

Steps to Complete for School Bus Training

- 1) A potential driver must identify a sponsoring school.
- 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) 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***
- 6) After AIM account is created, log in to AIM and select the 'Fieldprint Background Check' tile as shown below
- 7) Driver will be Drug Tested and will be directed by the Transportation Dept to an outside agency.
- 8) **Students must complete ELDT Theory training.**
Enrollment will be directed to Kecia Forehand at Wallace Community College. Copy of Permit with email address and phone number. Should be sent to KForehand@wallace.edu
Trainees will receive registration instructions via email from ACCS.
- 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/@aldeptofed> The name of the video is "Bus Videos 2023". If this video is not readily available when you go to the link, follow the directions below.
Click on "Playlist" and then select "Transportation". From here, you should be able to see the title of the video
- 10) Training on pre-trip procedures, skills course, general information and driving will be completed at Wallace College Dothan, Al., next to Cherry Hall.

Please contact Randy Davis with any questions (334) 791-0005.

