



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

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:



Application Guide

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



Application Guide

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.

The screenshot shows a web application window titled "New" with a close button (x) in the top right corner. The form is divided into several sections:

- Personal Info:** Includes fields for Applicant Name (prefilled with "_Certification Supervisor, _Transportation"), Address Line 1, Address Line 2, City, County, State, Zip-5, and Zip-4.
- Drug Test Results:** A table with columns for "Add Drug Test" (with a pencil icon), "Negative Results", and "Date Created". The table is currently empty with the text "No data to display" below it.
- Contact Info:** Includes fields for Home Phone # (prefilled with "3343538672"), Cell Phone #, Work Phone #, and Email Address (prefilled with "glenn.lanier+TransCertUserPKC.110@gmail.com").
- Driver Info:** Includes a field for a phone number (prefilled with "774-70-0197"), an SSN Statement with a "here" link, and fields for D/L #, State, Expiration Date, Physical Date, and Physical Expiration Date.

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

This section contains a list of questions for the Personal Background Report, each with radio button options for "YES" and "NO":

6. Have you ever been denied automobile insurance?
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.)
8. Have you had any type of vehicle accident in the past five years?
9. Has your driver license ever been suspended, removed, or revoked?

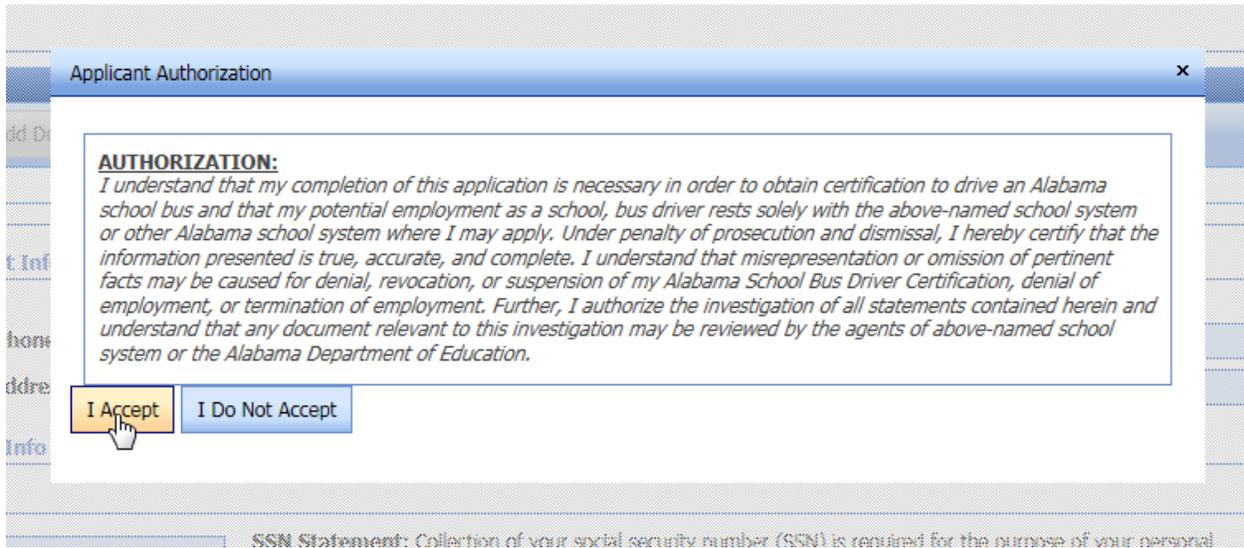
Below the questions is a blue "Submit" button. To the right of the questions is a text box containing the following text:

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 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 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.

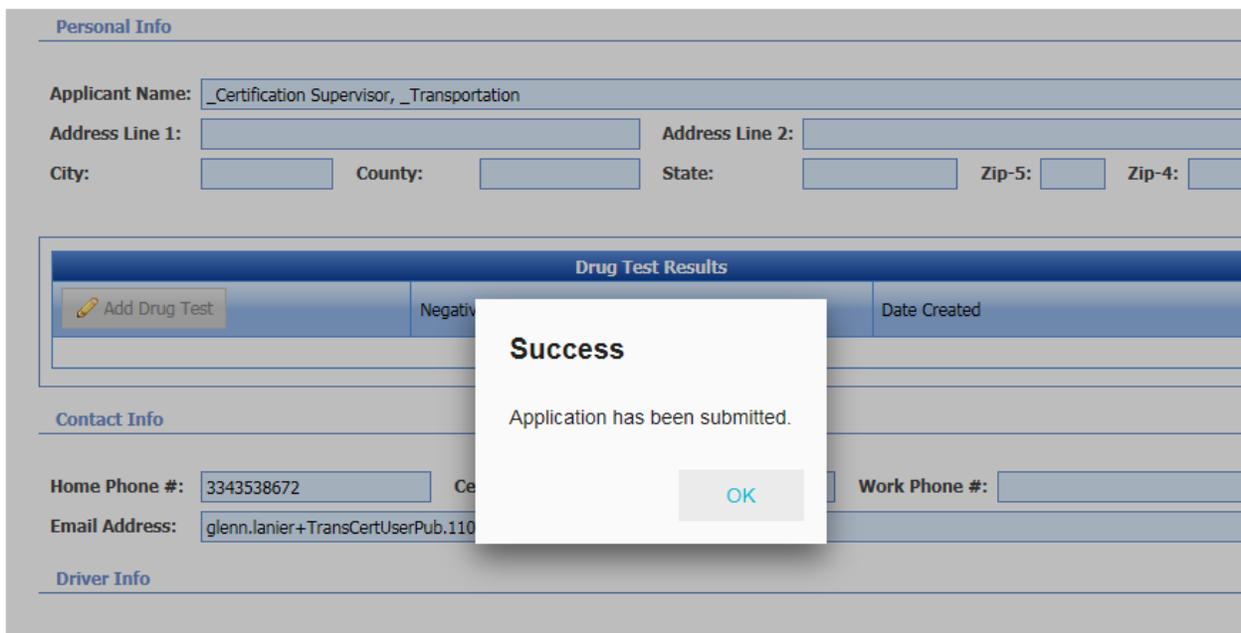
At the bottom left, there is a small text label: "Time to process page: 2.75 seconds".

Application Guide

Click "I Accept" to finish the submitting process:

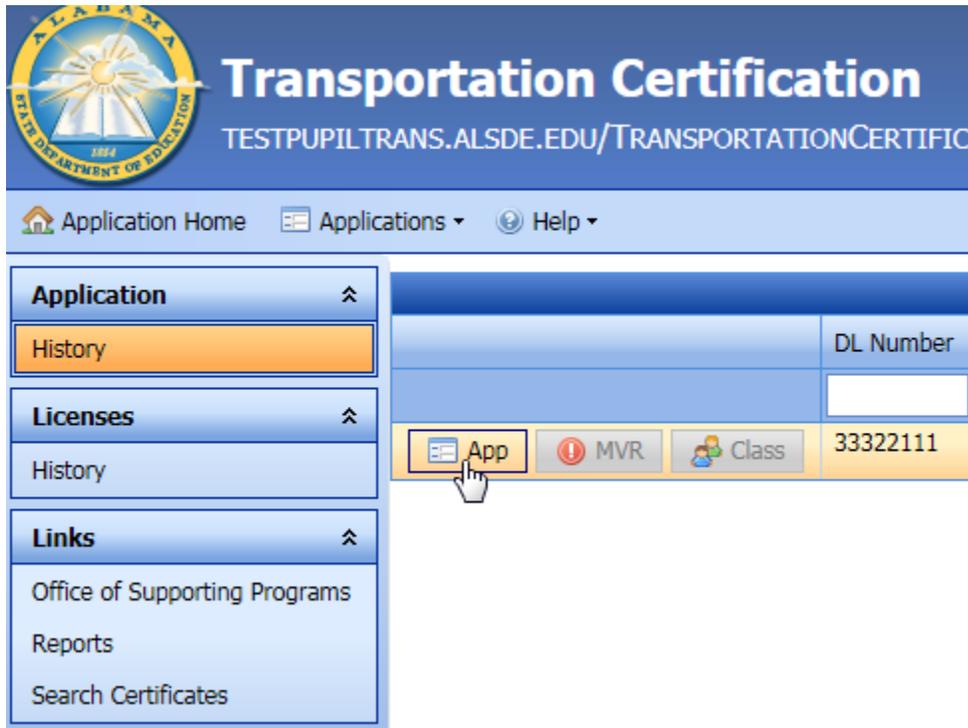


You will see a confirmation window:



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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.congenid.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

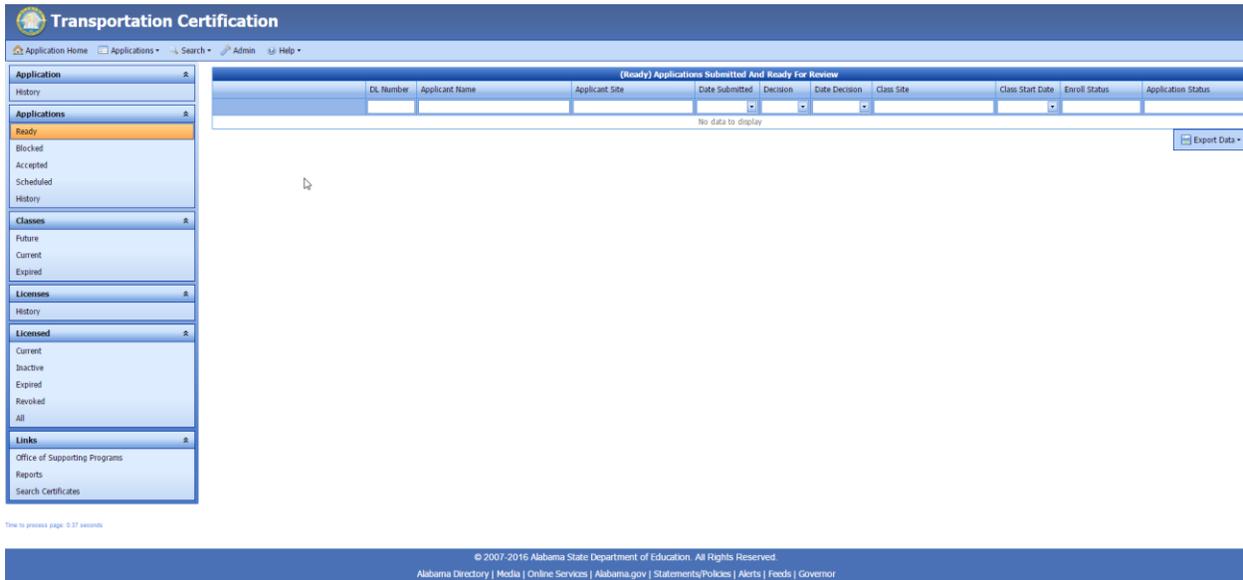
If your application has been rejected for any reason, you will receive an email like this:

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**

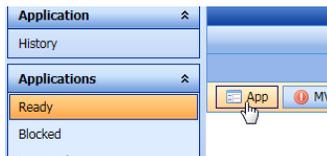
3. LEA Supervisor

Your home screen will look like this:

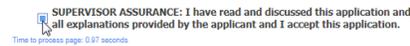


Under Applications:

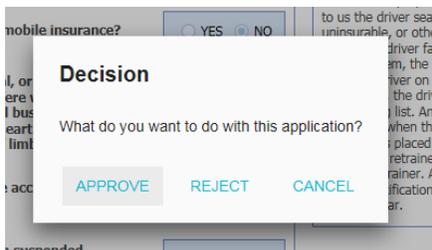
Ready – Applications that need to be reviewed because applicant answered at least one question “Yes” in Personal Background Report questions. To review application, Click on the App button:



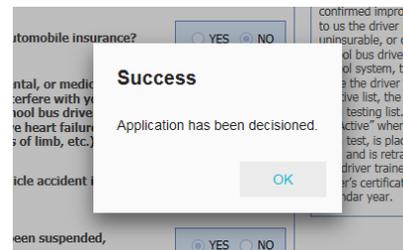
To make decision: Click Supervisor Assurance:



Select APPROVE, REJECT or CANCEL:

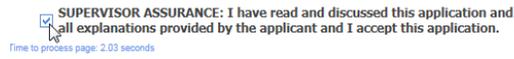


Confirmation window will appear:

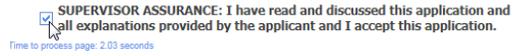


Application Guide

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 in your district.

Classes

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

	Class Type	Start Date	Class Site
	New	6/1/2016	Auburn City

Roster

Class Info

Class Status: Class Type: Start Date:

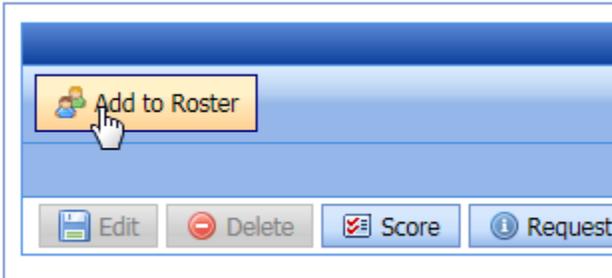
Site Name: Instructor Name:

Class Roster				
	Applicant Name	Application Site	Enrollment Status	MVR Status
	Jones, Steven	Autauga County	Enrolled	Unrequested

Time to process page: 0.16 seconds

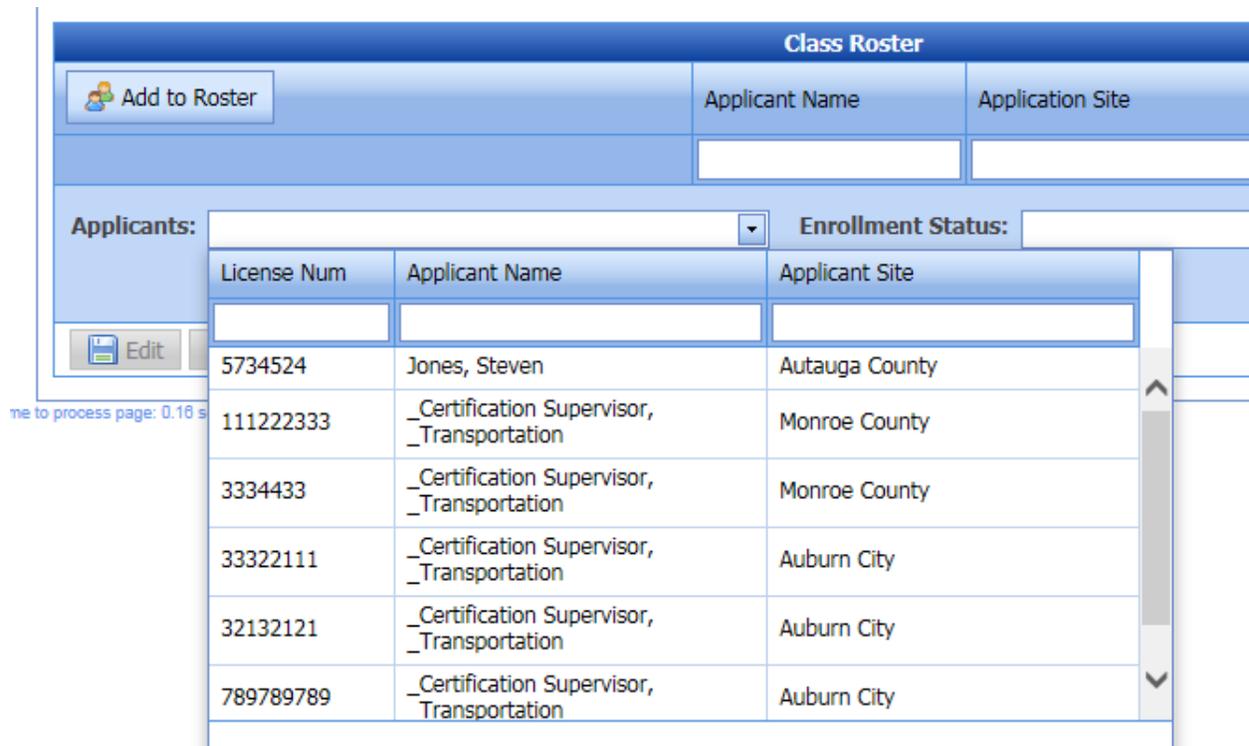
Application Guide

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

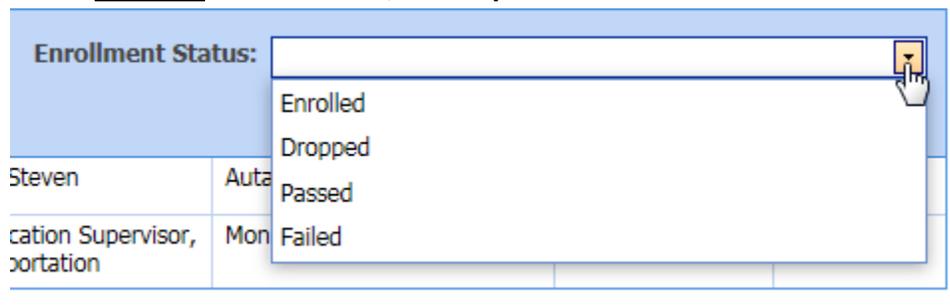


Time to process page: 0.16 seconds

Select applicant from drop down menu:

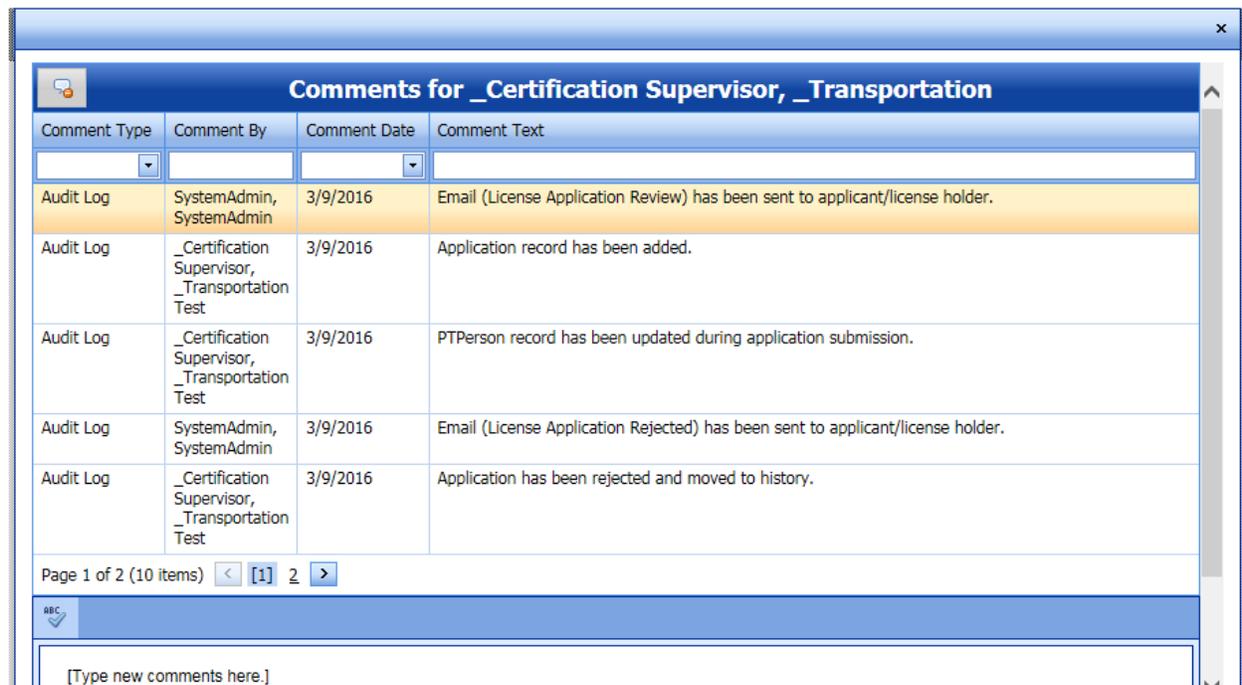
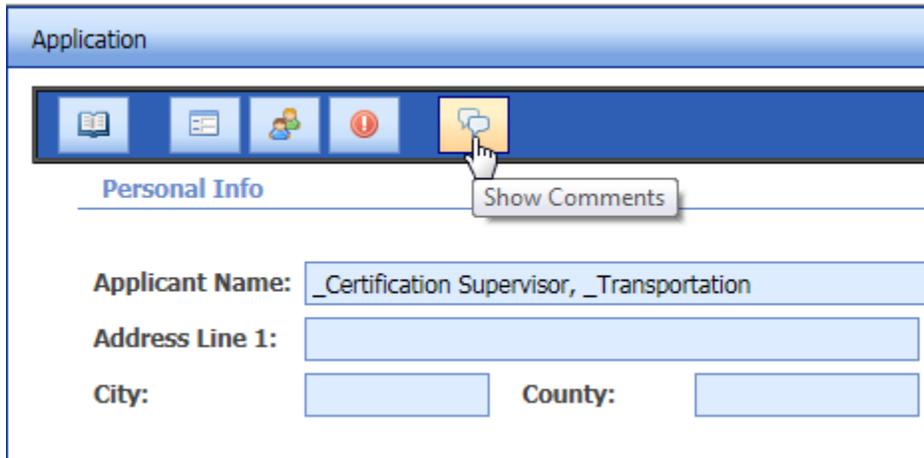


Select **Enrolled** for the Status, **Click Update** to finish.



Application Guide

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



Application Guide

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.

Motor Vehicle Report

Demographic Info

Last Name: First Name: Middle Name: DL Number:

Address Line1: Address Line2: City: State: Zip:

Convictions

DL Number	Date Conviction	Conviction Description	Court Description	Arrest Description	Arrest User Data
No data to display					

Time to process page: 0.33 seconds

Search another applicant:

Application

Lookup another person

Applicant Name:

Address Line 1:

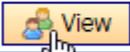
Application Guide

4. Instructor

Your Home Screen look like this:

Classes

To view a class: Click View

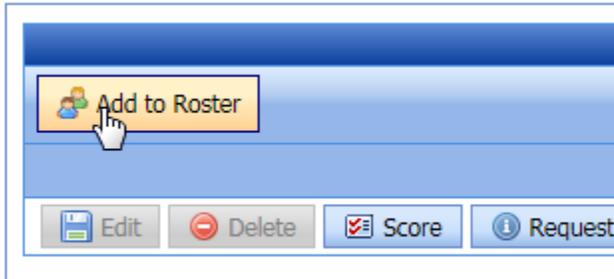
	Class Type	Start Date	Class Site
	New	6/1/2016	Auburn City

Time to process page: 0.16 seconds

Application Guide

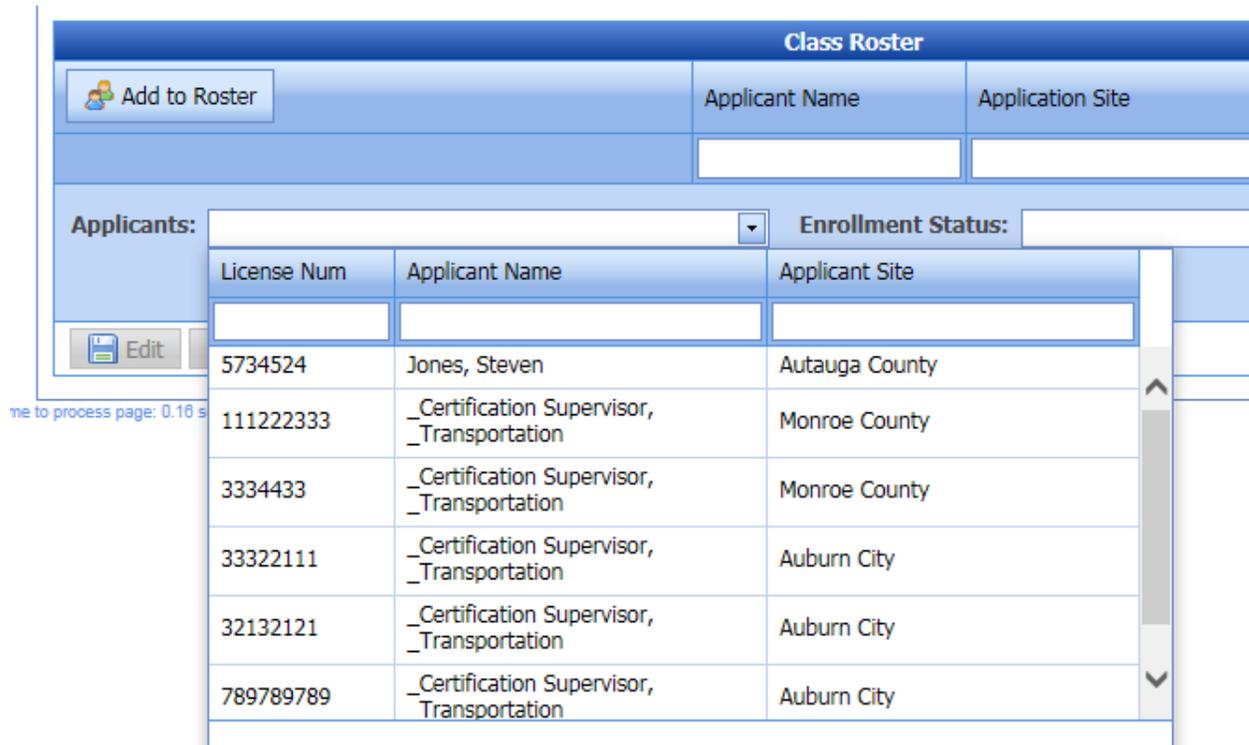
To add an applicant to a class: Click Add to Roster

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

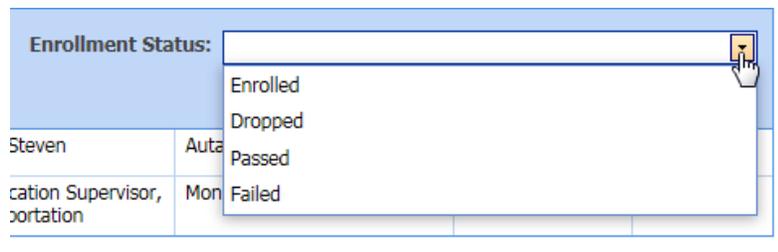


Time to process page: 0.16 seconds

Select applicant from drop down:



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



Application Guide

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

Edit	Delete	Score	Request MVR	Jones, Steven	Autauga County	Enrolled	Uni
Edit	Delete	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:

Test Scores

Class Info

Class Date: 6/1/2016 Testing System: Auburn City Examiner: Davidson, Jerry

Written Test: 8 3/8/2016 Pre-Trip Test: 9 3/8/2016 Performance Test: 10 3/8/2016

Straight Backing: Passed 3/8/2016 Offset Backing: Passed Alley Dock: Passed

Entry Date: 3/8/2016 Enrollment Status: Enrolled Background: Clear

Demographic Info

Last Name: First Name: Middle Name:

Address Line1: Address Line2: City: State: Zip:

Time to process page: 1.12 seconds

Application Guide

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: 6/1/2016 Testing System: Auburn City Examiner: Davidson, Jerry

Written Test: 8 3/8/2016 Pre-Trip Test: 9 3/8/2016 Performance Test: 10 3/8/2016

Straight Backing: Passed 3/8/2016 Offset Backing: Passed 3/10/2016 Alley Dock: Passed 3/10/2016

Entry Date: 3/8/2016 Enrollment Status: Enrolled Background: Clear

Update Scores Pass Class Issue License

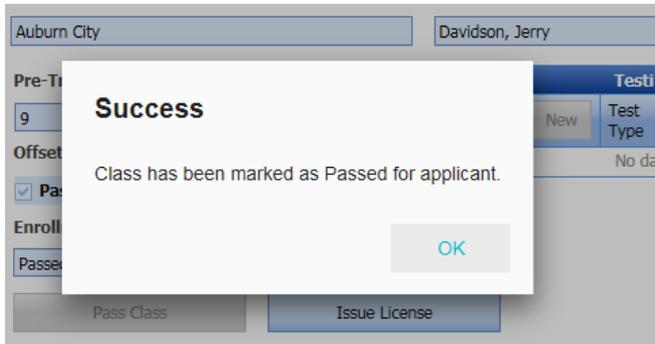
Testing Failures

New	Test Type	Test Score	Test Date
No data to display			

Demographic Info

Last Name: First Name: Middle Name:

Address Line1: Address Line2: City: State: Zip:



To Issue License: Click on Issue License.

Confirmation screen will be shown.

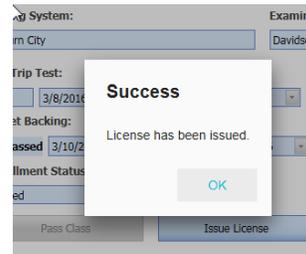
3/8/2016 10 3/8/2016

Alley Dock: Passed 3/10/2016

Background: Clear

Pass Class Issue License

Middle Name:

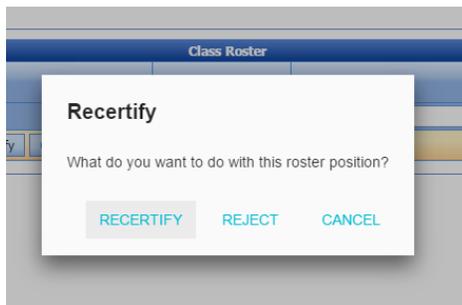


Application Guide

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

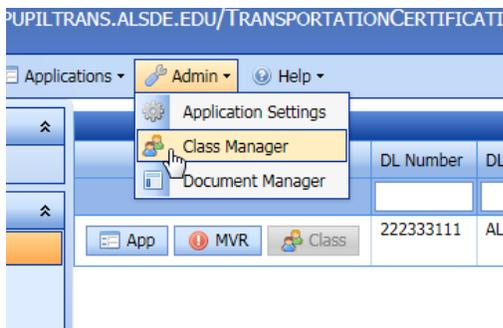
Class Roster				
	Applicant Name	Application Site	Enrollment Status	MVR Status
	Jones, Steven	Andalusia City	Dropped	Requested

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

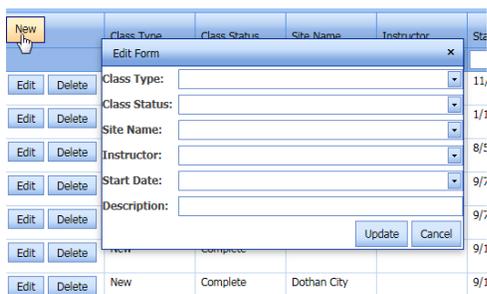


To Add, Update or Delete a Class:

Point to Admin and Select Class Manager:



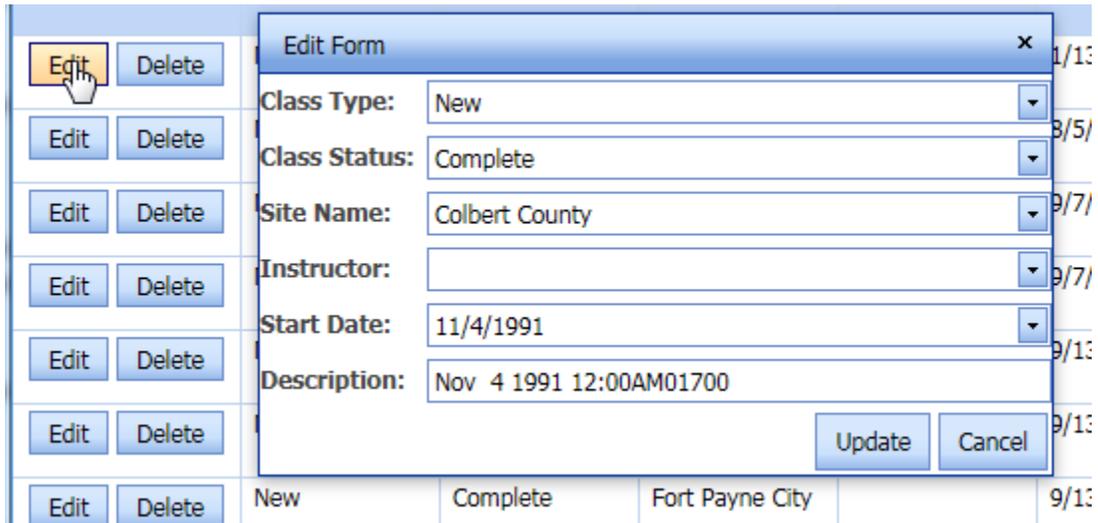
To Add New Class Click NEW:



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



Application Guide

5. System Admin

Your Home Screen look like this:

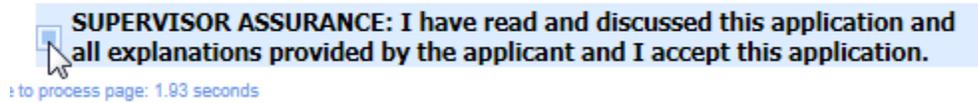
The screenshot shows the 'Transportation Certification' home screen. On the left is a navigation menu with sections: Application, Applications, Classes, Licenses, and Links. The 'Applications' section is expanded, showing a table of '(Future) Future Classes'. The table has columns for Class Type, Start Date, Class Site, Instructor Name, Enrolled Count, and Class Status. One row is visible for 'Recertification' on '11/1/2016' at 'Andalusia City' by 'Davidson, Jerry' with 0 enrolled and status 'New'. Below the table is an 'Export Data' button. At the bottom of the page, there is a copyright notice: '© 2007-2016 Alabama State Department of Education. All Rights Reserved.' and a list of links: Alabama Directory, Media, Online Services, Alabama.gov, Statements/Policies, Alerts, Feeds, Governor.

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

The screenshot shows the 'Application' form. At the top is a navigation bar with icons for Home, Applications, Admin, and Help. Below is the 'Personal Info' section with fields for Applicant Name, Address Line 1, Address Line 2, City, County, State, Zip-5, and Zip-4. The 'Drug Test Results' section contains a table with columns for 'Add Drug Test', 'Negative Results', and 'Date Created', with a note 'No data to display'. The 'Contact Info' section has fields for Home Phone #, Cell Phone #, Work Phone #, and Email Address. The 'Driver Info' section includes a field for SSN (displayed as XXX-XX-0192) with a note: 'SSN Statement: Collection of your social security number (SSN) is required for the purpose of your personal background report. If incorrect, please update by editing your demographic details here.' Below this are fields for D/L #, State (set to ALABAMA), and Expiration Date (set to 3/26/2016).

Application Guide

Click Supervisor Assurance to approve an application:



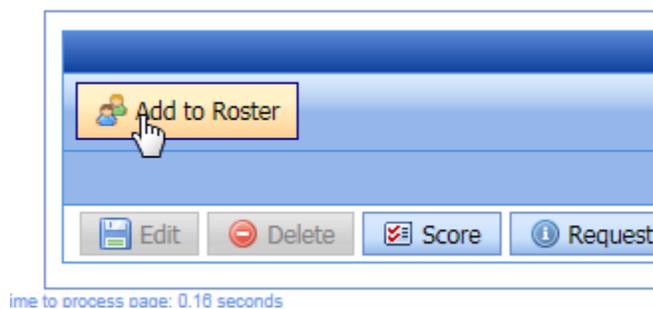
Add applicant to an open class: Select a class by clicking on View:

	Class Type	Start Date	Class Site
 View	New	6/1/2016	Auburn City

This screenshot shows a table with four columns: Class Type, Start Date, and Class Site. The first row is empty. The second row contains the text 'New', '6/1/2016', and 'Auburn City'. Below the first cell of the second row, there is a yellow button with a person icon and the text 'View'. A mouse cursor is pointing at the 'View' button.

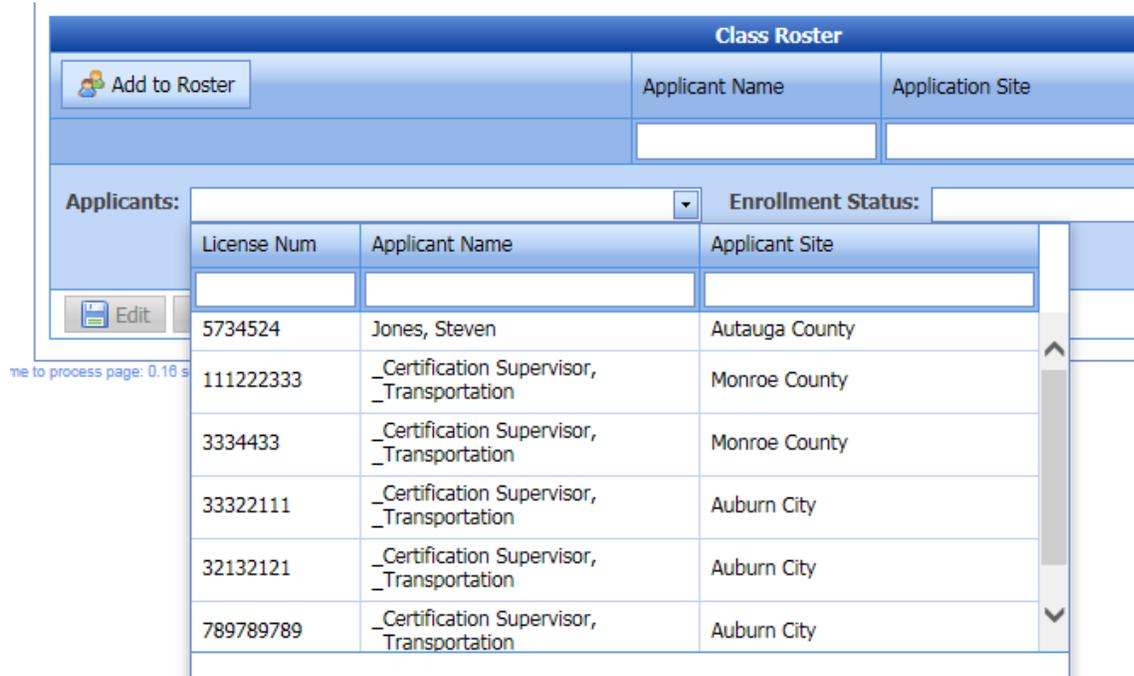
To add an applicant to a class: Click Add to Roster

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

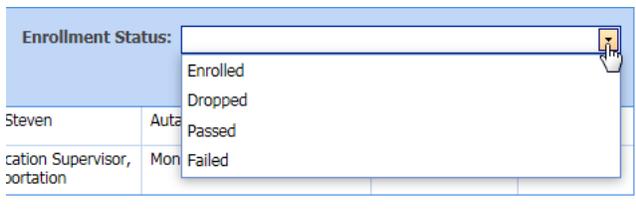


Application Guide

Select applicant from drop down:

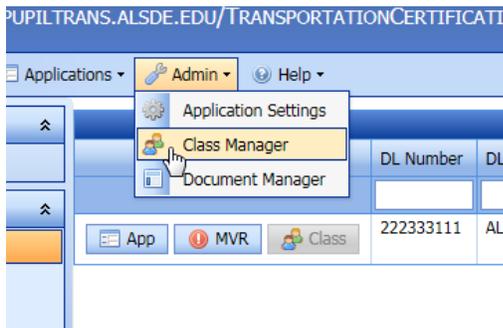


Select **Enrolled** for the Status, Click Update to finish.



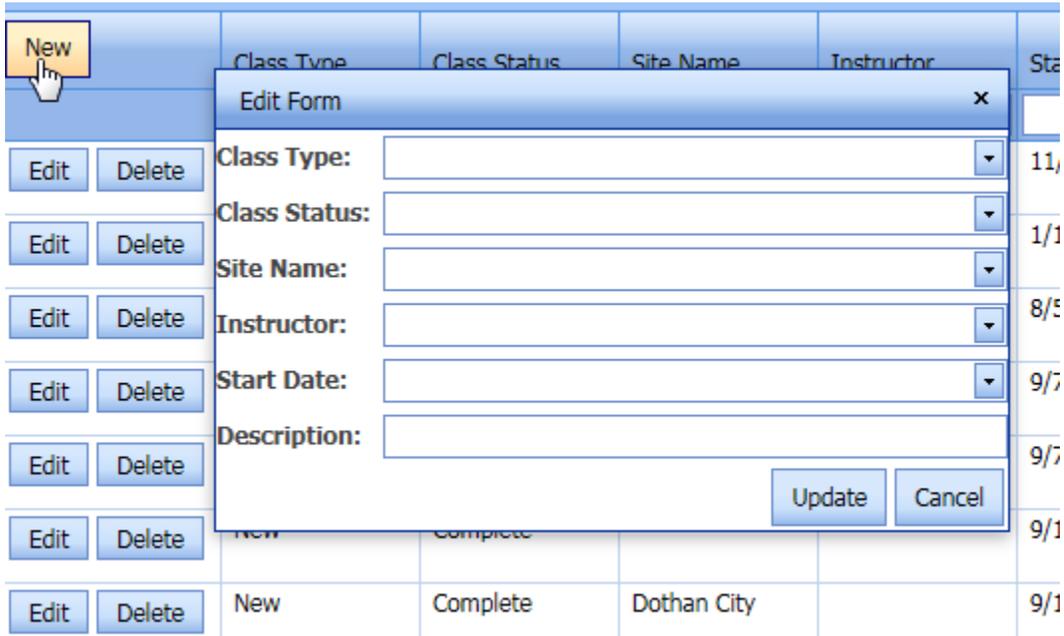
To Add, Update or Delete a Class:

Point to Admin and Select Class Manager:



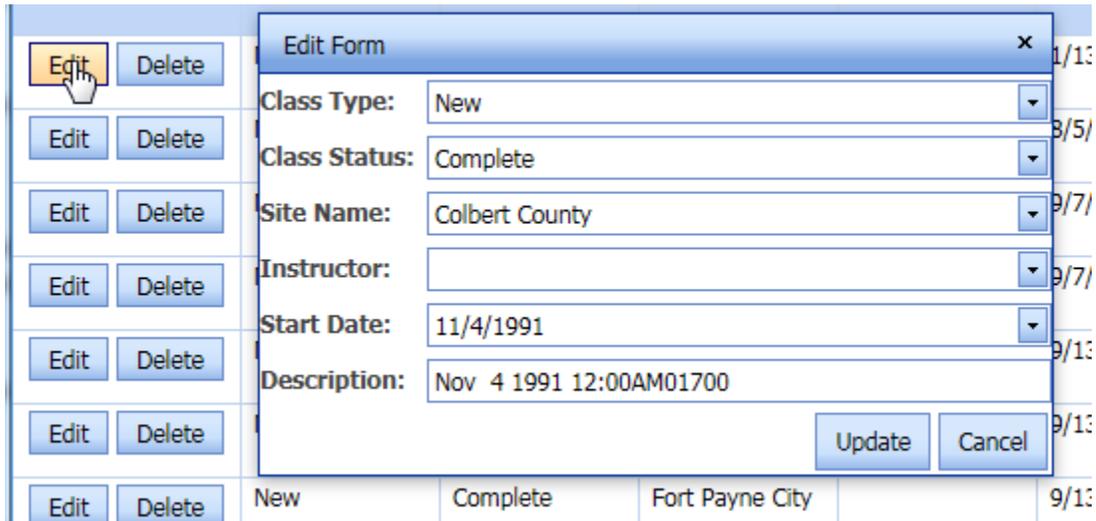
Application Guide

To Add New Class Click NEW:



Select all fields and Click Update.

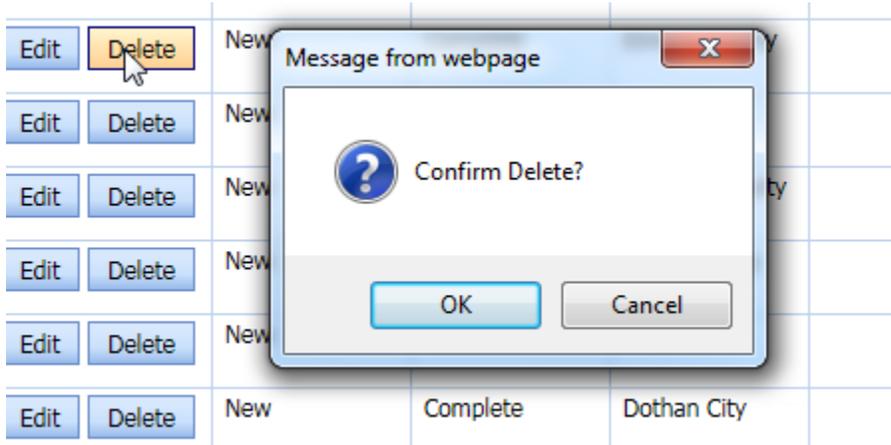
To edit an existing Class: Click Edit



Update any field and click Update.

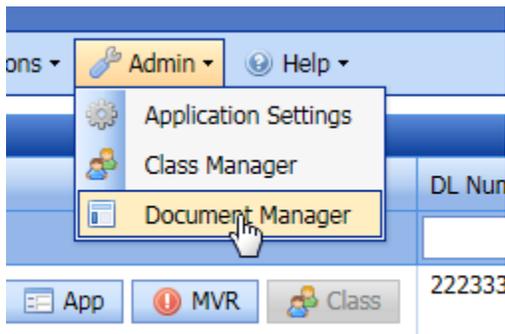
Application Guide

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

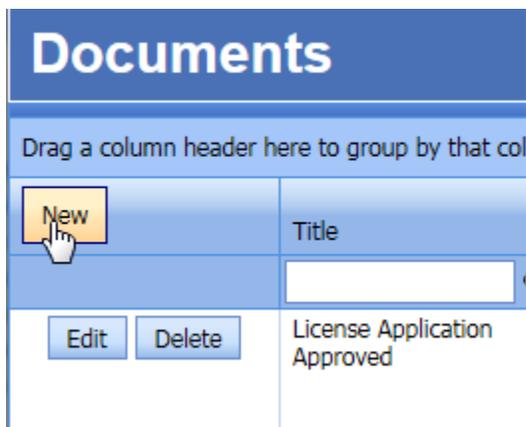


To Add, Update or Delete Documents:

From Admin select Document Manager

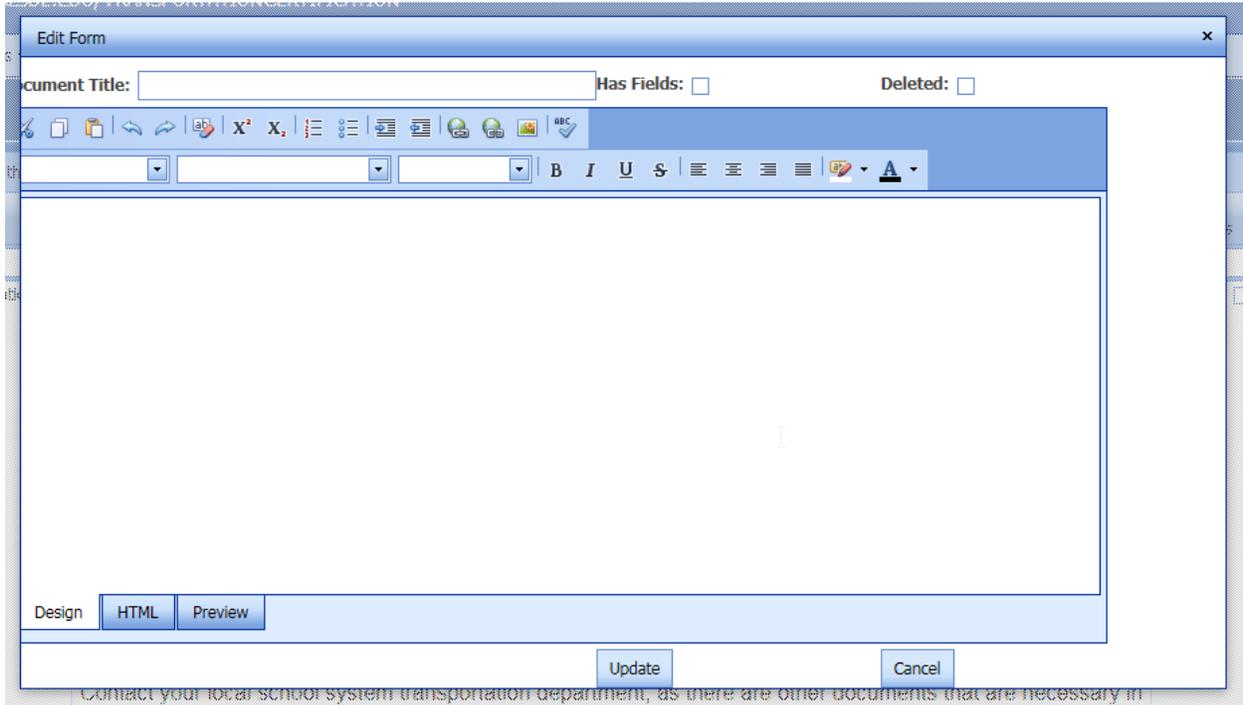


To add new document: click New

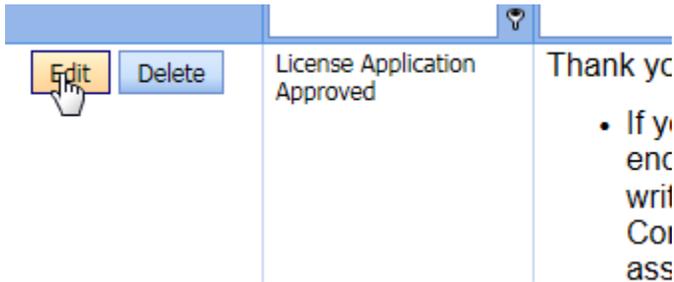


Application Guide

From Edit Form window create document and click Update to finish

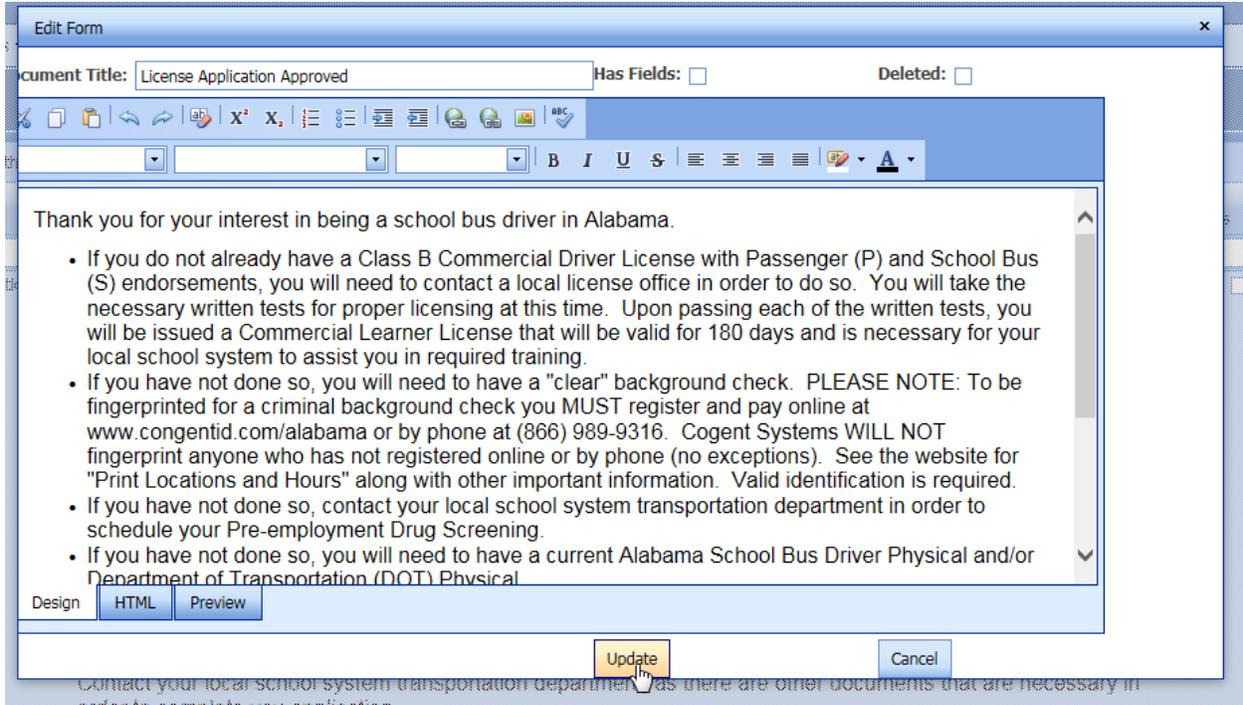


To update an existing document: click Edit



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

