

# 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 “**Creating an AIM Account**”.
- 2) **Background Check** - (if you are already an employee of CCBOE you may not have to get this done). 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. See attached packet “**Registering for a Criminal History Background Check with Fieldprint**”. You will also need to register for the background check by clicking on the Fieldprint tile on your AIM account as well.
- 3) **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. Go to the Alabama State Department of Education YouTube channel <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 next set of directions. Click on “Playlist” and then select “Transportation”. From here, you should be able to see the title of the video. Make sure you are very familiar with what is on the video. This will be part of your pre-trip test with the state instructor.
- 4) **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 an email from the innovation center with instructions on how to move forward with the theory course.
- 5) **Make an appointment** at your closest DMV office (Selma, Montgomery, Columbiana, and Alabaster) 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.
- 6) **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.
- 7) **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.
- 8) **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.
- 9) **After completing Behind the Wheel (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.
- 10) **Substitute Application** - When you have completed your substitute application bring all paperwork to Kelly at the bus shop. Incomplete paperwork cannot be submitted to the central office until all documents are received. Human Resources will verify all information and then you will be put on the board agenda to be approved to be a sub bus driver. Once approved you will receive notification and you need to call Allen Bazzano to let him know you are ready to sub.

11) **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 31<sup>st</sup>. Kelly will notify you of your class date when scheduled. However, it is ultimately your responsibility to make sure you attend a class every year.

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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