

DEPARTMENT OF EDUCATION

PUPIL TRANSPORTATION

Transportation Certification

Application Guide

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Revision History

Every change to this document, subsequent to initial sign-off, must be recorded in the Revision History Chart below. There are no exceptions. Note that the Project Manager must sign off on any changes to this document.

Revision History Chart

| | Date | Version | Description | Author |
|--|------|---------|-------------|--------|
|--|------|---------|-------------|--------|

| 02/29/2016 | 1.0 | Pupil Transportation Certification Guide | Michael Kong |
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1. How do I get started?

To begin with you must have an AIM account at <u>http://aim.alsde.edu</u> and update your profile correctly. For Supervisor, instructor and Admin, you must have correct position assigned to your Education Directory (ED Dir) Profile.

After you have successfully logged into AIM, your home page may look something like this.

Click the 'Pupil Transportation Certification' Tile:



2. Applicants

After you successfully updated your AIM profile and clicked on the "Pupil Trans" Tile, you will be taken to a page that looks like this below:

| Transportation Certification | | | | | | | | | | |
|---|------------|-------------------|----------------|--------------------|----------|---------------|------------|------------------|---------------|--------------------|
| 🟡 Application Home 📧 Applications 🗸 🤌 Admir | n 😔 Help 🕶 | | | | | | | | | |
| Application 🛠 | | | (H) | story) My Applica | tions | | | | | |
| History | DL Num | er Applicant Name | Applicant Site | Date Submitted | Decision | Date Decision | Class Site | Class Start Date | Enroll Status | Application Status |
| Licenses \$ | | | | • | | • | | ۲ | | |
| History | | | | No data to display | 1 | | | | | |
| | | | | | | | | | | 🖶 Export Data • |
| Links R | | | | | | | | | | |
| Office of Supporting Programs | | | | | | | | | | |
| Reports | | | | | | | | | | |
| Search Certificates | | | | | | | | | | |
| Time to process page: 0.00 seconds | | | | | | | | | | |
| O2007-2016 Aabama State Department of Education. All Reptis Reserved. Alabama Directory Media Chiline Servicis Alabama.gov Statements/Pioleis Alerts Feeda Gavernor | | | | | | | | | | |

To start a new application: Point to Application and click NEW



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Personal Info and Contact Info on the application are prefilled from your AIM profile. If you need to update any of those fields, you can click on the link in the SSN statement as shown below. This will take you to the AIM User Profile Screen.

| Personal Info | | | | |
|--|--|---|--|--|
| | | | | |
| Applicant Name: | _Certification Supervisor, _ | Transportation | | |
| Address Line 1: | | | Address Line 2: | |
| City: | Count | y: | State: | Zip-5: Zip-4: |
| | , | | | |
| | | | | |
| | | Dru | g Test Results | |
| 🖉 Add Drug T | est | Negative Results | | Date Created |
| | | No | data to display | |
| | | | | |
| Contact Info | | | | |
| | | | | |
| Home Phone #: | 3343538672 | Cell Phone #: | | Work Phone #: |
| | | | | |
| Email Address: | glenn.lanier+TransCertUse | erPKC.110@gmail.com | | |
| Email Address: | glenn.lanier+TransCertUse | erPKC.110@gmail.com | | |
| Email Address: Driver Info | glenn.lanier+TransCertUse | erPKC.110@gmail.com | | |
| Email Address: Driver Info | glenn.lanier+TransCertUse | erPKC.110@gmail.com | | |
| Email Address: Driver Info 774-70- | glenn.lanier+TransCertUse | erPKC.110@gmail.com | social security number (SSN) is re | quired for the purpose of your personal |
| Email Address: Driver Info 774-70 | glenn.lanier+TransCertUse 0197 SSN State backgroun | erPKC.110@gmail.com ement: Collection of your s id report. If incorrect, pleas | social security number (SSN) is re e update by editing your demogr | quired for the purpose of your personal aphic details here. |
| Email Address: Driver Info 774-70- D/L #: | glenn.lanier+TransCertUse 0197 SSN State backgroun | erPKC.110@gmail.com ement: Collection of your s id report. If incorrect, pleas State: | social security number (SSN) is re e update by editing your demogr | quired for the purpose of your personal aphic details here. |
| Email Address: Driver Info 774-70. D/L #: | glenn.lanier+TransCertUse 0197 SSN State backgroun | erPKC.110@gmail.com ement: Collection of your s d report. If incorrect, pleas State: Physical Expiration | social security number (SSN) is re e update by editing your demogr | quired for the purpose of your personal aphic details here. Expiration Date: |
| Email Address: Driver Info 774-70: D/L #: | glenn.lanier+TransCertUse 0197 SSN State backgroun | erPKC.110@gmail.com ement: Collection of your s id report. If incorrect, pleas State: Physical Expiration | social security number (SSN) is re e update by editing your demogr n Date: | quired for the purpose of your personal aphic details here. Expiration Date: |

Fill in Driver Info and Personal Background Report then Click Submit on the bottom of the application:

| é | unat may keep you from performing the duties of a school bus driver? Have you ever been denied automobile insurance? | | 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 us the driver seat belt, unsafe driving, being/becoming uninsurable, or other just cause. If an Alabama certified school bus driver fails and/or refuses to drive for a local |
|-------------|---|------------|--|
| 7 | Do you have any physical, mental, or medical conditions that that would interfere with you performing the duties of a school bus driver? (diabetes, epilepsy, congestive heart failure, high blood pressure, paralysis, loss of limb, etc.) | O YES ○ NO | school system, the local transportation supervisor may place the driver on Inactive Status. Once placed on the inactive list, the driver will be removed from the random drug testing list. An inactive status may be changed back to "Active" when the driver passes a pre-employment drug test, is placed on the drug and alcohol random drug |
| ٤ | Have you had any type of vehicle accident in the past five years? | ◯ YES ◯ NO | lists, and is retrained by the local school system school bus driver trainer. An inactive status does not nullify a driver's certification as long as the driver recertifies each calendar year. |
| ġ | Has your driver license ever been suspended, removed, or revoked? | ○ YES ○ NO | |
| Time to pro | Submit cess page: 2.75 seconds | | |

Click "I Accept" to finish the submitting process:

| AUTHOR I underst | IZATION: and that my completion of this application | n is necessary in order to obtain certification to drive an Alabama |
|----------------------|--|---|
| or other informati | s and that my potential employment as a Alabama school system where I may app on presented is true, accurate, and comp | a school, bus univer rests solely with the above-hamed school system ly. Under penalty of prosecution and dismissal, I hereby certify that the lete. I understand that misrepresentation or omission of pertinent |
| facts may employm | In presence is table, accurate, and comp be caused for denial, revocation, or sus ent, or termination of employment. Furth | pension of my Alabama School Bus Driver Certification, denial of her, I authorize the investigation of all statements contained herein and |
| understa system o | nd that any document relevant to this inv r the Alabama Department of Education. | restigation may be reviewed by the agents of above-named school |
| | T Do Not Accord | |

You will see a confirmation window:

| Personal Info | | | | | | | |
|-----------------|--------------------|----------------------|-----------------|-----------------|------------|--------|--------|
| Applicant Name: | _Certification Sup | ervisor, _Transporta | tion | | | | |
| Address Line 1: | | | | Address Line 2: | | | |
| City: | | County: | | State: | | Zip-5: | Zip-4: |
| | | | | | | | |
| | | | Drug Te | st Results | | | |
| Add Drug Te | est | Negativ | | | Date Creat | ted | _ |
| | | | Success | | | | |
| Contact Info | | | Application has | been submitted. | | | |
| | | | | | | | |
| Home Phone #: | 3343538672 | Се | | ок | Work Phone | * #: | |
| Email Address: | glenn.lanier+Tran | sCertUserPub.110 | | | | | |
| | | | | | | | |

You can review your application any time by going to your Application \rightarrow History queue and clicking the "App" button.

| Transp TESTPUPILT | Cortation Certifica RANS.ALSDE.EDU/TRANSPORTATIO | I tion DNCERTIFIC |
|-------------------------------|--|-----------------------------|
| Application Home 📰 Applic | ations • 😡 Help • | |
| Application * | | |
| History | | DL Number |
| Licenses * | | |
| History | App O MVR A Class | 33322111 |
| Links * | 0 | |
| Office of Supporting Programs | | |
| Reports | | |
| Search Certificates | | |

If you answer NO to all questions on the Personal Background Report, you will receive an email like this:

Thank you for your interest in being a school bus driver in Alabama.

- If you do not already have a Class B Commercial Driver License with Passenger (P) and School Bus (S) endorsements, you will need to contact a local license
- If you do not already have a Class B Commercial Driver License with Passenger (P) and School Bus (S) endorsements, you will need to contact a local license office in order to do so. You will take the necessary written tests for proper licensing at this time. Upon passing each of the written tests, you will be issued a Commercial Learner License that will be valid for 180 days and is necessary for your local school system to assist you in required training. If you have not done so, you will need to have a "clear" background check. PLEASE NOTE: To be fingerprinted for a criminal background check you MUST register and pay online at <u>www.congentid.com/alabama</u> or by phone at (866) 989-9316. Cogent Systems WILL NOT fingerprint anyone who has not registered online or by phone (no exceptions). See the website for "Print Locations and Hours" along with other important information. Valid identification is required. If you have not done so, contact your local school system transportation department in order to schedule your Pre-employment Drug Screening. If you have not done so, you will need to have a current Alabama School Bus Driver Physical and/or Department of Transportation (DOT) Physical.

Contact your local school system transportation department, as there are other documents that are necessary in order to complete you application

Alabama State Department of Education Pupil Transportation Section P.O. Box 302101 Montgomery, AL 30130

If you answer At least One YES on Personal Background Report section, you will receive an email like this:

Thank you for your interest in being a school bus driver in Alabama. Because you have answered "Yes" to at least one of the questions on the application, there will be a review of your application. There is no guarantee that your application will be approved, however

- If you do not already have a Class B Commercial Driver License with Passenger (P) and School Bus (S) endorsements, you will need to contact a local license
- office in order to do so. You will have the necessary written tests for proper licensing at this time. Upon passing each of the written tests, you will be issued a Commercial Learner License that will be valid for 180 days and is necessary for your local school system to assist you in required training. If you have not done so, you will need to have a "clear" background check. PLEASE NOTE: To be fingerprinted for a criminal background check you MUST register and pay online at <u>www.congentid.com/alabama</u> or by phone at (866) 989-9316. Cogent Systems WILL NOT fingerprint anyone who has not registered online or by phone (no exceptions). See the website for "Print Locations and Hours" along with other important information. Valid identification is required. If you have not done so, contact your local school system transportation department in order to schedule your Pre-employment Drug Screening.

• If you have not done so, you will need to have a current Alabama School Bus Driver Physical and/or Department of Transportation (DOT) Physical.

Contact your local school system transportation department, as there are other documents that are necessary in order to complete you application.

Alabama State Department of Education Pupil Transportation Section P.O. Box 302101 Montgomery, AL 30130

If your application has been rejected for any reason, you will receive an email like this:

Sorry, but your application for Bus Drivers license has been rejected.

Alabama State Department of Education Pupil Transportation Section P.O. Box 302101 Montgomery, AL 30130

3. LEA Supervisor

Your home screen will look like this:

| Transportation Ce | ertification | | | | | | | | |
|--|---------------------------|-----------|----------------|-------------------------------------|------------------------|-------------|--------------------------|--------------------------------|-------------|
| oplication Home 🔲 Applications 🔹 🔍 Sea | irch 🔹 🥜 Admin 🛛 😡 Help 🔹 | | | | | | | | |
| plication * | | | | (Ready) Appl | ications Submitted An | d Ready For | Review | | |
| story | | DL Number | Applicant Name | Applicant Site | Date Submitted | Decision | Date Decision Class Site | Class Start Date Enroll Status | Application |
| nlications | | | | | • | | | • | |
| ly ly | | | | | No data to display | Y | | | |
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| rent | 1 | | | | | | | | |
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| rch Certificates | | | | | | | | | |
| rocess page: 0.37 seconds | | | | | | | | | |
| | | | © 2007-201 | 6 Alabama State Department of Educa | tion. All Rights Reser | rved. | | | |

Under Applications:

Ready – Applications that need to be reviewed because applicant answered at least one question "Yes" in Personal Background Report questions. To review application, Click on the App button:

| Application 2 | |
|---------------|---|
| History | |
| Applications | |
| Ready | |
| Blocked | Ŭ |
| | |

To make decision: Click Supervisor Assurance:



Select APPROVE, REJECT or CANCEL:



Confirmation window will appear:



Blocked – Applicant did not have fingerprints cleared. Supervisor can select any application in this queue by Clicking on "App" and Rejecting that application. To Reject, Click on the Supervisor Assurance:

| SUPERVISOR ASSURANCE: I have read and discussed this application and all explanations provided by the applicant and I accept this application. | |
|---|--|
| Time to process page: 2.03 seconds | |

Accepted – Applicant has cleared fingerprint process and is ready to be scheduled in your district. Supervisor can select any application in this queue by Clicking on "App" and Reject that application. To Reject Click on the Supervisor Assurance:

Scheduled - Application has been scheduled to a class <u>in your district</u>.

<u>Classes</u>

To view a class: Click View. At this point, the Roster screen will appear.

| | Class Type | Start Date | Class Site | | | | |
|---------------|-----------------------|-----------------|------------------|-------------|-------------|-------------------|-------------|
| | | • | | | | | |
| View | New | 6/1/2016 | Auburn City | | | | |
| | | | | | | | |
| | | | | | | | |
| Roster | | | | | | | |
| | & 0 5 | | | | | | |
| Class Info | | | | | | | |
| | | | | | | | |
| Class Status: | New | | Class Type: | New | | Start Date: | 6/1/2016 👻 |
| Site Name: | Auburn City | | Instructor Name: | Davidson, J | erry | | |
| | | | | | | | |
| | | | Class Roste | 2 1 | | | |
| Add to Re | oster | | Applicant Name | Appli | cation Site | Enrollment Status | MVR Status |
| | | | | | | • | |
| 📙 Edit | \ominus Delete 🛛 🗵 Sc | ore 🕕 Request M | VR Jones, Steven | Autau | uga County | Enrolled | Unrequested |

To add an applicant to a class: Click Add to Roster

| Add to Roster | |
|-------------------------|---------|
| | |
| Edit 🔾 Delete 🗵 Score 🚺 | Request |

ime to process page: 0.16 seconds

Select applicant from drop down menu:

| \land Add to R | oster | | Applic | ant Name | Application Site | |
|-------------------|-------------|---|--------|----------------|------------------|---|
| | | | | | | |
| Applicants: | | | - | Enrollment Sta | tus: | |
| | License Num | Applicant Name | | Applicant Site | | |
| - | | | | | | |
| Edit | 5734524 | Jones, Steven | | Autauga County | | |
| cess page: 0.16 s | 111222333 | _Certification Supervisor, _Transportation | | Monroe County | | |
| | 3334433 | _Certification Supervisor, _Transportation | | Monroe County | | |
| | 33322111 | _Certification Supervisor, _Transportation | | Auburn City | | |
| | 32132121 | _Certification Supervisor, _Transportation | | Auburn City | | |
| | 789789789 | _Certification Supervisor, | | Auburn City | | ~ |

Select Enrolled for the Status, Click Update to finish.

| tus: | | |
|------|----------|---|
| | Enrolled | |
| | Dropped | |
| Auta | Passed | |
| Mon | Failed | |
| | Auta | tus: Enrolled Dropped Auta Passed Mon Failed |

On any application screen, the Supervisor can view user history comments using Comment icon

| Application | |
|-----------------|--|
| Personal Info | Show Comments |
| Applicant Name: | _Certification Supervisor, _Transportation |
| Address Line 1: | |
| City: | County: |

| Comment Type | Comment By | Comment Date | Comment Text | |
|-------------------|--|--------------|---|--|
| • | | • | | |
| Audit Log | SystemAdmin, SystemAdmin | 3/9/2016 | Email (License Application Review) has been sent to applicant/license holder. | |
| Audit Log | _Certification Supervisor, _Transportation Test | 3/9/2016 | Application record has been added. | |
| Audit Log | _Certification Supervisor, _Transportation Test | 3/9/2016 | PTPerson record has been updated during application submission. | |
| Audit Log | SystemAdmin, SystemAdmin | 3/9/2016 | Email (License Application Rejected) has been sent to applicant/license holder. | |
| Audit Log | _Certification Supervisor, _Transportation Test | 3/9/2016 | Application has been rejected and moved to history. | |
| Page 1 of 2 (10 i | items) < [1] 2 | > | | |

To view motor vehicle report if there is one received from DMV already. You may also request an MVR from the Motor Vehicle Report screen.

| 1 🗉 📌 🚺 | ₽ ₽ | | | | | | |
|---|-----------------|--------------------------------|------------------|---------------------|--------------------|--------------------|--|
| Demographic Info | | | | | | | |
| Last Name: | First Name: | Middle N | ame: | DL Number | : | | |
| _Certification SupervisorTransportation | | | | 1234567 | | | |
| Address Line1: Address Line | | City: | | State: | | Zip: | |
| | | | | | | | |
| Request MVR | | | | | | | |
| | - | | | | | | |
| | | | | | | | |
| Convictions | | | | | | | |
| Convictions | | | | | | | |
| | | | | n Arrest Descriptio | | | |
| DL Number [| ate Conviction | Conviction Description | Court Descriptio | n | Arrest Description | n Arrest User Data | |
| DL Number [| Date Conviction | Conviction Description | Court Descriptio | n | Arrest Description | n Arrest User Data | |
| DL Number [| Date Conviction | Conviction Description No d | Court Descriptio | n | Arrest Description | n Arrest User Data | |

Search another applicant:

| Application | |
|--------------------|-----------------------------------|
| Lookup another per | son |
| Applicant Name: | _Certification Supervisor, _Trans |
| Address Line 1: | |

4. Instructor

Your Home Screen look like this:

| Transportation Ce | ertification | | | | | | | | | | |
|---|--------------------------|---------------------|---------------------------------|-------------------|--------------|---------------|------------|------------------|---------------|-----------------|---------------|
| 🛕 Application Home 🛛 Applications 🔹 🔍 Sea | rch 🔹 🥕 Admin 🔹 😡 Help 🔹 | | | | | | | | | | |
| Application * | | | (Ready) Application | ns Submitted Ar | nd Ready For | Review | | | | | |
| History | DL Nu | nber Applicant Name | Applicant Site | Date Submitted | Decision | Date Decision | Class Site | Class Start Date | Enroll Status | Application Sta | atus |
| Applications * | | | | • | • | - | | • | | | |
| Ready | | | | No data to displa | lγ | | | | | - | |
| Blocked | | | | | | | | | | - 🔚 E | Export Data • |
| Accepted | | | | | | | | | | | |
| Scheduled | | | | | | | | | | | |
| History | | | | | | | | | | | |
| Classes * | | | | | | | | | | | |
| Future | | | | | | | | | | | |
| Current | | | | | | | | | | | |
| Expired | | | | | | | | | | | |
| Licenses * | | | | | | | | | | | |
| History | | | | | | | | | | | |
| Licensed * | | | | | | | | | | | |
| Current | | | | | | | | | | | |
| Inactive | | | | | | | | | | | |
| Expired | | | | | | | | | | | |
| Revoked | | | | | | | | | | | |
| All | | | | | | | | | | | |
| Links * | | | | | | | | | | | |
| Office of Supporting Programs | | | | | | | | | | | |
| Reports | | | | | | | | | | | |
| Search Certificates | | | | | | | 10 | | | | |
| Time to process page: 0.34 seconds | | | | | | | | | | | |
| | | © 2007-2016 Alabama | a State Department of Education | All Rights Rese | rved. | | | | | | |

<u>Classes</u>

To view a class: Click View

| | | Class Type | e Sta | art Date | C | lass Site | | |
|-------------------------------|----------------|-------------|-------------|------------------|------|------------------|-------------------|-------------|
| | | | | • | | | | |
| A View | 1 | New | 6/1 | 1/2016 | A | uburn City | | |
| | | | | | | | | _ |
| | | | | | | | | |
| Roster | | | | | | | | × |
| | 8 | P | | | | | | |
| Class Info | | | | | | | | |
| | | | | | | | | |
| Class Status: | New | | | Class Type: | New | | Start Date: | 6/1/2016 |
| Site Name: | Auburn C | ity | | Instructor Name: | Davi | dson, Jerry | | |
| | | | | | | | | |
| | | | | Class Roste | er | | | |
| Add to Re | oster | | | Applicant Name | | Application Site | Enrollment Status | MVR Status |
| | | | | | | | • | |
| Edit | \ominus Delete | Score Score | Request MVR | Jones, Steven | | Autauga County | Enrolled | Unrequested |
| Time to process page: 0.16 se | econds | | | | | | | |

To add an applicant to a class: Click Add to Roster

** Instructor can add applicant to a class until class started.

| | Add to Roster | | |
|--------|----------------------------|-------------|---------|
| | 📙 Edit 🥥 Delete | Score Score | Request |
| ime to | process page: 0.16 seconds | | |

Select applicant from drop down:

| - A | | | | Class Roster | | | |
|--------------------|-------------|---|--------|----------------|-------|-------------|---|
| Add to R | oster | | Applic | ant Name | Appli | cation Site | |
| | | | | | | | |
| Applicants: | | | • | Enrollment Sta | tus: | | |
| | License Num | Applicant Name | | Applicant Site | | | |
| | | | | | | | |
| Edit | 5734524 | Jones, Steven | | Autauga County | | | |
| ocess page: 0.16 s | 111222333 | _Certification Supervisor, _Transportation | | Monroe County | | | |
| | 3334433 | _Certification Supervisor, _Transportation | | Monroe County | | | |
| | 33322111 | _Certification Supervisor, _Transportation | | Auburn City | | | |
| | 32132121 | _Certification Supervisor, _Transportation | | Auburn City | | | |
| | 789789789 | _Certification Supervisor, Transportation | | Auburn City | | | ~ |

Select Enrolled for the Status, Click Update to finish.

| Enrollment Status: | | T |
|---------------------------------|------|------------------|
| | | Enrolled Tropped |
| Steven | Auta | Passed |
| cation Supervisor, portation | Mon | Failed |

Entering Test Scores: Click Score next to the Applicant for New Driver classes:

| | | | opua | <u>~</u> |
|-----------------------------------|---|----------------|----------|----------|
| Edit O Delete Score O Request MVR | Jones, Steven | Autauga County | Enrolled | Uni |
| Edit Oelete Score Request MVR | _Certification Supervisor, _Transportation | Monroe County | Enrolled | Uni |
| o process page: 0.16 seconds | | | | |

Enter each test score and click Update Scores. Demographic Info on the bottom of this screen is populated by MVR report:

| Class Date: | Testing System: | | | Examiner: | | | | | |
|-------------------|--------------------|--------|-------------------|-------------|-------|--------------|---------------|--------------|--|
| 6/1/2016 | Auburn City | | | Davidson, 2 | Jerry | | | | |
| Written Test: | Pre-Trip Test: | | Performance Test: | | | Testin | g Failures | | |
| 8 3/8/2016 💌 | 9 3/8/2016 | Ŧ | 10 3/8/2016 | T | New | Test Type | Test Score | Test Date | |
| Straight Backing: | Offset Backing: | | Alley Dock: | | | No dat | a to display | | |
| ✓ Passed 3/8/2016 | Passed | - | Passed | * | | | | | |
| Entry Date: | Enrollment Status: | | Background: | | | | | | |
| 3/8/2016 | Enrolled | | Clear | | | | | | |
| Update Scores | Pass Class | | Issue Licens | se | | | | | |
| Demographic Info | | | | | | | | | |
| Last Name: F | irst Name: | Middle | e Name: | | | | | | |
| | | | | | | | | | |
| Address Line1: A | ddress Line2: | City: | | State: | | Zip | : | | |
| | | | | | | | | | |

To Pass a Class: All 3 tests must be checked Pass and Click on Pass Class:

| Test Scores | | | × |
|--|----------------------------|-------------------------------------|---|
| 5734524 | ALABAMA 3/1/2018 | Autauga County | • |
| Class Info | | | - |
| Class Date: | Testing System: | Examiner: | |
| 6/1/2016 | Auburn City | Davidson, Jerry | |
| Written Test: | Pre-Trip Test: | Performance Test: Testing Failures | |
| 8 3/8/2016 💌 | 9 3/8/2016 🔹 | 10 3/8/2016 New Test Test Test Date | |
| Straight Backing: | Offset Backing: | Alley Dock: No data to display | |
| Passed 3/8/2016 | ✓ Passed 3/10/2016 ▼ | ▼ Passed 3/10/2016 ▼ | |
| Entry Date: | Enrollment Status: | Background: | |
| 3/8/2016 | Enrolled | | |
| Update Scores | Pass Class | Issue License | |
| Demographic Info | U | | |
| Last Name: | First Name: Middle | Name: | 1 |
| Address Line1 | Address Line 2: City: | State: 7in: | ~ |
| Address Line1. | Address Linez. City. | State. Lip. | |
| | | | |
| Auburn City | Davidson, Jerry | | |
| Pre-Ti 9 Success | New | Testin V Test | |
| Offset Pa: Class has been market | d as Passed for applicant. | No dat | |
| Enroll Passes | ок | | |
| Pass Class | Issue License | | |

To Issue License: Click on Issue License.

| 3/8/2016 | 10 3/8/2016 | New Type Score |
|-------------|----------------------|-----------------|
| d 3/10/2016 | ✓ Passed 3/10/2016 ▼ | No data to disp |
| nt Status: | Background: | |
| | Clear | |
| Pass Class | Issue License | |
| Middle | Name: | |

Confirmation screen will be shown.

| System: | | Examin |
|---|-------------------------------------|---------|
| rn City | | Davidso |
| Trip Test: 3/8/2016 et Backing: assed 3/10/2 | Success License has been issued. | × |
| llment Status ed | ОК | |
| Pass Class | Issue License | • |

Recertification and Special Needs Recertification: Click Recertify next to the Applicant:

| Class Roster | | | | | | | |
|---|----------------|------------------|-------------------|------------|--|--|--|
| Add to Roster | Applicant Name | Application Site | Enrollment Status | MVR Status | | | |
| | | | - | | | | |
| Edit 🤤 Delete 🗵 Recertify 🕕 Request MVR | Jones, Steven | Andalusia City | Dropped | Requested | | | |

Option dialog will appear to Recertify, Reject, or Cancel:



To Add, Update or Delete a Class:

Point to Admin and Select Class Manager:



To Add New Class Click NEW:

| New | Class Type Edit Form | Class Status | Site Name | Instructor x | Sta |
|-------------|-------------------------|--------------|-------------|-----------------|-------------|
| Edit Delete | Class Type: | | | | 11/ |
| | Class Status: | | | • | 1/1 |
| Edit Delete | Site Name: | | | • | 1/1 |
| Edit Delete | Instructor: | | | • | 8/5 |
| Edit Delete | Start Date: | | | • | 9/7 |
| Edit Delata | Description: | | | | 9/7 |
| Euic Delete | | | U | pdate Cancel | |
| Edit Delete | nen | compiete | | | 9/1 |
| Edit Delete | New | Complete | Dothan City | | 9/ 1 |

Select all fields and Click Update.

.

Application Guide

To edit an existing Class: Click Edit

| Edit Delete | Edit Form | | | > | t 1/13 |
|-------------|---------------|-------------------|-----------------|---------------|-------------------|
| | Class Type: | New | | | - |
| Edit Delete | Class Status: | Complete | | | • 5/ 5/ • |
| Edit Delete | Site Name: | Colbert County | | | • ^{9/7/} |
| Edit Delete | Instructor: | | | | • 9/7/ |
| | Start Date: | 11/4/1991 | | | • |
| Edit Delete | Description: | Nov 4 1991 12:00/ | AM01700 | | |
| Edit Delete | | | | Update Cancel | 9/13 |
| Edit Delete | New | Complete | Fort Payne City | | 9/13 |

Update any field and click Update.

To delete a class: Click Delete and OK on popup window

| Edit Delete | New Messag | ge from webpage | × | γ |
|-------------|------------|-----------------|-------------|----|
| Edit Delete | New | | | |
| Edit Delete | New | Confirm Dele | te? | ty |
| Edit Delete | New | ОК | Cancel | |
| Edit Delete | New | | | |
| Edit Delete | New | Complete | Dothan City | |

5. System Admin

Your Home Screen look like this:

| Transportation Ce | rtification | | | | | | | |
|--|-------------------------|-----------------|------------|---|-----------------|----------------|--------------|-----------------|
| 🛕 Application Home 🛛 Applications 👻 🔍 Sear | ch 🔹 🥜 Admin 👻 🍛 Help 👻 | | | | | | | |
| Application * | | | | (Future) F | uture Classes | | | |
| History | | Class Type | Start Date | Class Site | Instructor Name | Enrolled Count | Class Status | |
| Applications * | | | • | | | | | |
| Ready | A View | Recertification | 11/1/2016 | Andalusia City | Davidson, Jerry | 0 | New | |
| Blocked | | | | | | | | 📄 Export Data • |
| Accepted | | | | | | | | |
| Scheduled | | | | | | | | |
| History | | | | | | | | |
| Classes * | | | | | | | | |
| Future | | | | Þ | | | | |
| Current | | | | n0. | | | | |
| Expired | | | | | | | | |
| Licenses * | | | | | | | | |
| History | | | | | | | | |
| | | | | | | | | |
| Current X | | | | | | | | |
| Inactive | | | | | | | | |
| Expired | | | | | | | | |
| Revoked | | | | | | | | |
| All | | | | | | | | |
| Linke 🔶 | | | | | | | | |
| Office of Supporting Programs | | | | | | | | |
| Reports | | | | | | | | |
| Search Certificates | | | | | | | | |
| | 1 | | | | | | | |
| Time to process page: 0.06 seconds | | | | | | | | |
| | | | | | | | | |
| | | | © 2007-201 | 6 Alabama State Department of Education. All Rigi | nts Reserved. | | | |

To accept an application in Ready Queue: Click App next to applicant to open the application.

| Applicant Name | _Certification Supervisor, _T | Fransportation | | | | _ |
|--|--|------------------|-------------------|---------------|---------------|---|
| Address Line 1: | | | Address Line 2: | | | |
| City: | County | r: | State: | 2 | Zip-5: Zip-4: | |
| | | | | | | _ |
| | | Dr | ug Test Results | | | |
| 🥜 Add Drug T | est | Negative Results | | Date Created | | |
| | | | | | | |
| | | N | o data to display | | | |
| Contact Info | | No | o data to display | | | |
| Contact Info | | Ne | o data to display | | | |
| Contact Info Home Phone #: | 3343538672 | Cell Phone #: | o data to display | Work Phone #: | : | |
| Contact Info Home Phone #: Email Address: | 3343538672 glenn.lanier+TransCertUser | Cell Phone #: | o data to display | Work Phone #: | : | |
| Contact Info Home Phone #: Email Address: Driver Info | 3343538672 glenn.lanier+TransCertUser | Cell Phone #: | o data to display | Work Phone #: | : | |
| Contact Info Home Phone #: Email Address: Driver Info | 3343538672 glenn.lanier+TransCertUser | Cell Phone #: | o data to display | Work Phone #: | : | |

Click Supervisor Assurance to approve an application:

SUPERVISOR ASSURANCE: I have read and discussed this application and all explanations provided by the applicant and I accept this application.

to process page: 1.93 seconds

Add applicant to an open class: Select a class by clicking on View:

| | | | (Future) i |
|--------|------------|------------|-------------|
| | Class Type | Start Date | Class Site |
| | | - | |
| A View | New | 6/1/2016 | Auburn City |
| | | | |

To add an applicant to a class: Click Add to Roster

** System Admin can add applicant to a class at any time.



Select applicant from drop down:

| | | | | Class Roster | | |
|---------------------|-------------|---|--------|-----------------|-----------------|---|
| \land Add to R | loster | | Applic | ant Name | Application Sit | e |
| | | | | | | |
| Applicants: | | | - | Enrollment Stat | tus: | |
| | License Num | Applicant Name | | Applicant Site | | |
| | | | | | | |
| Edit | 5734524 | Jones, Steven | | Autauga County | | |
| rocess page: 0.16 s | 111222333 | _Certification Supervisor, _Transportation | | Monroe County | | |
| | 3334433 | _Certification Supervisor, _Transportation | | Monroe County | | |
| | 33322111 | _Certification Supervisor, _Transportation | | Auburn City | | |
| | 32132121 | _Certification Supervisor, _Transportation | | Auburn City | | |
| | 789789789 | _Certification Supervisor, Transportation | | Auburn City | | ~ |

Select Enrolled for the Status, Click Update to finish.

| Enrollment Sta | tus: | Ţ. | 1 |
|---------------------------------|------|----------|---|
| | | Enrolled | 2 |
| | | Dropped | |
| Steven | Auta | Passed | |
| cation Supervisor, portation | Mon | Failed | |

To Add, Update or Delete a Class:

Point to Admin and Select Class Manager:



To Add New Class Click NEW:

| New | Class Type | Class Status | Site Name | Instructor | Sta |
|-------------|-----------------------------|--------------|-------------|--------------|-----|
| Edit Delete | Class Type: | | | • | 11, |
| Edit Delete | Class Status: Site Name: | | | • | 1/1 |
| Edit Delete | Instructor: | | | • | 8/5 |
| Edit Delete | Start Date: Description: | | | | 9/7 |
| Edit Delete | nen | compicte | Up | odate Cancel | 9/1 |
| Edit Delete | New | Complete | Dothan City | | 9/1 |

Select all fields and Click Update.

To edit an existing Class: Click Edit

| Edit Delete | Edit Form | | | | x | 1/13 |
|-------------|---------------|-------------------|-----------------|--------|--------|------|
| | Class Type: | New | | | - | |
| Edit Delete | Class Status: | Complete | | | - | 8/5/ |
| Edit Delete | Site Name: | Colbert County | | | - | 9/7/ |
| Edit Delete | Instructor: | | | | - | ə/7, |
| | Start Date: | 11/4/1991 | | | - | 9/1 |
| Edit Delete | Description: | Nov 4 1991 12:00/ | AM01700 | | | ľ. |
| Edit Delete | | | | Update | Cancel | 9/13 |
| Edit Delete | New | Complete | Fort Payne City | | | 9/13 |

Update any field and click Update.

To delete a class: Click Delete and OK on popup window



To Add, Update or Delete Documents:

From Admin select Document Manager



To add new document: click New

| Documen | ts |
|------------------------|---------------------------------|
| Drag a column header h | ere to group by that col |
| New | Title |
| Edit Delete | License Application Approved |

From Edit Form window create document and click Update to finish

| Ed | it Form | | | | | | | | | | | | | | |
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To update an existing document: click Edit

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Update document in Edit Form window and click Update to finish

| Edit Form | |
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| | |
| Thank you for your interest in being a school bus driver in Alabama. | ^ |
| If you do not already have a Class B Commercial Driver License with Passenger (P) and School Bus (S) endorsements, you will need to contact a local license office in order to do so. You will take the necessary written tests for proper licensing at this time. Upon passing each of the written tests, you will be issued a Commercial Learner License that will be valid for 180 days and is necessary for your local school system to assist you in required training. If you have not done so, you will need to have a "clear" background check. PLEASE NOTE: To be fingerprinted for a criminal background check you MUST register and pay online at www.congentid.com/alabama or by phone at (866) 989-9316. Cogent Systems WILL NOT fingerprint anyone who has not registered online or by phone (no exceptions). See the website for "Print Locations and Hours" along with other important information. Valid identification is required. If you have not done so, contact your local school system transportation department in order to schedule your Pre-employment Drug Screening. If you have not done so, you will need to have a current Alabama School Bus Driver Physical and/or Denartment of Transportation (DOT) Physical | ~ |
| Update Cancel | |

To delete a document: click Delete and OK on pop up window

