

## **Covington County Schools Requirements Needed for New Bus Drivers**

1. ***This is the first thing you will need to do.*** Get a CDL permit with P and S endorsements. Go to a courthouse near you and the tests will be given in the DMV office (where you go to get a regular driver's license). You must pass four written tests: General Knowledge, Air Brakes, Passenger Endorsements, and School Bus. Study materials can be found in the Alabama Commercial Drivers License Manual. You can get a CDL manual online at [www.dps.alabama.gov](http://www.dps.alabama.gov). Study Sections 1-5 and Section 10 in the manual. Please get your CDL with the P & S endorsements before doing any of the other steps. **EVERYTHING** needs to be completed a few weeks before the state class.
  
2. Register in the AIM Portal on the Covington County Schools website. Instructions are below:
  - Go to the [Covington County Schools](#) website.
  - Click on [Resource Links](#).
  - Click on [AIM Portal](#).
  - Click on [Need an Account](#).
  - Enter your email address and a link will be sent to you to access the portal.
  - Once you have accessed the portal, click on [Pupil Transportation Certification](#).
  - Under Transportation Certification, click on [Applications](#) then click on the drop-down box [New](#). Fill out all the information. You will need to scroll down to get to the end and [Submit](#).
  
3. Get fingerprinted for your background check. \*You can access this link after you submit your information in AIM. If it doesn't automatically link you, you can access it on the AIM Services Portal under Fieldprint Background Check.
  
4. Get a bus driver's physical. Your doctor will fill this out for you.  
*\*The form is in this packet. When it is completed, make a copy for yourself and give the original to Debbie Biggs.*
  
5. Take a drug and alcohol test. Susan Harris will schedule this for you.  
*\*The information and the paper you will need to take with you is in this packet.*
  
6. An LBW online course is required after steps 1-5 are completed. There isn't a cost for this and it will take you approximately 10 hours to complete. You can do this at your convenience. Call Debbie Biggs at 334-427-3811 or 334-427-3827. She will give your information to LBW and they will send you the information for the course.
  
7. After the online course is completed, call Randy McGlaun at 334-427-3824 to schedule Behind the Wheel training.

***\*\*All of the above steps have to be completed before you can be enrolled in a New Bus Drivers class given by ALSDE. Please call for dates, times, and locations of available classes.***

If you have any questions, please call Debbie Biggs at 334-427-3811 or 334-427-3827.

# Covington County Schools

Shannon Driver, Superintendent

BOARD OF EDUCATION  
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## Prospective School Bus Drivers:

The front sheet of this packet will have the information that is required of you to become certified to drive a school bus for Covington County Schools and the State of Alabama.

If you already have an Alabama CDL, they should transfer if they are current and if you have the "P" and "S" endorsements. If you do not have these endorsements or a Class B CDL, then you must go to the local drivers license office located at the courthouse in Andalusia or the CDL office located in Evergreen. You will be given the necessary tests to acquire the endorsements.

If you have a CDL from the State of Florida, they will transfer but you must attend Alabama's class for new bus drivers

You will need to register in the Covington County Schools Aim Portal. Please do this as soon as possible.

Contact Debbie Biggs at 334-427-3811 or 334-427-3827 for a schedule to aid you in finding a class to attend. The class will cover all school systems in the State of Alabama and you may attend the class most convenient for you. The classes are scheduled from 9:00 – 1:00 for three days. A fourth day is usually needed for the road test. Please be prompt. They will not allow anyone in the class who is late.

Drug and alcohol screening needs to be done before you can be enrolled in the online course. The course information is below.

You will be fingerprinted for a background check. After registering online, you will go to the police department to be fingerprinted.

A bus driver's physical is required to drive and transport children on a school bus.

The federal government now requires all CDL drivers to complete an online course. There is no charge and it is through LBW. [REDACTED]. Call Debbie and she will give them your information. They will email you the instructions.

\*This needs to be completed at least two weeks before the new bus drivers class.

After you complete the online training, Randy McGlaun [REDACTED] will schedule you for Behind the Wheel Training. This must also be completed to attend the state class.

Even though you may obtain your Alabama School Bus Driver's Certificate, please be aware of the following: As of May 2012, the State Department of Education requires anyone transporting Alabama public school children to have a current physical examination before being allowed to drive. The physical examination must be kept on file at their local school system on a form prescribed by the SDE (Alabama School Bus Driver Physical Examination Report). This form is available at the Covington County Board of Education office, CCS Bus Shop, or at any Covington County school. Cost of the physical is the responsibility of the bus driver. A COPY OF THIS FORM IS INCLUDED IN THIS PACKET.

All applications for Covington County Schools' substitute bus drivers should be picked up at the Superintendent's office at 807 C. C. Baker Avenue in Andalusia. All applications for permanent bus driver positions are now completed online.

Upon completion of the bus drivers' classes, background clearance, a pre-employment drug test, and having a completed state required bus driver's physical on file at the CCBOE, you will then be eligible to drive a school bus for Covington County Schools. You can get payroll forms from Debbie Biggs or Pam Rabren at CCBOE to complete your payroll information. *Please be sure to have your driver's license and your Social Security card with you.* They will need copies of these for payroll.

If you have any questions, you may contact me at 334-427-3811, 334-427-3827, or by email at [debbie.biggs@cov.k12.al.us](mailto:debbie.biggs@cov.k12.al.us).

Debbie Biggs  
Transportation Secretary



## REQUIREMENTS TO DRIVE A SCHOOL BUS IN ALABAMA HOW TO GET AN ALABAMA SCHOOL BUS DRIVER CERTIFICATION



Anyone twenty-one years old or older wishing to drive a school bus in the state of Alabama must obtain a Commercial Driver License (CDL) issued by the Alabama Law Enforcement Agency (ALEA), formerly the Department of Public Safety (DPS), and an Alabama School Bus Driver Certificate issued by the Alabama Department of Education (ALSDE)

### HOW TO GET A CDL

In order to receive a CDL to drive a school bus, a prospective school bus driver must secure a Commercial Learner License/Permit. This permit can be secured from any CDL office in Alabama. The permit is given to drivers who do not currently hold a CDL, need to upgrade their CDL, or need to add passenger (P) and/or school bus (S) endorsements. In order to be issued this permit, prospective school bus drivers must pass four written CDL tests at the CDL office. These tests include General Knowledge, Air Brakes, Transporting Passengers, and School Buses. ~~\*\*\*This needs to be completed at least TWO WEEKS before the ALSDE School Bus Driver Certification Class.~~

Study materials for these four tests can be found in the Alabama Commercial Driver License Manual. This manual can be secured from any local driver license office, any CDL office, or online at: [www.dps.alabama.gov](http://www.dps.alabama.gov). In preparation for the four tests noted above, the prospective driver should study sections 1-5 and section 10 in the CDL manual. There is a fee for taking the written tests, however, there is no fee for performance testing. Upon passing these written tests, the prospective driver will be issued the Commercial Learner License/Permit. The prospective driver must bring this permit to the ALSDE New School Bus Driver Certification Class.

### HOW TO OBTAIN CERTIFICATION TO DRIVE AN ALABAMA PUBLIC SCHOOL BUS

In order to receive certification to drive an Alabama public school bus, a prospective school bus driver must meet the following requirements:

1. Register an AIM account, then complete an Alabama School Bus Driver Certificate application via the AIM online portal: [www.alsde.edu](http://www.alsde.edu), then click on Pupil Transportation Certification portal and wait for supervisor approval.
2. Enroll and complete an online course at ACCS Innovation Center. Call Debbie Biggs and she will give them your information.
3. After completing the online course you will receive Behind the Wheel training from LBW transportation officials before enrollment in the ALSDE School Bus Driver Certification Class. ~~Prospective Covington County Schools drivers should contact Chad Sutton at LBW to set up training. His number is 334-881-2335 and his email is csutton@lbwcc.edu~~ Only drivers who complete the online course, receive the Behind the Wheel training, and produce a properly signed training certification form will be scheduled for performance testing.
4. Attend a 12-hour ALSDE New School Bus Driver Certification Class taught over a period of three days. Normally, a portion of a fourth day is required for performance testing. Debbie can enroll you in the class you want to attend. They are scheduled throughout the year and at different locations.
5. Score at least 80% on a written test given at the conclusion of the three-day class.
6. Pass a three-part performance test including:
  - > Pre-trip inspection of a school bus with at least 80% mastery.
  - > Basic Control Skills Tests. These are straight-backing, off-set backing, alley docking, and forward stop-line test.
  - > On-the-road Driving Skills Test with at least 80% mastery.

In order to enroll in an SDE class and be performance tested, all prospective drivers must be assigned to the ALSDE new driver class by a local school system transportation supervisor on AIM. All CDL performance testing for school bus drivers is done by the ALSDE.

### HOW TO KEEP AN ALABAMA SCHOOL BUS DRIVER CERTIFICATE

In order to maintain their school bus driver certification, school bus drivers are required to participate in a 4-hour recertification class. These classes are scheduled in all school systems and are taught between January 1 and November 15 annually. All bus driver certificates expire annually on December 31. Drivers who have attended a recertification class are certified for the next school year. *Drivers who fail to attend a recertification class must repeat the new driver training.* An Alabama School bus driver may have his/her Alabama School Bus Driver Certificate suspended and/or revoked when there is a danger to the public safety or welfare of school children or when the certificate holder has been guilty of immoral conduct or unbecoming or indecent behavior. This includes, but is not limited to, confirmed improper drug use, criminal convictions, failure to use the driver seat belt, unsafe driving history, being uninsurable, inability to pass or maintain a current *Alabama School Bus Driver Physical Examination Report*, or other just cause as determined by the state superintendent of education.

As of May 2012, the State Department of Education requires anyone transporting Alabama public school children to have a physical examination before being allowed to drive. The physical examination must be turned in to their local school system on a form prescribed by the ALSDE (Alabama School Bus Driver Physical Examination Report). Cost of the physical is the responsibility of the driver.

## RULES, REGULATIONS, & RECOMMENDATIONS

**Additional driver requirements and information on school bus operation can be found in the Alabama School Bus Driver Handbook provided to all Alabama school bus drivers.**



1. This book serves as a logbook and should be kept on the assigned school bus.
2. Drivers must conduct a thorough pre-trip inspection to ensure that their school bus is safe to transport students. Additionally, the Federal Motor Carrier Safety Act requires periodic checks of all commercial motor vehicles.
3. School bus drivers are subject to random alcohol and other drug testing and they must also pass and have on file a current physical examination form.
4. Drivers should report needed repairs to the supervisor as soon as possible. Most systems have forms on which needed repairs can be noted. Don't be hesitant to report suspected problems.
5. The driver is responsible for keeping the school bus clean. A clean bus aids greatly in maintaining discipline and promotes a good image of school transportation in the community.
6. Daily and monthly records must be kept by school bus drivers and submitted to their supervisor. The supervisor will advise the driver on methods of keeping and submitting records and reports. Some of these reports include pre-trip inspection, fuel consumption and mileage, student counts, route maps, etc.
7. School bus drivers must do a post-trip inspection at the end of the trip, day, or work shift. It may include filling out a vehicle condition report listing any problems you find. It includes checking the bus for students and locking the bus down. (Locking the bus down involves bleeding the air out of the air tank(s) until the spring brake applies and the air valve pops out.)
8. Adjust all mirrors including traffic mirrors, inside rear view mirror, and student crossover mirrors to ensure full views of all areas around the bus.
9. Alabama School Bus Driver Certificates must be renewed annually by successfully completing a four-hour recertification class. School bus drivers are notified and scheduled for these classes by the local school system transportation supervisor. Drivers who fail to complete their annual required class must return to new driver school to be certified.
10. School bus drivers must notify their employer for any traffic violation (except parking violations). This is true no matter what type of vehicle they were driving. Notify your employer if your license is suspended, revoked, or cancelled, or if you have been disqualified from driving.

**EMERGENCY RULE**  
**Physical Examination for School Bus Drivers**  
**Alabama State Board of Education**  
**June 14, 2012**

290-2-4-.08 Physical Examination for School Bus Drivers

(1) No person shall be allowed to operate any school bus transporting students to or from school or school-related events for a local board of education unless the person is physically qualified to drive a school bus, in accordance with 16-27-4.1 of the Code of Alabama.

(2) A person is physically qualified to drive a school bus if that person satisfies all of the following requirements:

- (a) Has no loss of a foot, a leg, a hand, or an arm.
- (b) Has no impairment of any of the following:
  - a. A hand or a finger which interferes with prehension or power grasping.
  - b. An arm, foot, or leg which interferes with the ability to perform normal tasks associated with operating a school bus.
  - c. Any other significant limb defect or limitation which interferes with the ability to perform normal tasks associated with operating a school bus.
- (c) Has no established medical history or clinical diagnosis of diabetes mellitus requiring insulin for control.
- (d) Has no current clinical diagnosis of myocardial infarction, angina pectoris, coronary insufficiency, thrombosis, or any other cardiovascular disease of a variety known to be accompanied by syncope, dyspnea, collapse, or congestive cardiac failure.
- (e) Has no established medical history or clinical diagnosis of a respiratory dysfunction likely to interfere with his or her ability to control and safely operate a school bus.
- (f) Has no current clinical diagnosis of high blood pressure likely to interfere with his or her ability to control and safely operate a school bus.
- (g) Has no established medical history or clinical diagnosis of rheumatic, arthritic, orthopedic, muscular, neuromuscular, or vascular disease which interferes with his or her ability to control and safely operate a school bus.
- (h) Has no established medical history or clinical diagnosis of epilepsy or any other condition which is likely to cause loss of consciousness or any loss of ability to control and safely operate a school bus.
- (i) Has no mental, nervous, organic, or functional disease or psychiatric disorder likely to interfere with his or her ability to control and safely operate a school bus.
- (j) Has distant visual acuity of at least 20/40 (Snellen) in each eye without corrective lenses or visual acuity separately corrected to 20/40 (Snellen) or better with corrective lenses, distant binocular acuity of at least 20/40 (Snellen) in both eyes with or without corrective lenses field of vision of at least 70 degrees in the horizontal meridian in each eye, and the ability to recognize the colors of traffic signals and devices showing standard red, green, and amber.
- (k) First perceives a forced whispered voice in the better ear at not less than five feet with or without the use of a hearing aid or, if tested by use of an audiometric device, does not have an average hearing loss in the better ear of greater than 40 decibels at 500 Hz, 1,000 Hz, and 2,000 Hz with or without the use of a hearing aid when the audiometric device is calibrated to American National Standard, formerly ASA Standard, Z24.5-1951.
- (l) Does not use a controlled substance identified in 21 CFR 1308.11 Schedule I, an amphetamine, a narcotic, or any other habit-forming drug. A driver may use such a substance or drug, if the substance or drug is prescribed by a licensed medical practitioner who is familiar with



the medical history and assigned duties of the driver and has advised the driver that the prescribed substance or drug will not adversely affect his or her ability to control and safely operate a school bus.

(m) Has no current clinical diagnosis of alcoholism.

(3) All school bus drivers operating any school bus transporting students to or from school or school-related events for a local board of education must, at their own expense, pass a physical examination and provide an Alabama School Bus Driver Physical Examination Report ("Report") to their employing board of education as follows:

(a) School bus drivers employed on or before May 14, 2012, must, at their own expense, pass a physical examination and provide the Report to the employing local board of education within three months of the above date and every two years thereafter.

(b) Persons holding an Alabama School Bus Driver Certificate who are not employed by a local board of education on or before May 14, 2012, must, at their own expense, pass a physical examination and provide a Report to the employing local board of education before being allowed to operate a school bus and every two years thereafter.

(c) Persons who obtain an Alabama School Bus Driver Certificate after May 14, 2012, must, at their own expense, pass a physical examination and provide a Report to their employing board of education before being allowed to operate a school bus and every two years thereafter.

(4) The results of each driver physical shall be documented on the Alabama School Bus Driver Physical Examination Report ("Report") provided by the SDE and shall be filed in the central office of the employing local board of education.

(5) Alabama bus drivers who hold a current, valid medical card issued by a DOT-certified medical examiner may comply with this regulation by completing the appropriate section of the Report and submitting the Report and a copy of their DOT Medical Card to the employing local board of education.

(6) Drivers holding a valid Alabama School Bus Driver Certificate may be grandfathered in for any condition noted on the Report, provided the driver's submitted Report includes the following:

(a) A written statement from their medical examiner that the any condition the driver has will not adversely affect his or her ability to control and safely operate a school bus.

(b) A signed written waiver.

(7) A local board of education shall certify to the SDE in the Annual Comprehensive Plan for Transportation that all bus drivers and substitutes operating a school bus transporting students to or from school or school-related events are in compliance with all applicable physical examination requirements. The local board of education shall identify to the SDE all drivers not in compliance these requirements.

(8) Failure to comply with the requirement of this regulation shall result in the driver losing his or her Alabama School Bus Driver Certificate issued by the State Department of Education.

(9) Nothing herein shall prohibit an employing local board of education from requiring a school bus driver to undergo additional physical examinations in accordance with federal or state law.



# Alabama State Department of Education



## Alabama School Bus Driver Physical Examination Report

Alabama Act 2012-372 and the Rules of the Alabama State Board of Education mandate that a person must be "physically qualified" to operate a school bus "transporting students to and from school or school-related events." The purpose of this physical examination is to detect the presence of physical and/or mental defects of such a character and extent as to affect the driver's ability to safely perform the required duties of a school bus driver in normal and/or emergency circumstances. A waiver may be granted for any condition noted (marked "yes") in the Report, if the physician documents, in Section V of this Report, that the condition will not adversely affect the driver's ability to control and safely operate a school bus.

**Directions:**  
This form must be completed and signed by a duly licensed physician and the driver. The original copy must be filed in the superintendent's office of the employing local board of education. The board of education may, at their discretion, issue a certificate of compliance to their drivers. Certificates of compliance are available on the Alabama State Department of Education, Pupil Transportation web site at [www.alsde.edu](http://www.alsde.edu) or by calling 334-694-4545. Physical Examination Reports are valid for two years from examination date, unless a shorter period is specified by the examining physician.

<b>I. Driver Information: (to be completed by driver)</b>		Employing Local BOE: _____	
Name: _____			
Last	First	MI	
DOB: _____ mm/dd/yyyy			
Address: _____			
Street	City		
SSN: XXX-XX-____		Phone Numbers:	Cell: _____
		Driver License #: _____	

<b>II. To be Completed by a Duly Licensed Physician: (or PA, NP)</b>				
After examining the school bus driver named above, please check (✓) <b>NO</b> or <b>YES</b> , as applicable, in response to each question.		NO	*YES	*If "YES," will this condition adversely affect the driver's ability to control and safely operate a school bus? Briefly explain below.
<i>Does the school bus driver named in Section I above.....</i>				
1.	.....have a loss of a foot, a leg, a hand, or an arm?			
	.....have an impairment of any of the following:			
2.	a. a hand or finger which interferes with prehension or power grasping?			
	b. an arm, foot, or leg which interferes with the ability to perform normal tasks associated with driving a school bus?			
3.	.....have an established medical history or clinical diagnosis of diabetes mellitus requiring insulin for control?			
4.	.....have a current clinical diagnosis of myocardial infarction, angina pectoris, coronary insufficiency, thrombosis, or any other cardiovascular disease of a variety known to be accompanied by syncope, dyspnea, collapse, or congestive cardiac failure?			
5.	.....have an established medical history or clinical diagnosis of a respiratory dysfunction likely to interfere with his/her ability to control and safely operate a school bus?			
6.	.....have a current clinical diagnosis of high blood pressure likely to interfere with his/her ability to control and safely operate a school bus?			
7.	.....have an established medical history or clinical diagnosis of rheumatic, arthritic, orthopedic, muscular, neuromuscular, or vascular disease which interferes with his/her ability to control and safely operate a school bus?			
8.	.....have an established medical history or clinical diagnosis of epilepsy or any other condition which is likely to cause loss of consciousness or any loss of ability to control and safely operate a school bus?			
9.	.....have a mental, nervous, organic, or functional disease or psychiatric disorder likely to interfere with his/her ability to control and safely operate a school bus?			
10.	.....have a distance visual acuity of <i>less than</i> 20/40 (Snellen) in each eye without corrective lenses or visual acuity separately corrected to 20/40 (Snellen) or better with corrective lenses, distant binocular acuity of at least 20/40 (Snellen) in both eyes with or without corrective lenses, field of vision of at least 70 degrees in the horizontal meridian in each eye, and the ability to recognize the colors of traffic signals and devices showing standard red, green, and amber?			

*Does the school bus driver named in Section I above.....*



11.	.....first perceive a forced whispered voice in the better ear <i>less than 5 feet</i> with or without the use of a hearing aid or, if tested by use of an audiometric device, have an average hearing loss in the better ear of greater than 40 decibels at 500 Hz, 1,000 Hz, and 2,000 Hz with or without the use of a hearing aid when the audiometric device is calibrated to American National Standard, formerly ASA Standard, Z24.5-1951?		
12.	.....use a controlled substance identified in 21 CFR 1308.11 Schedule I, an amphetamine, a narcotic, or any other habit-forming drug? (A driver may use such a substance or drug, if the substance or drug is prescribed by a licensed practitioner who is familiar with the medical history and assigned duties of the driver and has advised the driver that the prescribed substance or drug will not adversely affect his/her ability to control and safely operate a school bus.)		
13.	.....have a current clinical diagnosis of alcoholism.		

**III. Driver Testament:** I hereby attest by my signature below that the information submitted above is true and correct. I authorize the physician to release the information provided on this form to the employing local board of education and/or to the Alabama State Department of Education.

Driver Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**IV. Physician Authorization:** I have examined the driver as named above and reviewed their medical history as written hereon, and, as best as I can determine, the driver's present mental and physical condition ***WILL NOT*** adversely affect the driver's ability to control and safely operate a school bus. (Expiration Date = 2 yrs. from date of examination unless alternate date is noted in Waiver Section V)

Print Name: Last \_\_\_\_\_ First \_\_\_\_\_ Exam Date: \_\_\_\_\_  
 Physician Signature: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 Licensed in (State): \_\_\_\_\_ License #: \_\_\_\_\_ Business Address: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
 Office Hours: \_\_\_\_\_

If examination is performed by a PA or NP, complete the following: (All information is required.) Date: \_\_\_\_\_

Print Name of PA or NP \_\_\_\_\_ Signature of PA or NP \_\_\_\_\_  
 Print Name of Supervising/Delegating Physician \_\_\_\_\_ Signature of Supervising/Delegating Physician \_\_\_\_\_  
 Licensed in (State): \_\_\_\_\_ License #: \_\_\_\_\_ Business Address: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
 Office Hours: \_\_\_\_\_

**V. Waiver Statement:** A waiver may be granted for any condition noted (marked "yes") in the Report only if the physician documents that the condition will not adversely affect the driver's ability to control and safely operate a school bus. Note and briefly explain any condition for which the physician will approve a waiver.

**VI. DOT Medical Examiner's Certificate Exemption:** (Affix required signatures and submit to the employing DOE.) This is to certify that the above-named driver has a current, valid DOT Medical Examiners Certificate. A copy of the certificate is attached. **Alternate Expiration Date, if necessary:** \_\_\_\_\_

Driver's Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Transportation Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**COVINGTON COUNTY SCHOOLS  
PRE-EMPLOYMENT AS SUBSTITUTE BUS DRIVER  
DRUG TEST SELECTION NOTIFICATION**

You, \_\_\_\_\_, have been selected for pre-employment CDL drug testing. You will need the following tests:

<u>  X  </u>	Drug
<u>  X  </u>	Alcohol

This notice must accompany you to the testing facility.



Randy McGowan, Covington County Schools Transportation Supervisor

**Testing Facility**

**Absolute Zero Drug & Alcohol Testing**

Call Susan Harris and she will set up an appointment for you.  
Her number is 334-804-9376. The cost is \$90.00

**\* Payment due at time of testing-DO NOT bill Covington County Board of Education.**