DEPARTMENT OF EDUCATION

PUPIL TRANSPORTATION

Transportation Certification

Application Guide

Contents

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

Application Guide

1. How do I get started?

To begin with you must have an AIM account at http://aim.alsde.edu 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:

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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:

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

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.

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

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Click "I Accept" to finish the submitting process:
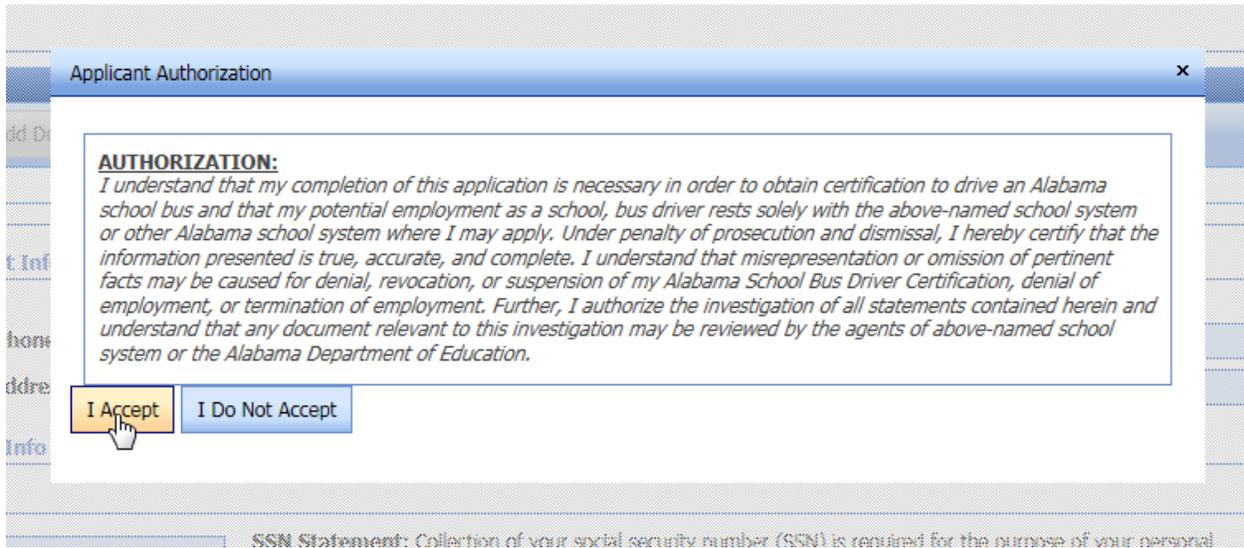
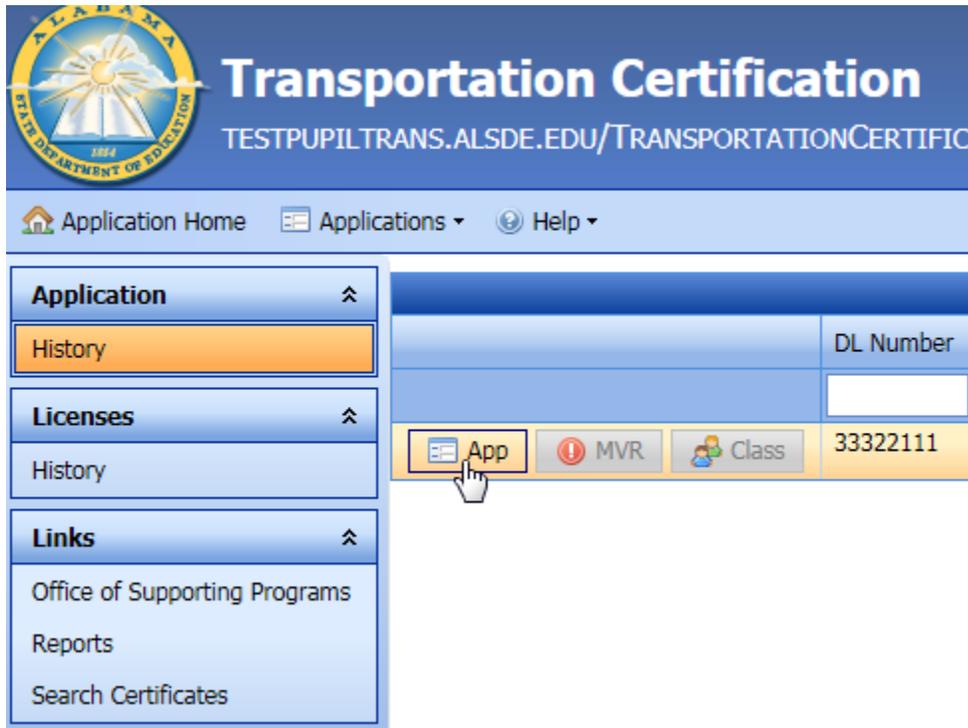

You will see a confirmation window:
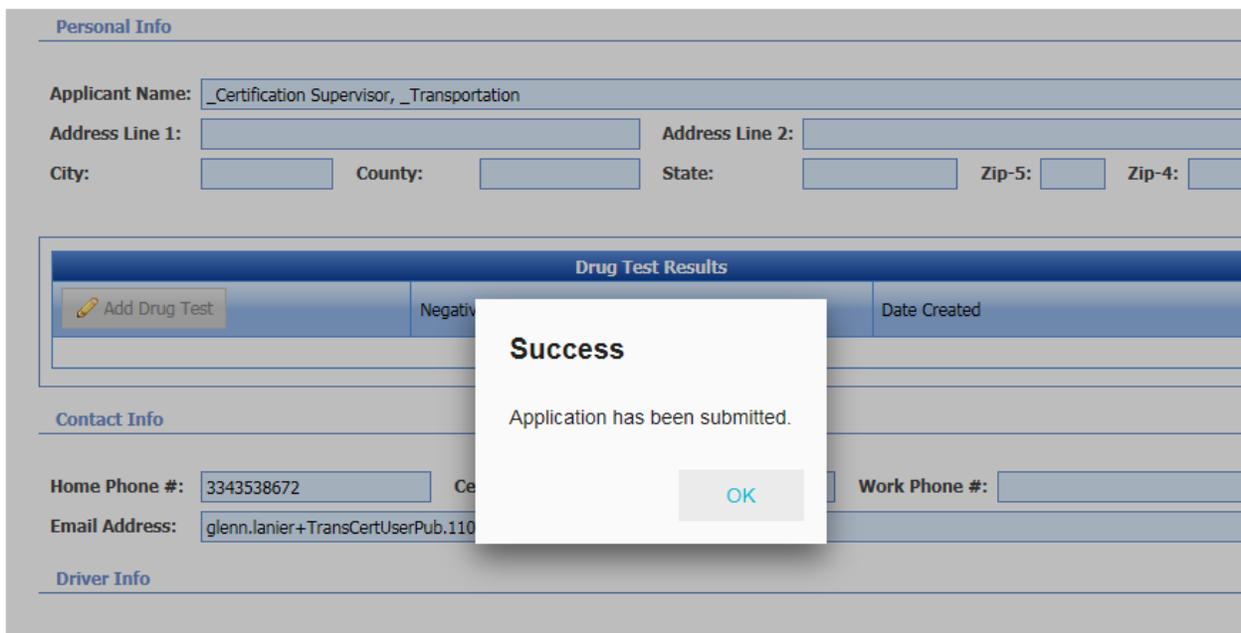
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You can review your application any time by going to your Application➔ History queue and clicking the "App" button.

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 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 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

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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 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 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
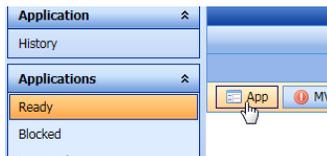Pupil Transportation Section
P.O. Box 302101
Montgomery, AL 30130

3. LEA Supervisor
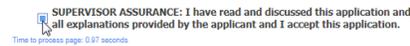
Your home screen will look like this:
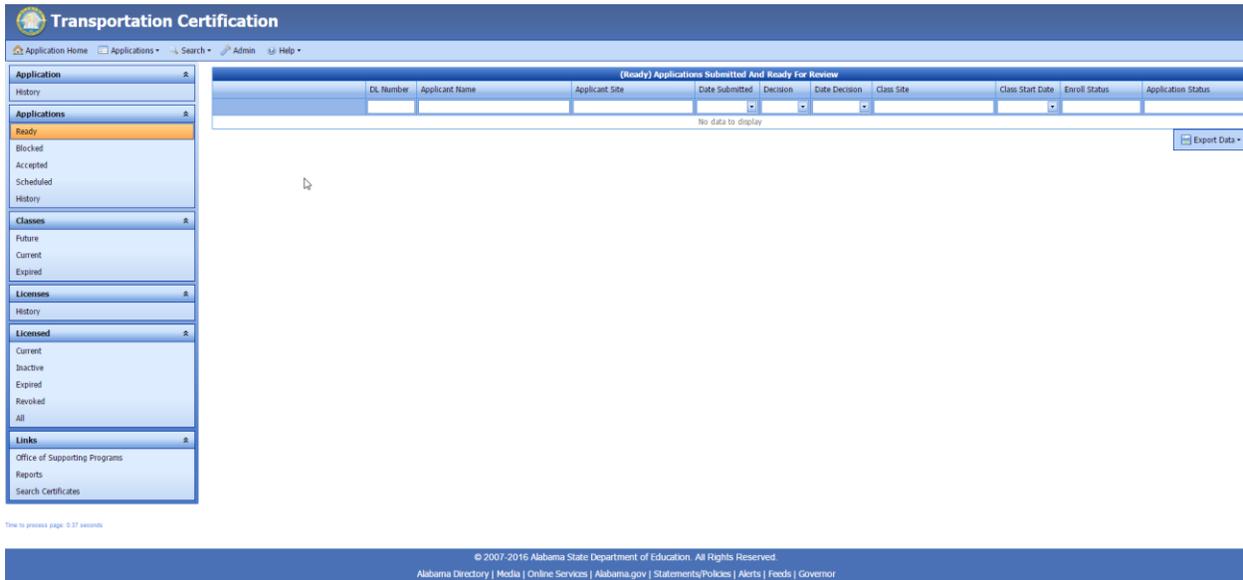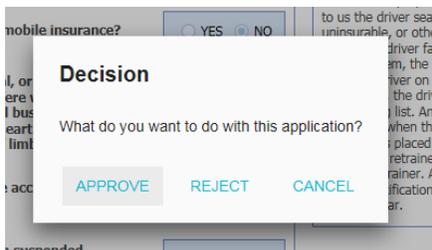

Under Applications:

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:
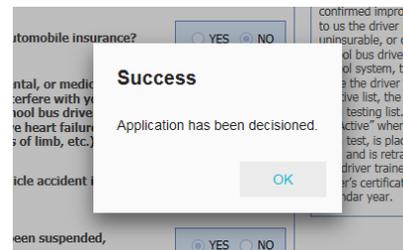

To make decision: Click Supervisor Assurance:
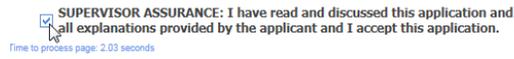

Select APPROVE, REJECT or CANCEL: Confirmation window will appear:

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:

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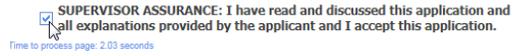
Scheduled - Application has been scheduled to a class <u>in your district</u>.

Classes

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

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

Select applicant from drop down menu:

Select **Enrolled** for the Status, **Click Update** to finish.
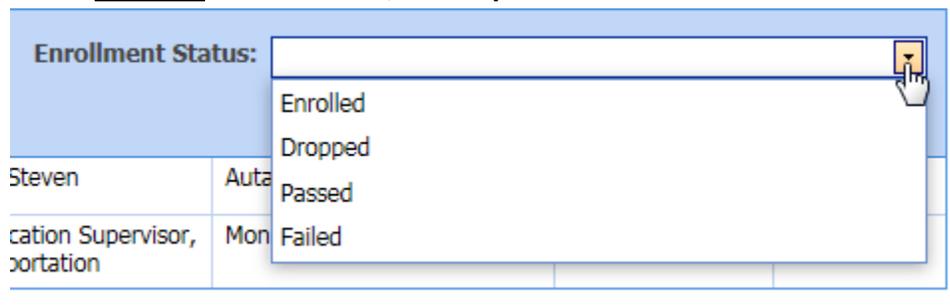
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On any application screen, the Supervisor can view user history comments using Comment icon
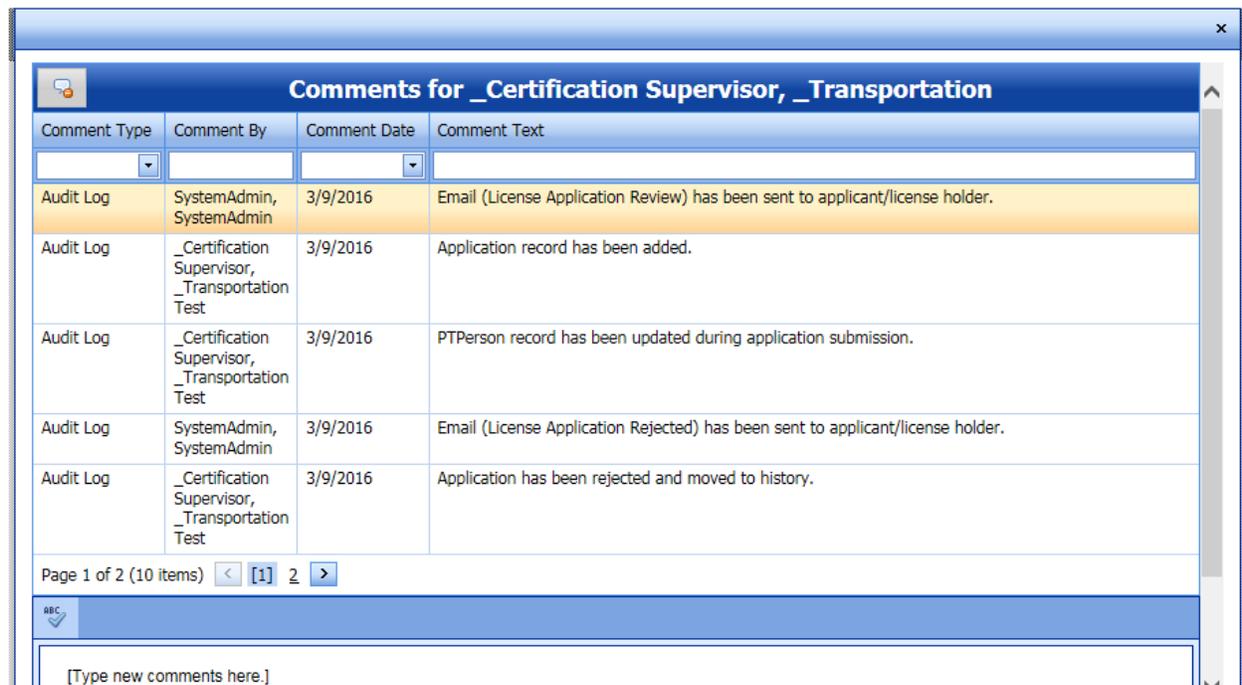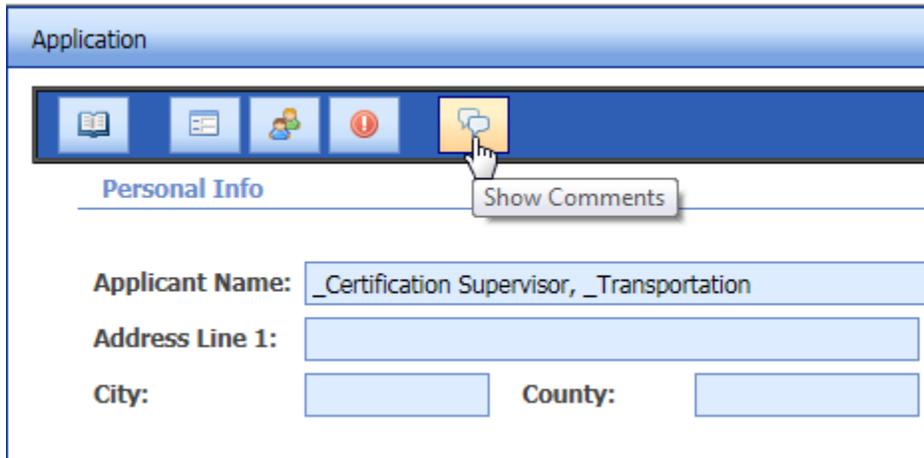
To view motor vehicle report if there is one received from DMV already. You may also request an MVR from the Motor Vehicle Report screen.

Search another applicant:

4. Instructor

Your Home Screen look like this:

Classes

To view a class: Click View
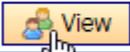
Application Guide

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

** Instructor can add applicant to a class until class started.
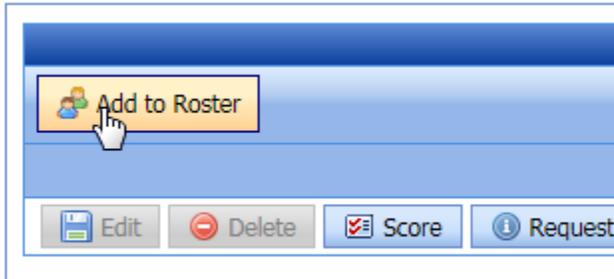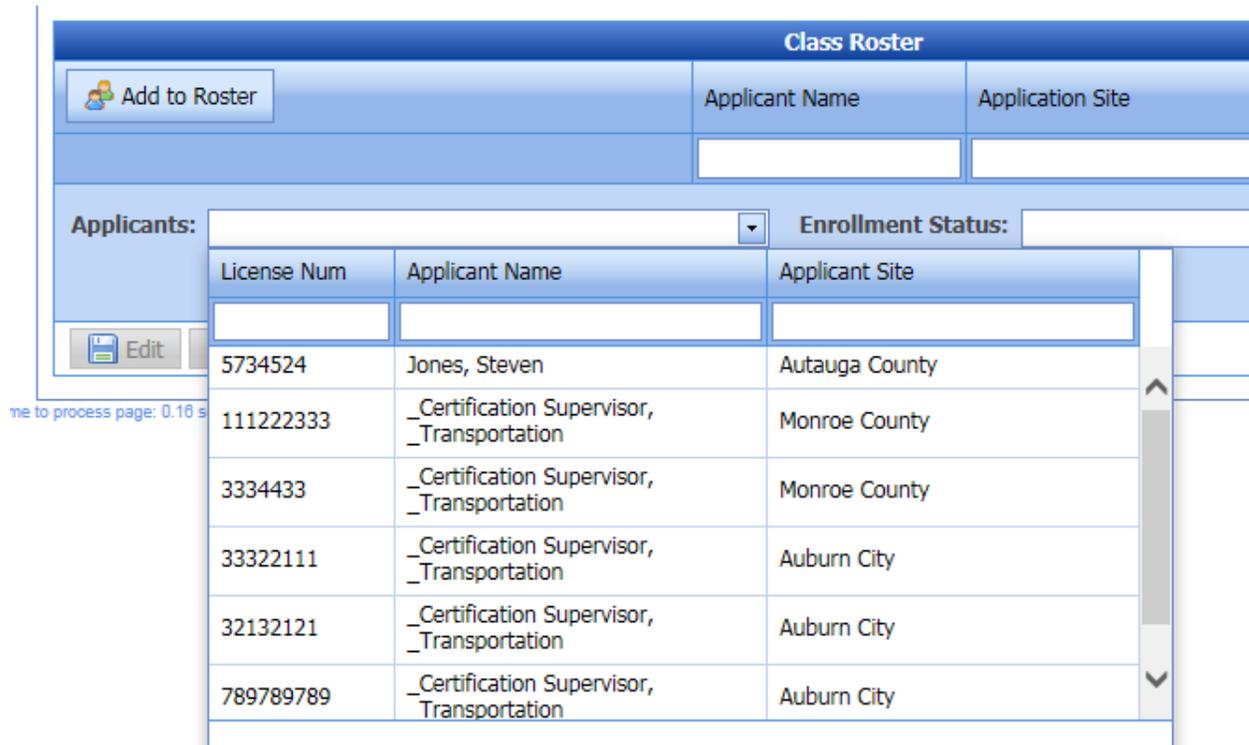
Select applicant from drop down:

Select **Enrolled** for the Status, Click Update to finish.
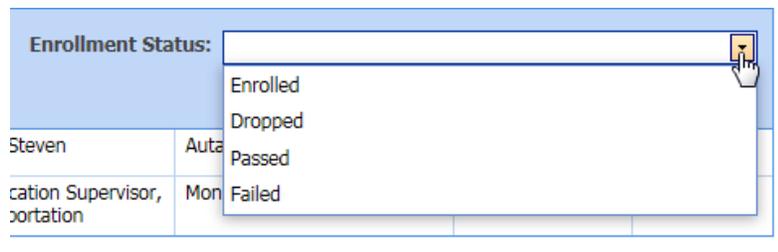
Entering Test Scores: Click Score next to the Applicant for New Driver classes:

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

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

To Issue License: Click on Issue License.   Confirmation screen will be shown.
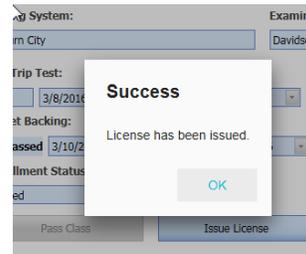
Recertification and Special Needs Recertification: Click Recertify next to the Applicant:

Option dialog will appear to Recertify, Reject, or Cancel:
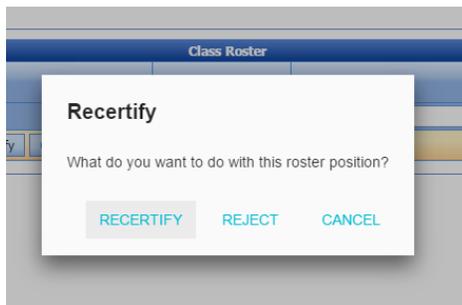
To Add, Update or Delete a Class:

Point to Admin and Select Class Manager:
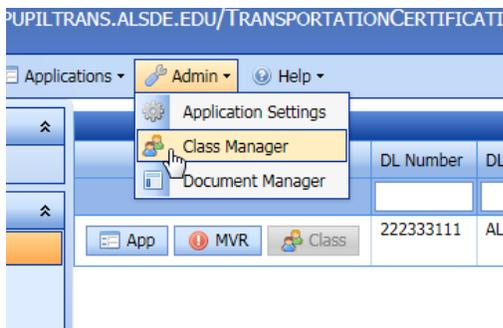
To Add New Class Click NEW:
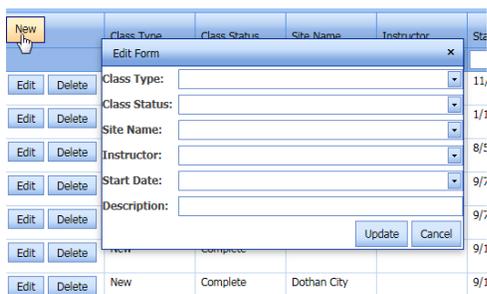
Select all fields and Click Update.

Application Guide

To edit an existing Class: Click Edit
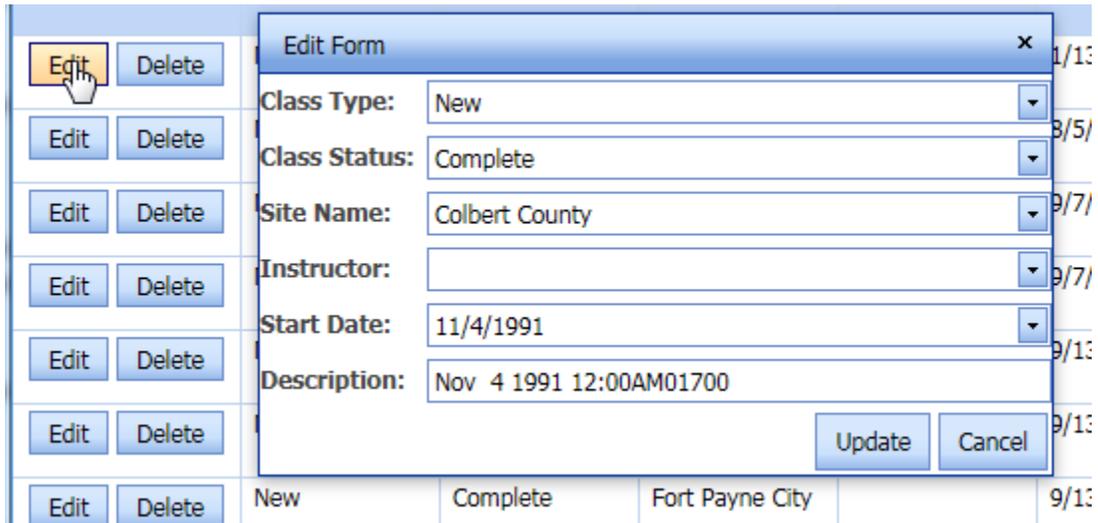
Update any field and click Update.

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

5. System Admin

Your Home Screen look like this:

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

Click Supervisor Assurance to approve an application:
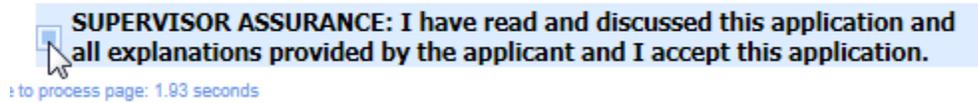
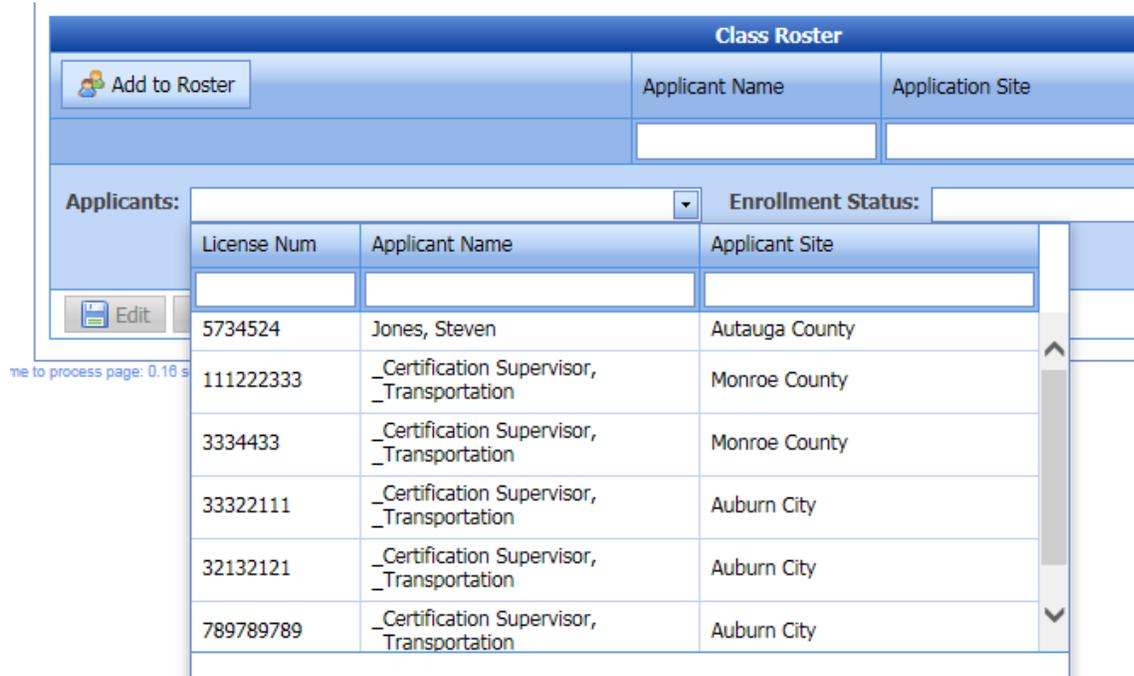

Add applicant to an open class: Select a class by clicking on View:

To add an applicant to a class: Click Add to Roster
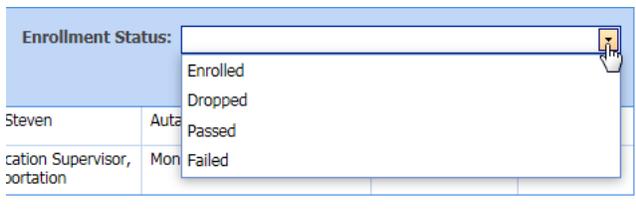
** System Admin can add applicant to a class at any time.
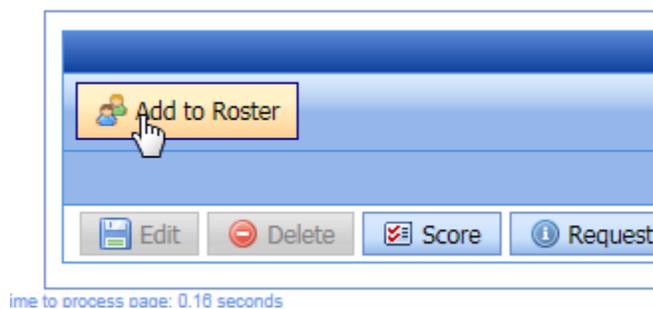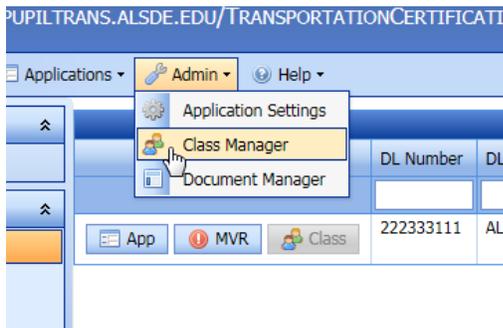
Select applicant from drop down:

Select **Enrolled** for the Status, Click Update to finish.

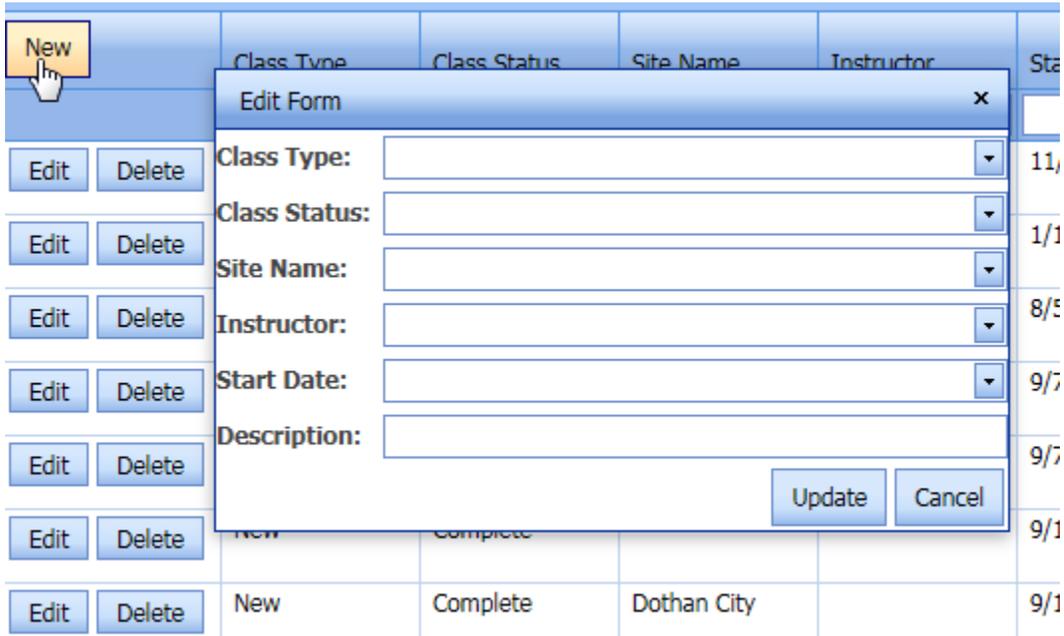## To Add, Update or Delete a Class:

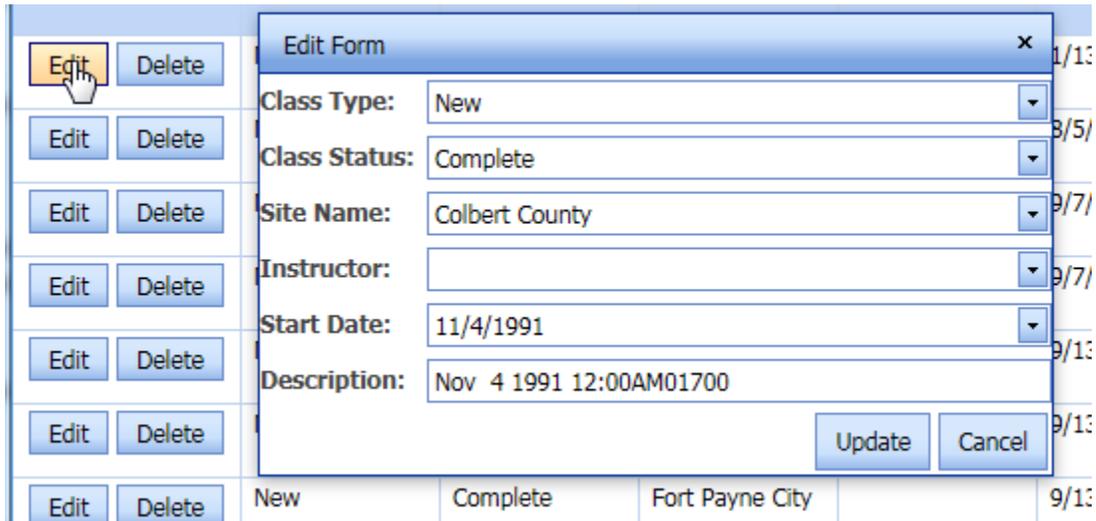Point to Admin and Select Class Manager:

To Add New Class Click NEW:

Select all fields and Click Update.

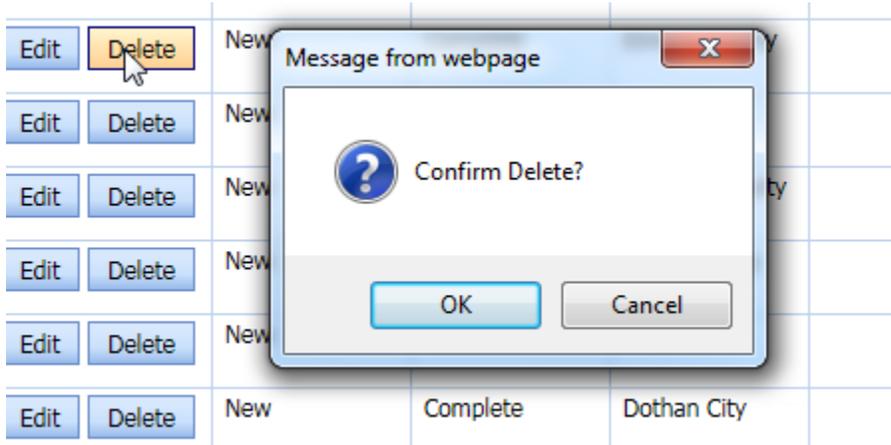To edit an existing Class: Click Edit

Update any field and click Update.
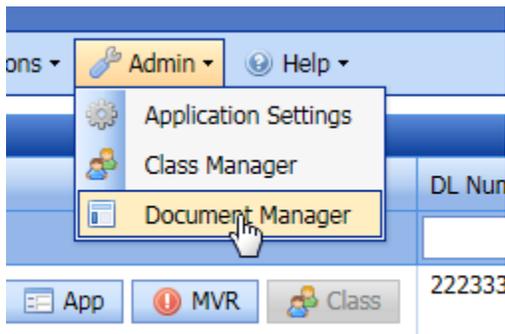
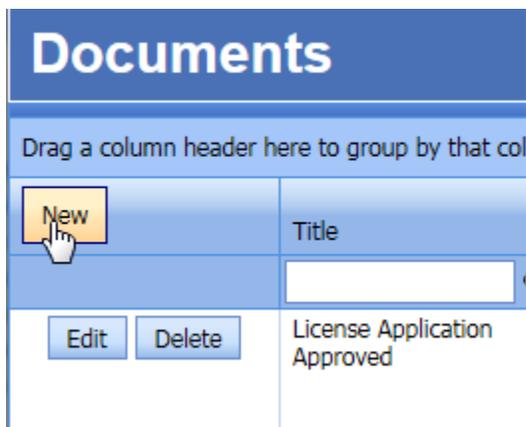To delete a class: Click Delete and OK on popup window

To Add, Update or Delete Documents:

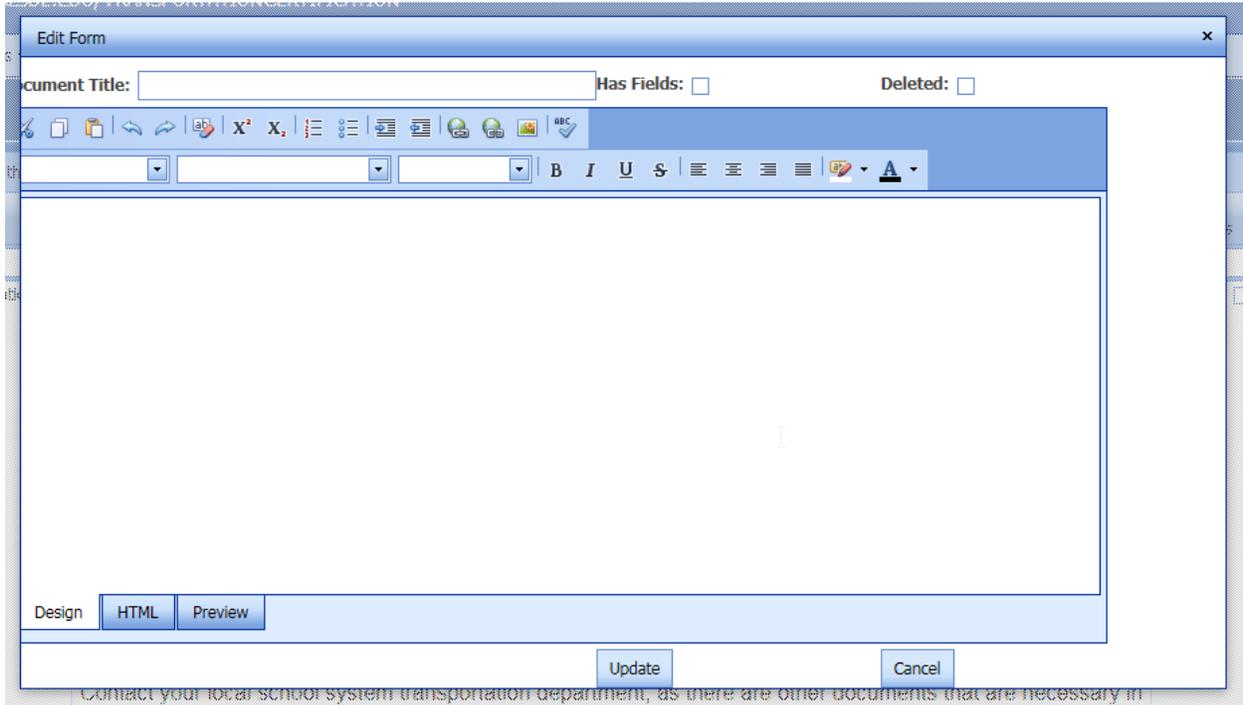From Admin select Document Manager
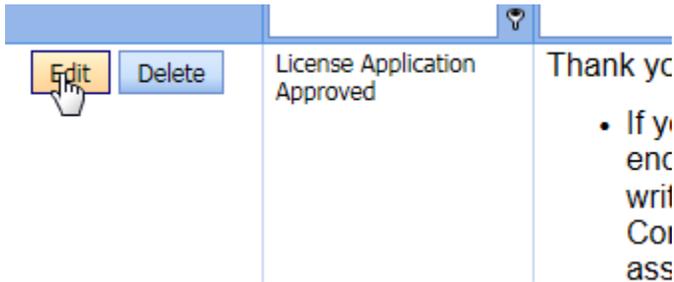

To add new document: click New

Application Guide

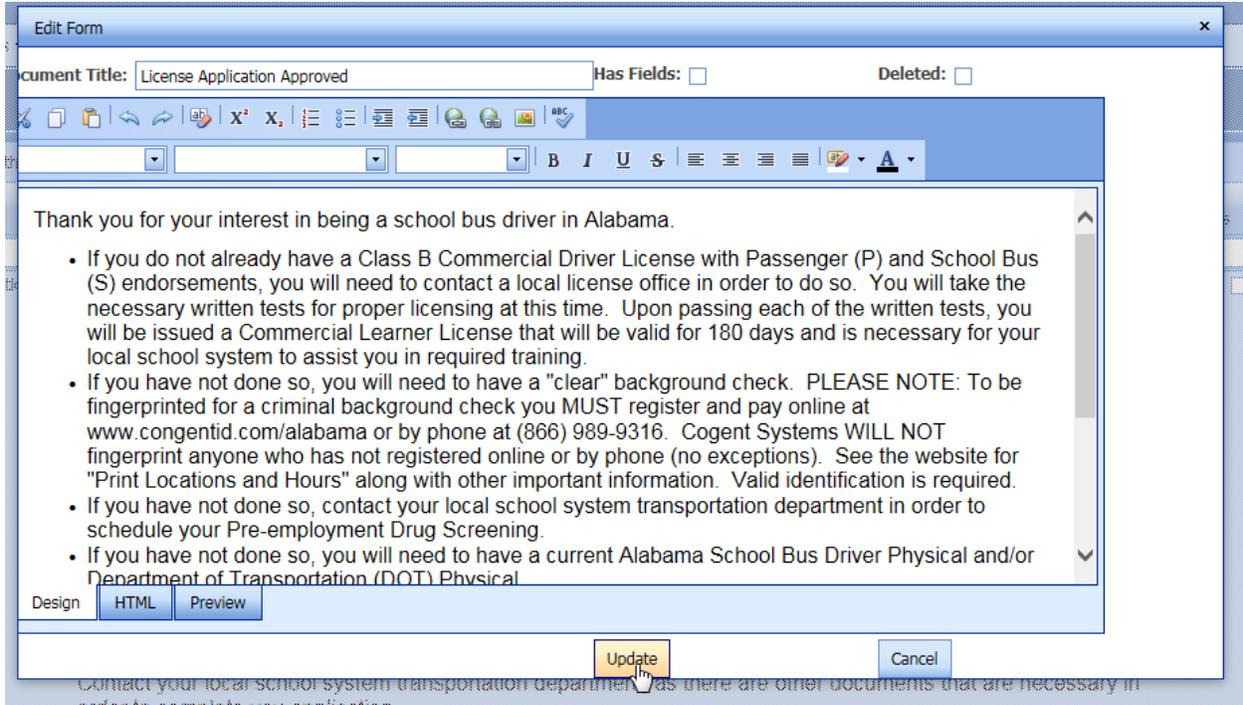From Edit Form window create document and click Update to finish

To update an existing document: click Edit

Update document in Edit Form window and click Update to finish

Application Guide

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