New Bus Driver Procedures

1. Online Theory: this part will aide you in passing your CDL. I will send in a request and Calhoun College will get you signed up. I will need license number, phone number, email,

2.Go to State Trooper Office in Sheffield and obtain a CDL Manual, or download the manual from: http://driving-tests.org/alabama/al-cdl-handbook/ Study the Following Sections in preparation for the Test:

Passenger Section, Air Brake Section, General Knowledge Section, School Bus Section

3. When ready, return to the State Trooper Office in Sheffield and take the written test. You should receive a CDL Learners Permit.

4. Complete a background check: USA.fieldprint.com You will need an AIM account.

5. Come in to the office at the Board of Education 355 County Road 61 Florence, Al and I will set up your accounts with ALEA and the Federal Motor Carrier. This step is important to complete as quickly as possible.

6. I will set up a drug test with Valley Screening. LCBOE pays for the Drug Test only.

7. We will then schedule days and times for a mandatory training of 12 hours before being placed into the new driver class. I will also give you a lot of information to help you learn how to operate the bus safely and correctly. We take the safety of our students very serious.

7. After training with Lauderdale County Transportation trainers, attend a 3day school that the State Department of Transportation provides and take the driver's test and the road test.

8. After passing the above tests, return to the State Trooper Office in Sheffield and purchase the CDL License.

9. Inform the Lauderdale County Transportation Supervisor that all of the above criteria have been met and you will be ready to drive.

I look forward to working with you and having you on our Transportation Team!

Transportation Supervisor: Brenda Dison

256-760-1300 Ext: 10013 Cell: 246-443-6846

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