

New Bus Driver Certification Process

- ❖ Fill Out An Application At www.alsde.edu/teachinalabama. While Filling Out The Application, Select **District 4** And **School Bus Driver** In The Drop Down Menus. At The End Of The Application, When You Are Ready For Your Application To Be Submitted, Check The Box That Says, “Post My Application For Schools To Review”.
- ❖ Study The CDL Manual. A Full Version Is Available Online At: www.dps.state.al.us
- ❖ Take The CDL Test (At least 2 Weeks Before Attending the New Driver Class)

CDL Cost: \$25.00 (Testing Fee) + \$36.25 (Learner’s Permit)
- ❖ After Passing The CDL Test, You Will Receive A **Third Party Tester Form and a Learner’s Permit**.
- ❖ Bring Your **Third Party Tester Form, Learner’s Permit, Driver’s License And Social Security Card** To The Transportation Office For Copies To Be Made.
- ❖ The Transportation Office Will Give You The Dates For When And Where The New Bus Driver’s Certification Classes Are Held. (Class Hours Are 9:00 am ‘til 1:00 pm, Monday Thru Wednesday With Thursday And Friday Typically For Pre-Trip And Road Trip Testing)
- ❖ Schedule Training - 4 Hours Of Training Is Required Before Class. (Hoover City Schools Require 12 Hours Of Training)
- ❖ After Training, Your Driver Trainer Will Give You A School Bus Driver Training Certificate Showing How Much Training You Have Had Before Class. You Will Take This Form To Class With You, Along With Your Third Party Form And Your Learner’s Permit.
- ❖ After Passing Your Written Test, Pre-Trip Test And Road Test, Take Your Third Party Tester Form And Learner’s Permit Back To The CDL Office.
- ❖ Tell Them You Want A: **“Class B CDL License” With “P” Passenger Endorsement And “S” School Bus Endorsement.**

Class “B” License Cost: \$56.25
- ❖ Bring Your Temporary CDL License Back To The Transportation Office For Copies To Be Made.
- ❖ See Cathy or Sissy: They Will Send You To The Board Office To Pick-up A New Employee Packet (Fill Out And Return To Central Office ASAP) And Set Up Your Background Check And Drug Test.
- ❖ The Transportation Office Will Notify You When You Are Cleared To Set Up For An Interview.

For CDL Test:

Directions to Shelby Co DMV:

Take I-65 South To Exit 242. Turn Left On Hwy 52. Go ¼ Mile, Turn Left On Hwy 35 And Go ¼ Mile. Building Services Is On The Right.

Directions To AL State Troopers Office From Hoover:

908 Bankhead Hwy. – 1st Floor. Take I-65 N. To I-59 S. Toward Tuscaloosa. Get Off At The First Exit – Arkadelphia Road. Go Right At The End Of The Exit Ramp. State Troopers Office Is About 2 Miles On The Right.

For Bus Class:

Directions to Jefferson Co. (Keytona) From Hoover: (2513 Cedar Hill Drive, Birmingham, AL 35217)

Take I-459 N. To I-65 N. Then Take I-59 N. To The Tallapoosa Street Exit. Turn Right Onto Tallapoosa Street. Go Several Miles Until You Pass The Cummins Diesel Repair Shop. Go Across The Bridge And Take A Left At The First Red Light. Follow The Bus Shop Signs.

Directions To Shelby Co. Bus Shop From Hoover:

Take I-65 S. To Exit 238. Turn Left Onto Hwy. 31. Go Several Miles And Turn Left On Co. Road 26. Go About 10 Miles And Turn Left Onto Hwy. 70. Turn Left Onto Industrial Parkway. Follow The Bus Shop Signs.