the receipt, you will need this when you go to get fingerprinted.
	6. At this time, fingerprinting is done at UPS in Calera. The UPS Store is located in the Calera Publix shopping area. The address is 136 Marketplace Circle, Suite B, Calera, AL 35040. The phone number is 205-668-4822 or 205-668-4455. Website: store6068@theupsstore.com
3. **Pre-Employment Drug Test** – this is required by ALSDE and FMCSA (Federal Motor Safety Carrier Administration) for anyone applying for an Alabama school bus license. I will send you the address for you to go to Alpha Services in Clanton before your Theory Registration. The drug screen is no cost to you.
4. **Alabama School Bus License Physical Exam** - I will send you the form for you to take to a physician of your choice to be completed. It is no longer required that you have a DOT Physical to drive a school bus. I will need the original form brought to the office before the Theory Registration as well. Costs associated with the physical varies from physician to physician. You may want to check around to get the best price.
5. **View ALSDE YouTube video** – this will help you with the Theory Course as well as obtaining your Learner’s Permit – it is also a requirement BEFORE attending the ALSDE class. You will need to go on to the YouTube app and type Bus Video 1-6-20. That should pull up the video.
6. **Register for the Online Theory Course** portion of CDL preparation for a school bus license administered by the Alabama Community college Association in partnership with Jefferson State Community College. In order for you to get registered I need your first and last name, your date of birth, driver’s license number and a current email address. This class is of no charge to you. You will receive and email from the innovation center with instructions on how to move forward with the theory course.
7. **Make an appointment** at your closest DMV office (Selma or Montgomery) to obtain your CDL Learners Permit (Class B with a P & S endorsement). Please read the required documents and fees associated on their website. When obtained bring a copy of your CLP to the transportation department.
8. **FMCSA Release Form** – you will need to sign a release for a limited query of your Driver’s License record through the FMCSA. After I have received your form you will register with FMCSA. I will send you the link to register and at that time I will run your query.
9. **ALSDE AIM Account** –using your email address you will submit an application in the ALSDE AIM account for BTW (Behind the Wheel) Training.
10. **FMCSA query results –** once cleared by FMCSA you will need to contact Allen Bazzano at 205-280-2955 or 205-990-0417 to schedule your BTW Range and Public Road Training (generally 3-4 hours for a couple of days).
11. **After completing BTW** – the results will be uploaded to the FMCSA-TRP registry and you will then be scheduled in an ALSDE state class (3 days) and then your (1 day) state driving class. With a successful score from this class you will return to the DVM office to be issued your School Bus License. A copy of this license will be needed also.
12. **Recertification Class** – to maintain your license you will have to attend a state recertification class (Chilton County) to keep your certification current. This must be done before December 31st.

We are here to answer any questions. Please contact us if you would like to proceed and Kelly Cummings will send you the links so the process can be started.

Thank you and we look forward to working with you!

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Kelly Cummings, Transportation Secretary kjcummings@chiltonboe.com 205-280-2950