

BUS DRIVER APPLICATION PACKET



Alabama State Department of Education

Educator Certification Section

Registering for a Criminal History Background Check with Fieldprint

Applicants will need:

- A computer, tablet or smartphone with internet access
- A valid email account
- Established AIM account
- ALSDE ID#
- Fee of \$44.95 paid by debit, credit or PayPal account (prepaid debit or credit cards are acceptable)
- Ability to provide commonly known personal information (SSN, DOB, DL#, height, weight, etc.)

Be sure to follow the required sequence below. If not, the process will not be completed successfully.

Step 1: Create an AIM Account

Step 2: Complete Background Check Registration in AIM

Step 3: Create Fieldprint Account

Step 4: Complete authorization forms, schedule appointment, and pay fee Step 5:
Report on fingerprint appointment.

ALABAMA STATE DEPARTMENT OF EDUCATION

ALSDE IDENTITY MANAGEMENT (AIM)

In your internet browser go to: <https://aim.alsde.edu/index.aspx>

1. Click on the 'Need an Account' button at the bottom of the screen
2. Enter a valid email address and click the 'Create Account' button
3. Confirm account creation (You will receive a confirmation email with instructions to complete the account creation. Click on the link sent to you in the email confirmation.)

The email should look like this:

This address recently requested to create an ALSDE AIM account. If you did not initiate this account creation, please delete and ignore this message.

If you want to create an account, please open the link below (or cut and paste into your favorite internet browser) to confirm your ownership of this account.

<https://aim.alsde.edu/aim/index.aspx?et=e22a52d-b0c8-4dc0-caac12e49669>

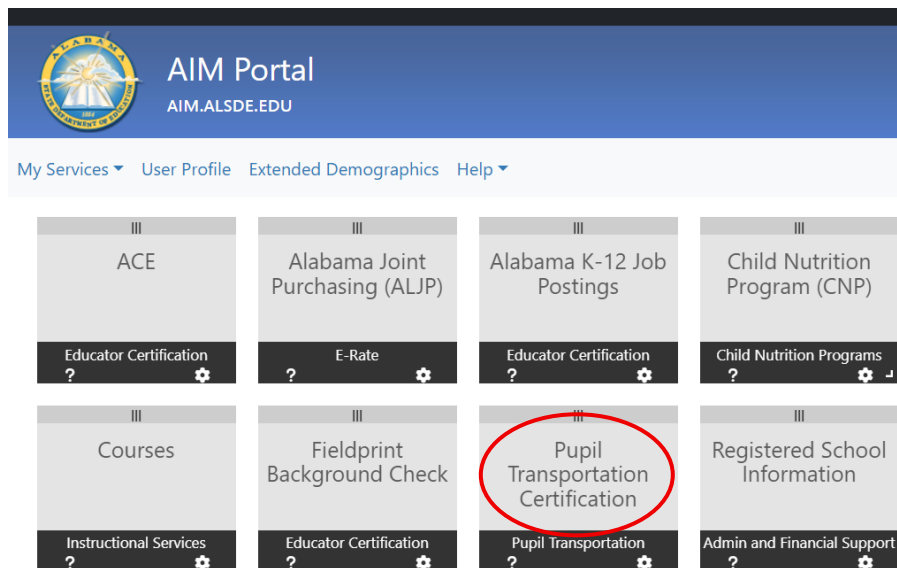
Please contact the ALSDE help desk during normal business hours by emailing helpdesk@alsde.edu or by calling 334.353.1250.

This email was sent from a notification-only address that cannot accept incoming mail. Please do not reply to this message.

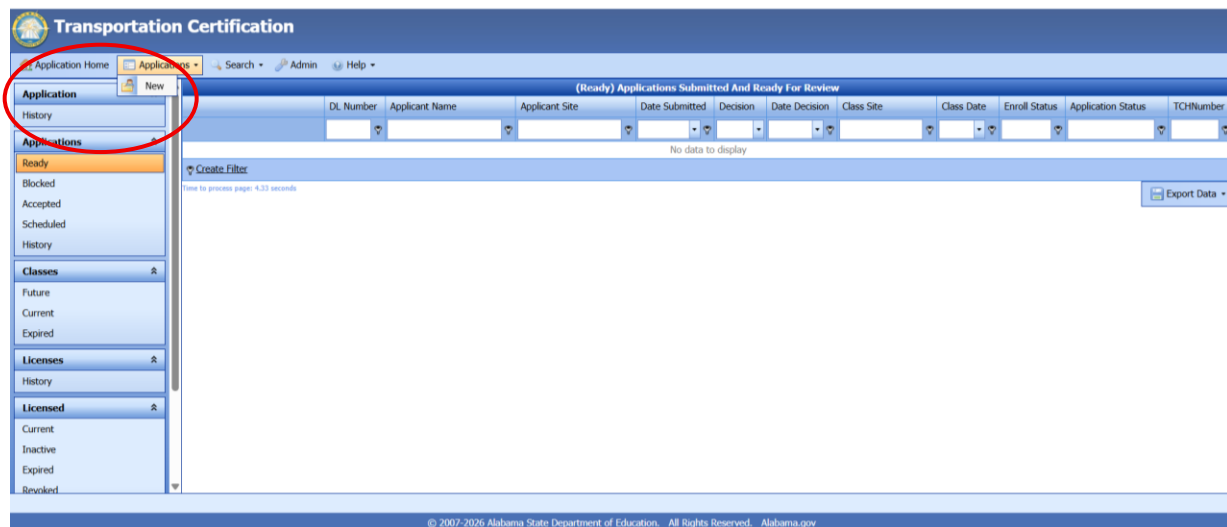
4. Complete the account creation by filling in the blanks
5. Click 'Create Account' button (Notate the login information for future reference)
6. Answer the three security questions (The drop-down box beside each field will give you different questions to choose from)
7. Click on the 'Save Answers' button once the answers have been entered.
8. Click each box on the AIM Login Confirmation Screen
9. Click the 'Continue' button

1. How do I get started?

To begin you log into your AIM account and update your profile then click the 'Pupil Transportation Certification' tile



After you have successfully updated your AIM profile and clicked on the 'Pupil Transportation Certification' tile you will be taken to a page that looks like the one below:



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

Personal information and contact information should be prefilled from the information you entered for 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:

Address Line 1: Address Line 2:

City: County: State: Zip-5: Zip-4:

Drug Test Results

Add Drug Test	Results	Date Created
No data to display		

Contact Info

Home Phone #: Cell Phone #: Work Phone #:

Email Address:

Driver Info

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](#).

DOB #: State: Expiration Date:

Physical Date: Physical Expiration Date:

Fill in Driver Info and Personal Background Report. Then Click Submit on the bottom of the application.

Click the 'I Accept' button to finish the submitting process, then click 'OK'

You can review your application at any time by going to Application, click History and click the 'App' button.

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

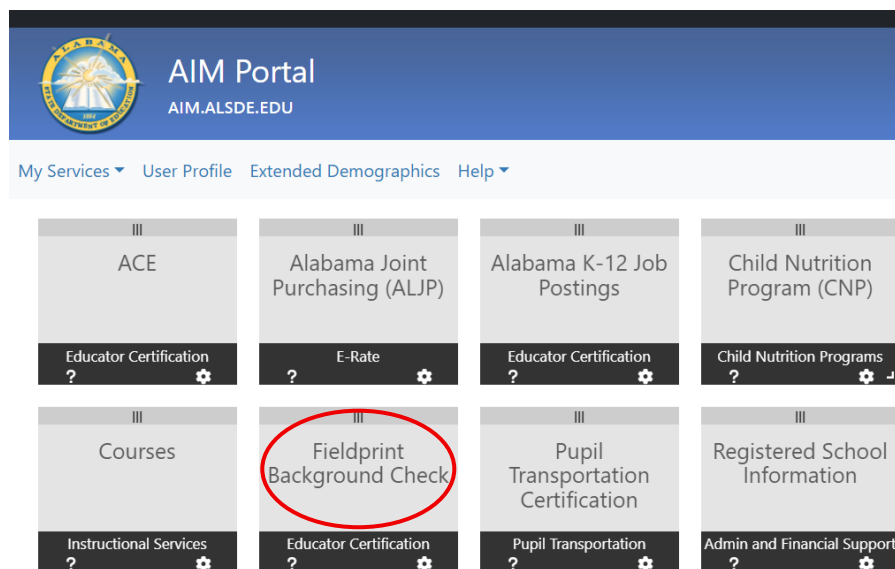
Thank you for your interest in being a school bus driver in Alabama.

- 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 Learners License that will be valid for 180 days and is necessary for your local school system to assist you in the 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 <https://alabama.fieldprint.com/> Fieldprint 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 your application.

Alabama State Department of Education
Pupil Transportation Section
PO Box 302101
Montgomery, AL 30130

Login to your AIM account and select the 'Fieldprint Background Check' tile as shown below. Please have your ALSDE ID# that was assigned in AIM for this section when attempting to schedule an appointment with Fieldprint.



1. Click the 'Set' button under Educator Certification and Criminal Background Checks.
2. Enter Race and Ethnicity details and click the 'Save' button and then click the 'Continue to Citizenship' button.
3. Enter Citizenship details and click the 'Save' button and then click the 'Continue to Phone Numbers' button.
4. Enter Phone Number details and click the 'Continue to Home Address.' **Note: At least one phone number is required for registration.**
5. Enter/Edit Home Address details and click the 'Continue to Characteristics' button.
6. Enter Characteristics and click the 'Save' button and then click the 'Continue to Birth Details' button.
7. Enter Birth Details and click the 'Save' button and then click the 'Continue to Background Details' button.
8. The applicant will select the reason they are seeking the background check.
9. Next the applicant will select the type of institution they are seeking employment with, the name of the institution, and answer questions regarding convictions.
10. Applicant answers questions regarding convictions and then clicks the 'Save' button and then click the 'Continue to FBI Demographics.' **Note: If the applicants select 'YES' a pop-up message will be displayed informing the applicant to send additional information to the ALSDE.**
NOTE: A 'Yes' response DOES NOT prevent the applicant from completing registration.
- 11.

12. Enter State Identification details and click the 'Save' button and then click the 'Continue to RSA ID' button.
13. If the applicant has an RSA ID number, enter in the appropriate field. If not, simply click 'No' and then click 'Continue' button to complete your AIM registration.

Applicants will be leaving the **Alabama State Department of Education** and going to **Fieldprint**. **Note: Applicant will need their ALSDE ID for this section.**

1. On the Fieldprint screen, click the 'Sign Up' button to begin.
2. User will review Fieldprint Authorization form and click the 'I Agree' button.
3. User enters information to create Username, Password and Security Questions and click the 'Continue' button. **Note: Please record your password and security questions and answers securely. Answers to security questions cannot be duplicated.**
4. Following the completion of the CREATE ACCOUNT screen the user will be taken to the 'Verify Account' screen. **Note: An 8-digit code will be sent to the email account entered on the previous screen. Enter the 8-digit code and click the 'Complete Registration' button.**
5. User is now taken to the Login screen. Click the 'Log In' button to continue with registration.
6. Provide the answer to the security question and click on the 'Continue' button. **Note: This Question & Answer was created during the account creation with Fieldprint.**
7. The applicant should simply scroll to the bottom of the page to find 'AL-Department of Education' and then click 'Continue with this Reason.' **Note: If any other reason is selected the results will not be sent to the ALSDE and the applicant will need to repeat the registration process correctly.**
8. Enter ALSDE ID, Last Name and DOB and click the 'Continue' button.
9. Enter contact information and then click the 'Continue' button.
10. Review AL DOE Release form and click in the 'I agree' box and then click the 'Continue' button.
11. Review FieldPrint Biometric Disclosure form and click in the 'I agree' box and then click the 'Continue' button.
12. Review the FBI Noncriminal Justice Applicant Privacy Statement and click in the 'I acknowledge' box and then click the 'Continue' button.
13. Review the Privacy Act Statement and click in the 'I acknowledge' box and then click the 'Continue' button.

Scheduling your appointment and making your payment. Enter your full address, city, state and click on the 'Find' button to find the Fieldprint locations nearest you. Next click the 'Find Availability' button to schedule an appointment time. **Note: The business name, address and other information that is displayed.**

14. Click the 'Part of day' button and time of requested appointment and then click the 'Continue' button.
15. Click the 'Debit or Credit Card' button or the 'PayPal' button as your payment option. Enter your payment information and then click on the 'Continue' button.
16. Review the appointment details and log out. **Note: An email confirmation of the appointment will be sent to the email address on the account. The email will include a list of approved forms of identification that must be presented during your fingerprint appointment. Be sure to review procedures for canceling an appointment, if necessary.**

Requirements to Drive a Public Service School Bus in Alabama

Anyone twenty-one years or older wishing to drive a school bus in the state of Alabama must obtain a Commercial Driver License (CDL) and certification to drive an Alabama school bus through the Alabama State Department of Education (ALSDE).

HOW TO GET A CDL

To receive a CDL to drive a school bus, a prospective school bus driver must secure a Commercial Learner Permit (CLP). The CLP can be secured from any CDL office in Alabama. The CLP is given to drivers who do not currently hold a CDL, need to upgrade their CDL, or need to add passenger (P) or school bus (S) endorsements. To be issued a CLP, prospective school bus drivers must pass four written CDL tests at the CDL office. These tests include General Knowledge, Air Brakes, Transporting Passengers, and School Buses. CLP's must be obtained 14 days prior to class attendance.

Study materials for these four tests can be found in the Alabama Commercial Driver License Manual. This manual can be secured from any local driver license office or any CDL office. In preparation for the four tests noted above, the prospective driver should study sections 1 – 5 and section 10 in the CDL manual. There is a fee for taking the written tests. There is no fee for performance testing by ALSDE Examiners. Upon passing these written tests, the prospective driver will be issued a CLP. CLPs are valid for 180 days and may be renewed one time.

The prospective driver must bring their CLP to the ALSDE New School Bus Driver Certification Class, along with their Base Driver License. Entry Level Driver Training must be completed for the appropriate CDL class, passenger endorsement and school bus endorsement (theory, btw-range & public road).

HOW TO OBTAIN CERTIFICATION TO DRIVE AN ALABAMA PUBLIC SCHOOL BUS

To receive certification to drive an Alabama public school bus, a prospective school bus driver must meet the following requirements:

1. Establish an AIM account and be put on a class roster with the TCCSS Transportation Department.
2. Complete Entry Level Driver Training for each additional Class and Endorsement attaining through Theory and Behind the Wheel-Range and Public Road.
3. Attend a 12-hour ALSDE New School Bus Driver Certification Class taught over a period of three days. Normally, a portion of a fourth day is required for performance testing.
4. Score at least 80% on a written test given at the conclusion of the three-day class.
5. Pass a three-part performance test including:
 - (a) Pre-trip inspection of a school bus.
 - (b) Basic Control Skills Tests. These are straight-backing, off-set backing, and alley docking.
 - (c) On-the-Road Driving Skills Test with at least 80% mastery.

All four tests must be passed in consecutive order, beginning with the written test and ending with the on-the-road driving skills test. Once a test is passed, it will not have to be retaken in order to gain initial certification. **All prospective drivers will be allowed only one failure during the process of these four tests.** If any of these four tests are failed, the prospective driver will have an opportunity to start again with whichever test they fail. They will have the opportunity to be retrained and attempt the failed test, along with all remaining tests, later. **If the driver fails any of the tests on their second attempt, they will not be allowed to continue and will not be eligible to become an ALSDE Certified School Bus Driver.**

To enroll in an SDE class and be performance tested, all prospective drivers must be assigned to the SDE new driver class by a local school system transportation supervisor.

All CDL performance testing for public school bus drivers is done by ALSDE Examiners.

iv - Alabama School Bus Driver Handbook

Alabama Law Enforcement (ALEA) Office Tuscaloosa

Days open: Monday – Saturday

Hours open: M-F 7 a.m. – 4 p.m.

Saturday 7 a.m. – 3 p.m.

Lunch taken daily from 12:30 p.m. to 1:30 p.m.

Address: Trooper Post, 2645 Skyland Blvd., E, Tuscaloosa, AL 35405

Phone: 205.553.0729

Bus Driver Physical: The cost of the physical can range from \$75.00 - \$150.00 depending on where you go to obtain the exam.

Document Requirements:

- Current driver license
- Social Security card
- 2 Proofs of Principal Residence
- If transferring from out of state, applicant must present one document from the 'primary' list (in addition to the Social Security card)
- Current Department of Transportation long medical form (unless medically exempt)
- Transportation Security Administration background check if transferring or obtaining a hazardous materials endorsement
- If not a U.S. citizen, applicant must legally be in permanent status in the United States and domiciled in Alabama
- Skills test if upgrading a license or first-time applicant (test by appointment only; \$20 skills test fee)
- Proof of auto insurance

CDL Cost: \$25.00 testing fee (\$15.00 to re-take any test that you do not pass)

\$66.25 to purchase class 'A' license

\$56.25 to purchase class 'B' license

\$36.25 to purchase class 'C' license

\$36.25 to purchase commercial learner permit (CLP)

Alabama School Bus Driver Physical Exam Form: (Included in your packet) or can be found online at (www.alabamaachievers.org).

DOT Medical Card: If you choose to do the DOT Physical Exam, you will get that form from the physician performing the exam.

*If a CDL is being issued for the first time, or upgrading, a CLP will be issued first and must be held for at least 14 days before testing for the CDL.

Additional Documentation Information

Social Security Verification

- Social Security Card (original) – required of all applicants who have been assigned and/or are eligible for the assignment of a Social Security number by the Social Security Administration.
- U.S. military form DD214
- Medicare/Medicaid Identification card (if Social Security number is followed by the letter 'A')
- W2 tax form

Proof of Principal Resident Documents

- Voter Registration Card
- Residential Mortgage Contract
- Current Lease or Rental agreement for housing
- Proof of payment of residential property tax (homestead)
- Previous year tax returns bearing applicants' address
- Vehicle registration bearing applicants name and address
- Utility bill (water, gas, or electric bill) less than 90 days old
- Any State or Federal Court documents indicating residence address
- School enrollment documentation
- Defense Department Form 214 (Report of Separation)
- Sex offender registration documents
- Current Homeowners insurance policy with name and address
- Social Security benefits statements/summary mailed to physical address
- U.S. or State Government check or other document mailed to applicants' physical address
- Military Orders documenting duty station and place of residence

**If utility bills or other similar documents feature the name of the applicant's spouse or parent, the applicant must produce a marriage certificate or birth certificate verifying residence address.*

TUSCALOOSA COUNTY SCHOOLS TRANSPORTATION DEPARTMENT

GETTING STARTED – NEW DRIVER TRAINING PROGRAM RESOURCES

Commercial Driver License Manual:

<https://www.alea.gov/sites/default/files/inline-files/cdlmanual.pdf>

Test Preparation Information:

- Upon completion of all training, you will earn a Class B CDL with P & S endorsements, as well as your AL School Bus Operator's Certificate. To get started with training, you will need to obtain your Learner's Permit. You will need to take the following tests to obtain your CDL-P with passenger and school bus endorsements: **General Knowledge, Air Brakes, Passenger & School Bus.**
- The ALSDE State endorses <https://m.cristcdl.com> as a good test pre website.
- Another site for practice tests is www.epermittest.com. Choose your state, scroll down to General Knowledge Test and locate the various Alabama CDL Practice Tests.
- There are numerous apps for both iOS and Android devices available. Search for CDL Test Prep to locate the different apps. Whichever app you choose, be sure that it allows you to choose your state.
- Via any search engine, enter keywords such as Alabama Commercial Driver License practice test general knowledge, air brakes, passenger endorsement and school bus. You will locate several practice tests, as well as YouTube videos to help you prepare for each required test.
- Studying with the Commercial Driver License Manual you will need to focus on chapters 1 – 5, 10 – 13. As you read/study each chapter, complete the Subsection and Section Reviews entitled, "Test Your Knowledge."
- The testing fee is \$25 for all tests needed for your permit. Should you fail any of the tests, there is a \$15 retest fee.
- As you take each test, skip any questions that you are not sure of the correct answer. Once you complete all questions in the test battery (if you have not already answered 80% correctly), the questions skipped will be brought up to you again. When you begin to see the repeated questions, you will need to make your best guess for the answer. Once you have answered 80% correctly, the test will shut off, and you have passed that portion.

School Bus Endorsement Section Only (Section 10) –

<https://www.alabamaachieves.org/wp-content/uploads/2021/04/Commercial-Driver-License-Manual-Chapter-10-School-Bus-Endorsement.pdf>

Alabama DHR Child Abuse/Neglect “Erin’s Law”

Mandatory Reporting and Required Training

As a school employee or substitute, you are required by law to report any suspected child abuse/neglect to your local Department of Human Resources (DHR). Everyone can make a report, not just the school counselor. Our local DHR has requested that the person making the report should be the FIRST person that the child has talked to about an incident or anyone whose suspicions have been raised regarding the health/safety of a student.

We ask any time that you make a report that you make the local school counselor aware of the situation. (If a DHR worker is sent to the school to investigate, they typically do so through the school counselor’s office.)

When making a report, always try first to call DHR (**205.554.1100 or 205.554.1116 or 205.554.1117**), although it is sometimes difficult to get through by phone. If that is the case, there is a form that can be filled out and faxed to DHR. The Alabama DHR website states that reports should **NOT** be emailed. Blank forms will be in one of the mailboxes in the teacher’s workroom directly behind the main office. If you fax a report, please give the school counselor a copy of the report.

If you need assistance or support when reporting suspected abuse/neglect, please don’t hesitate to let the counselor know! He or she will be glad to help in any way that they can.

Interactive Training for “Erin’s Law”

All faculty/staff/substitute personnel are required to complete interactive training about mandatory reporting. **You will receive professional development time for completing this training if needed for certification purposes.**

Directions:

Go to <https://aldhr.remote-learner.net/>

Read the general information on this page, then click ‘Get Started’

Select (current year) Child Abuse Mandated Reporter Training

Create a new account

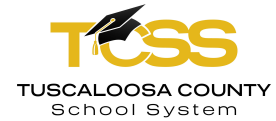
Complete all portions of the training (doesn’t have to be completed all at once).

Print a copy of your Erin’s Law Certificate of Completion (required) and save a copy for your files.

Certificate of Completion must be sent to the TCSS Transportation Department to become part of your personnel file. You may fax to 205.247.4189 or emailed to

dsanford@tcss.net.

Application for Employment
(Non-Instructional Classified Support Positions)



Personal Information			
Last Name		First Name	Middle Initial
Birth Date		Social Security Number	
Address	City	State	Zip
Home Phone Number	Cell Phone Number	Email Address	
Employment Preference			
Position(s) you are applying for:			Available start date

Educational Background			
High School Name	Location	Years Attended	Diploma/GED
Vocational School Name			Diploma/Certification
College Name			Degree Awarded
College Name			Degree Awarded

Employment History (A resume may be attached for this section) – Start with most recent position		
Employer (1)	Job Title	Dates Employed
Supervisor	Phone Number	Email Address
Address	City	State, Zip
Currently working in this position? ☐ Yes ☐ No	Reason for Leaving	Status ☐ Full-Time ☐ Part-Time ☐ Temporary
Briefly describe your duties and accomplishments		

Application for Employment

(Non-Instructional Classified Support Positions)

Employer (2)	Job Title	Dates Employed
Supervisor	Phone Number	Email Address
Address	City	State, Zip
Currently working in this position? ☐ Yes ☐ No	Reason for Leaving	Status ☐ Full-Time ☐ Part-Time ☐ Temporary
Briefly describe your duties and accomplishments		

Employer (3)	Job Title	Dates Employed
Supervisor	Phone Number	Email Address
Address	City	State, Zip
Currently working in this position? ☐ Yes ☐ No	Reason for Leaving	Status ☐ Full-Time ☐ Part-Time ☐ Temporary
Briefly describe your duties and accomplishments		

Employer (4)	Job Title	Dates Employed
Supervisor	Phone Number	Email Address
Address	City	State, Zip
Currently working in this position? ☐ Yes ☐ No	Reason for Leaving	Status ☐ Full-Time ☐ Part-Time ☐ Temporary
Briefly describe your duties and accomplishments		

References (at least two must be work-related)

Name	Relationship to applicant	Phone Number	Email Address

Application for Employment
(Non-Instructional Classified Support Positions)



CERTIFICATION OF APPLICATION FOR EMPLOYMENT

Please read the following statements carefully and initial the boxes as confirmation of your having read and accepted these conditions:

_____ I certify that, to the best of my knowledge, all information provided by me on this employment application and all other information provided by me in the course of applying for employment with the Tuscaloosa County School System is truthful, accurate, and complete.

_____ I consent to the submission of my fingerprints to the Alabama Bureau of Investigation and the Federal Bureau of Investigation for reports on my criminal history, and I consent to the release of such criminal history background information to the State Department of Education and any local board of education with whom I seek employment. I hereby release the Alabama State Department of Education, the Tuscaloosa County School System and its employees, representatives, and agents thereof from any and all liability claims or damages for the acquisition and use of information obtained from these sources or developed as a result of contacting the previously named sources.

_____ Alabama school boards are required by state law to verify the employment eligibility of newly hired employees by using the federal E-Verify program. New employees are required to provide a Social Security number, an unexpired identity document that contains a photograph, and other acceptable documents that establish employment eligibility. In addition to determining whether a new hire is authorized to work in the United States, E-Verify will confirm that the employee's name and Social Security number match.

_____ I hereby authorize the Tuscaloosa County School System with whom I seek employment to obtain information relating to my current and previous employment, education, personal history records, military service records, and criminal history records.

_____ I hereby authorize the release of any information relating to my current and previous employment, education, personal history records, military service records, and criminal history records. I fully waive any rights or claims I have against the organization(s), its employees, representatives, and agents providing such information from any and all liability claims or damages that may directly or indirectly result from the use, disclosure, release or omission of any such information by any person or party.

_____ I understand that, if employed in a position that requires driving as one of the tasks, it is my duty to immediately advise my department head in writing of all traffic accidents and/or driving violation citations I have received or may receive in the future. Furthermore, it is my duty to immediately advise my department head in writing of changes in my health condition that may present a threat of harm to my own health or safety, or to the health and safety of others. Failure to comply may be deemed just cause for termination by the local board of education. I further understand that every local board of education within Alabama has a vital interest in maintaining safe, healthful, and efficient working conditions for its students, the public, and vehicle operators. Using or being under the influence of alcohol and/or drugs on the job is illegal and may pose serious safety and health risks not only for the user, but to all those who come in contact with the user. The possession, use or sale of alcohol or an illegal drug poses unacceptable risks to safe, healthful, and efficient operations.

_____ (If required by job description)

- a. I hereby understand and agree to submit to pre-employment alcohol and drug testing, pursuant to the Code of Federal Regulations (49 CFR §382), which requires CDL drivers who wish to be considered for employment to submit to pre-employment alcohol and drug testing.
- b. I understand that any CDL driver applicant who is unwilling to agree to these conditions should not apply for employment to any board of education or specialty school within Alabama.
- c. I understand that a positive alcohol and/or drug test, or a refusal to test, will result in an application for employment no longer being considered or a withdrawal of an offer of employment, if an offer has been made.

The Tuscaloosa County School System does not discriminate on the basis of age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.

Your application once submitted, become the property of the Tuscaloosa County School System and are public records. Your application will be kept on file for one year.

Applicant Signature: _____ Date: _____



Transportation Department

PERMISSION TO OBTAIN DRIVING RECORD

I understand that as a normal part of the hiring process the driving records of all prospective employees are reviewed. In addition, I understand that my driving record is subject to future, periodic reviews. By completing and signing this form, I give permission to you and your insurance company to obtain and review a copy of my driver's license (MVR) record both now and in the future. Please include a copy of your driver's license and social security card with this permission form.

Please print.

First Name

MI

Last Name

Address

City

State

Zip Code

Date of Birth

Driver License #

State Issued

Social Security Number

Cell Phone #

Federal Motor Carrier Safety Administration

DRUG AND ALCOHOL CLEARINGHOUSE

After obtaining your CDL Learner Permit or your actual CDL, you will need to register in the Clearinghouse. Instructions are in your packet. If you do not have access to a computer, we have one in our Driver's Lounge you may use.

After registering and after we have entered your information you will need to sign in to your Clearinghouse account and open the notification bell to give Tuscaloosa County School System Transportation Department consent to do a query. You must give the Tuscaloosa County School System Transportation Department consent before we can start your training.

Federal Motor Carrier Safety Administration

DRUG & ALCOHOL CLEARINGHOUSE



REGISTRATION: CDL DRIVERS

You must complete the registration process before you can respond to employer consent requests or access your driver record in the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse. The instructions below are for a driver who holds either a commercial driver's license (CDL) or commercial learner's permit (CLP).

Create a Login.gov Account

Accessing the Clearinghouse requires the creation of an account with login.gov, a shared service that offers secure online access to participating government systems, including the Clearinghouse. If you do not have a login.gov account, or would like to create a new one, you will need to follow the steps below.

During the login.gov registration process, after 15 minutes of inactivity, the current page will reset any information entered into data fields.

- 1 Visit <https://clearinghouse.fmcsa.dot.gov> and click **Register**.

FMCSA
Federal Motor Carrier Safety Administration

DRUG & ALCOHOL
CLEARINGHOUSE

Register Log In

My Profile Learn About Contact

Welcome to the Drug and Alcohol Clearinghouse

An online database that gives employers and government agencies real-time access to information about CDL driver drug and alcohol program violations.

Register >> Log In >>

Before You Register

Do you need help with registration?
Identify your Clearinghouse user role and find out what you will need to complete your registration.

Read More >>

This online database helps keep roads safer for all drivers by identifying, in real time, drivers prohibited from performing safety-sensitive functions, such as operating a commercial motor vehicle (CMV), due to a drug and alcohol program violation.

- Record
- Consent
- Query
- Safety

Learn More



2

On the login.gov sign in screen, click **Create an account**.

Or, if you already have a login.gov account, enter your email address and password on this screen, click **Sign In** and go to step 9.

The FMCSA Drug & Alcohol Clearinghouse is using login.gov to allow you to sign in to your account safely and securely.

Are you FMCSA or State Driver Licensing Agency personnel?
FMCSA enforcement and SDLA staff do not need to create a login.gov account to access the Clearinghouse. This includes staff from Departments of Motor Vehicles.
[Visit the Government User Login](#)

Email address

Password ☐ Show password

Sign in

Create an account

[Sign in with your government employee ID](#)

3

Enter your email address and click **Submit**. This is the email address the Clearinghouse will use to send you notifications about your Clearinghouse account. This email address will also be used to identify you in the Clearinghouse, and cannot be modified.

Enter your email address

Email address

Select email language preference
login.gov allows you to receive your email communication in English, Spanish or French.

☒ English (default)
☐ Español
☐ Français

Submit

4

Check your email and open the email from **no-reply@login.gov**, with the subject line **Confirm your email**.

Click **Confirm email address**, or copy and paste the link into a web browser.

LOGIN.GOV

Confirm your email

Thanks for submitting your email address. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours.

Confirm email address

https://secure-login.gov/sign-up/confirm/confirm_email_token=10c7450c-0009-44fa-a045-98ec5c5d5f3c&confirmation_token=qypG7-nNNQbu7f9T1y7A

Please do not reply to this message. If you need help, visit www.login.gov/help

[About login.gov](#) | [Privacy policy](#)



5

Create a password. This password must be at least 12 characters long. If the password you enter is not strong enough, you will not be able to continue. Enter a strong password and click **Continue**.

6

Select an option to secure your account and click **Continue**.

Login.gov requires the completion of a user verification process to ensure the proper person is using those credentials. You will need to provide a way for login.gov to send you a one-time security code. Follow the instructions for the method you select.

Backup codes should not be used as the primary authentication method unless none of the above methods are available to you, as they can only be used a limited number of times.



7

Enter your security code and click **Submit**. This code will be provided via the method you selected. The screenshot below illustrates the SMS phone method.

The screenshot shows the 'STEP 3 OF 4' of the login process. At the top, there are logos for 'LOGIN.GOV' and 'DRUG & ALCOHOL CLEARINGHOUSE'. The main heading is 'Enter your security code'. Below this, it states: 'We sent a security code to +1 123-456-7890 This code will expire in 10 minutes.' A red box highlights the 'One-time security code' input field and the 'Submit' button. Below the input field is a 'Get another code' button with a refresh icon. To the right of this is a checkbox labeled 'Remember this browser'. At the bottom, there is a link: 'Entered the wrong phone number? [Use another phone number](#)'. Below that is another link: '< [Choose another option](#)'.



8

You have created your login.gov account. Click **Agree and continue** to return to the Clearinghouse website and complete your Clearinghouse registration.

A screenshot of the login.gov registration page for the Drug & Alcohol Clearinghouse. The page has a light blue header with the 'LOGIN.GOV' logo and the 'DRUG & ALCOHOL CLEARINGHOUSE' title. A green success message at the top states 'Phone confirmed successfully.' Below this is a circular icon containing a user profile and a green checkmark. The main heading reads 'You are now signing in for the first time'. A section titled 'We'll share this information with The FMCSA Drug & Alcohol Clearinghouse:' lists the 'Email address' as 'sample20user20@gmail.com'. A disclaimer states: 'The FMCSA Drug & Alcohol Clearinghouse will only use this information to connect to your account'. At the bottom, a blue button labeled 'Agree and continue' is highlighted with a red rectangular border. A red line connects the number '8' in the instruction text to this button.



Register for the Clearinghouse

Once you have a login.gov account, you can complete your registration in the Clearinghouse. Follow the steps below to register as a driver.

9

Select your role (**Driver**), and click **Register as a Driver**. This includes any individual who is a student driver that is also an employee of a motor carrier. If you are a student driver in a training program that is not affiliated with or operated by a motor carrier, you must select the Student Driver role. View the [Student Driver Registration Job Aid](#) for step-by-step instructions.

View the blue box below for information about when to select the Register as an Employer and a Driver option.

Register as an Employer and a Driver

If you are a self-employed CDL driver (often called an owner-operator) and operate under your own USDOT number, select Register as an Employer and a Driver to register as a driver and register your company at the same time.

View the [Employers With Portal Accounts Registration Job Aid](#), the [Employers Without Portal Accounts Registration Job Aid](#), or the Interactive Registration Guide for step-by-step instructions to register as both a driver and an employer.

Select Your Role

The role you register as will determine which actions you are permitted to take in the Clearinghouse. Review the options below and select the option that best describes your role

☐ Student Driver

☒ Driver

☐ Employer

☐ Consortium/Third-Party Administrator (C/TPA)

☐ Medical Review Officer (MRO)

☐ Substance Abuse Professional (SAP)

I will:

- ☒ Respond to query consent requests (requests from employers to view Clearinghouse record).
- ☒ Review my electronic Clearinghouse record.

Are you self-employed?

If you are a self-employed driver (often called an owner-operator, typically a single-driver operation) operating under your own USDOT Number, you will need both the driver and employer roles in the Clearinghouse. Select **Register as an Employer and a Driver** to register as a driver and register your company at the same time.

Register as a Driver

OR

Register as an Employer and a Driver



10

Enter your contact information. All fields are required unless otherwise noted.
Your email address will be pre-filled with your login.gov username and cannot be modified.

Federal Motor Carrier Safety Administration

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Do you need help? Download step-by-step instructions for driver registration.
¿Necesita ayuda? Descargue las instrucciones para el registro de conductores.

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LOGIN.GOV
ROLE SELECTION
CONTACT INFORMATION
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STEP 3 OF 5

Contact Information

Enter your contact information below. All fields are required unless otherwise noted.

Name/Phone/Email

First Name

Middle Name (Optional)

Last Name

Phone Number

Alternate Phone Number (Optional)

Email Address (Login.gov Username)

Type

Type

Address (Physical)

Street

City

Country

State

ZIP Code

Address (Mailing)

☒ Same as Physical Address



11

Choose your preferred contact method and click **Next**.

Preferred Contact Method

Per § 382.707, FMCSA must notify a driver when information concerning that driver has been added to, revised, or removed from the Clearinghouse, and when information concerning that driver has been released from the Clearinghouse to an employer. Please indicate how you would like to receive these types of notifications from FMCSA. (Note: Additional notifications about your Clearinghouse account will be sent via email only.)

☒ **Email**
 Receive instant notifications when your information is updated in the Clearinghouse. Selecting this option will help you avoid unnecessary delays in responding to time-sensitive requests.

☐ **U.S. Mail**
 Letters will be sent via the United States Postal Service 3-4 business days after your information has been updated; please allow 2-3 weeks for delivery. Letters will be sent to the mailing address associated with your commercial driver's license (CDL).

Previous Next Cancel

If you select U.S. Mail, you will see a message asking you to confirm this selection. Keep in mind that notifications will include time-sensitive requests for actions you need to take in the Clearinghouse. Selecting U.S. Mail may result in delays in these notifications, which may impact your eligibility to perform safety-sensitive functions. Select either **Change to Email** or **Keep as U.S. Mail**.

Confirm Your Preferred Contact Method

Notifications will include time-sensitive requests for actions you need to take in the Clearinghouse. Selecting U.S. Mail may result in delays in receiving these notifications, which may impact your eligibility to perform safety-sensitive functions.

Change to Email Keep as U.S. Mail

Do you need help? Download step-by-step instructions for registration.

Country: United States State: Massachusetts



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Enter your **current** commercial driver's license (CDL) or commercial learner's permit (CLP) information. Click **Verify**. The Clearinghouse will verify this information against information in the Commercial Driver's License Information System (CDLIS).

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Do you need help? Download step-by-step instructions for driver registration.
¿Necesita ayuda? Descargue las instrucciones para el registro de conductores.

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4. Commercial Driver's License Information

Enter your **current** commercial driver's license (CDL) information below. This information will be verified against your information in the Commercial Driver's License Information System (CDLIS).

First Name

Last Name

Country
United States

State
Alabama

CDL Number

Date of Birth

Previous
Verify
Cancel



13

Once your CDL information is verified, you will not be able to edit it. Click **Next**.

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FAQ About Contact

Do you need help? Download step-by-step instructions for driver registration.
¿Necesita ayuda? Descargue las instrucciones para el registro de conductores.

1 2 3 4 5

LOGIN.GOV ROLE SELECTION CONTACT INFORMATION CDL TERMS & CONDITIONS

Success!
We have verified your CDL information.

4. Commercial Driver's License Information

Enter your **current** commercial driver's license (CDL) information below. This information will be verified against your information in the Commercial Driver's License Information System (CDLIS).

First Name Last Name

Country State

CDL Number Date of Birth

Previous **Next** Cancel

If the Clearinghouse cannot not verify your CDL information, you will be asked to check that you entered it correctly. Make any necessary corrections and click **Verify** again. You will have two chances to enter this information.

If your CDL information cannot be verified, you will need to [contact FMCSA](#) to resolve any potential issues. You may continue with your Clearinghouse registration, but you will not be able to review your driver record or respond to employer consent requests until your CDL information has been verified. You can update this information under "My Profile" in your Dashboard, once your Clearinghouse registration is complete.

To continue and complete your registration, click **Next**.



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Review the Clearinghouse Terms and Conditions. **Check the box** to affirm that the information you provided throughout the registration process is true and that you agree to the terms and conditions and click **I Agree**.

Note that the Clearinghouse terms and conditions may be updated on occasion.

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My Profile Learn About Contact

Print Page

LOGIN.GOV ROLE SELECTION CONTACT INFORMATION COMPANY INFORMATION DESIGNATE C/TPA CDL **TERMS & CONDITIONS**

STEP 7 OF 7 Terms and Conditions

FMCSA IT Rules of Behavior

As a user of the Federal Motor Carrier Safety Administration (FMCSA) Drug and Alcohol Clearinghouse, I understand that I am personally responsible for the use and any misuse of my system account and password. I also understand that by accessing a U.S. Government information system, I must comply with the following requirements:

1. The Drug and Alcohol Clearinghouse is authorized for official use only.
2. The Drug and Alcohol Clearinghouse may not be used (i) for a purpose that violates any Federal law; (ii) for mass mailings of personal messages/statements; (iii) for commercial purposes, financial gain, or to support "for profit" non-Government activities; or (iv) to engage in any DOT or FMCSA-discrediting activities (e.g., gambling; viewing of adult content). "FMCSA-discrediting activities" also include seeking, transmitting, collecting, or storing defamatory, discriminatory, obscene, harassing, or intimidating messages or materials.
3. FMCSA reserves the right to monitor the activity of any machine connected to its infrastructure.
4. Drug and Alcohol Clearinghouse is the property of the Federal Government and FMCSA owns the data stored in this system.
5. Non-public information that was obtained via the Drug and Alcohol Clearinghouse may not be divulged outside of authorized channels without the express permission of the owner of that information.
6. Any activity that violates Federal laws for information protection (e.g., hacking, spamming) is prohibited.
7. Users must lock the computer if they are away from the desk and use a password-protected screensaver to automatically lock the computer.
8. Drug and Alcohol Clearinghouse accounts are linked to your login.gov profile solely for the use of the individual for whom they were created. Your login.gov passwords or any other authentication mechanisms **must never** be shared or stored in **printed form** in any place accessible. If stored **digitally**, a password must not be stored in a clear-text or a readable format. You may store your login.gov "just in case" information in printed or digital form.
9. The Drug and Alcohol Clearinghouse uses login.gov to authenticate you. Login.gov has password format requirements and a password expiration policy that must be followed. Login.gov passwords do not expire because login.gov uses multi-factor authentication. Multi-factor authentication expires every 30 days. See <https://www.login.gov/help/changing-settings/turn-off-two-factor-authentication/> for more information.
10. Any security problems or password compromises must be reported immediately to the FMCSA Information System Security Manager at FMCSASecurity@dot.gov.
11. Users must protect all confidential/sensitive and privacy information from disclosure.
12. Hard copies of confidential/sensitive and privacy information must be shredded and destroyed.
13. I agree to accept any written communication from FMCSA relating to my participation on Drug and Alcohol Clearinghouse by electronic mail at the email address(es) I provide to FMCSA. Such electronic communication shall be complete upon its transmission by FMCSA.
14. I understand that Federal law provides for punishment under Title 18 of the U.S. Code, including a fine and up to 10 years in prison for the first offense for anyone who:
 1. Intentionally accesses a Government information system without authorization, or exceeds authorized access, and obtains information that requires protection against unauthorized disclosure.
 2. Intentionally accesses a Government information system without authorization, or exceeds authorized access, and impacts the Government's operation, including availability of that system.
 3. Intentionally accesses a Government information system without authorization, or exceeds authorized access, and alters, damages, or destroys information therein.
 4. Intentionally accesses a Government information system without authorization, or exceeds authorized access, and obtains anything of value.
 5. Prevents authorized use of a Government information system.
15. Users must only use Sensitive Personally Identifiable Information (SPII) on encrypted laptops, mobile devices, and storage media devices. SPII is a subset of PII which if lost, compromised or disclosed without authorization, could result in substantial harm, embarrassment, inconvenience, or unfairness to an individual. (e.g., DoB, SSN, and Driver's License).
16. Users of FMCSA IT systems using non-FMCSA furnished equipment to access FMCSA IT systems must install and maintain antivirus and anti-spyware tools on said equipment.

Drug and Alcohol Clearinghouse Terms of Use

I am capable and willing to comply with the requirements under of 49 CFR 382 Subpart G, Requirements and Procedures for Implementation of the Commercial Driver's License Drug and Alcohol Clearinghouse (Clearinghouse).

I agree to accept any written communication from FMCSA relating to the Clearinghouse by electronic mail at the email address(es) I provide to FMCSA or by physical letters sent via United States Postal Service, including any notice of proposed removal from the Clearinghouse and any information addressing my obligations as an authorized user of the Clearinghouse. Such communication shall be considered complete upon its transmission by FMCSA.

I understand that by utilizing the Clearinghouse, I am participating in covered transactions and am required to comply with the suspension and debarment regulations at 2 C.F.R. part 180 and that I am required to comply with the regulations at 49 CFR part 382. I certify that I will comply with the information use and disclosure requirements set forth in 49 C.F.R. part 382. I agree that I will not access information in the Clearinghouse without authorization; share, distribute, publish, or otherwise release information unless specifically authorized by law; and I will not report inaccurate or misleading information to the Clearinghouse. I understand that by submitting information to the Clearinghouse I am participating in covered transactions and that submitting false or misleading statements may subject me to administrative, civil, or criminal penalties, including prosecution under 18 U.S.C. § 1001 or government-wide suspension and debarment under 2 C.F.R. part 180. I understand that failure to comply with the Clearinghouse Rules of Behavior and Terms of Use may result in revocation of my Clearinghouse registration under 49 C.F.R. § 382.713.

I agree that I will obtain the driver's written or electronic consent before querying the Clearinghouse to determine whether a record exists or to obtain any of the types of information identified in 49 C.F.R. § 382.703. I agree that I will only access and use information obtained from the Clearinghouse to determine whether there is a prohibition on a driver performing a safety-sensitive function in accordance with FMCSA regulations and will not divulge or permit other persons to divulge the information for any other purpose. I understand that violations of §382.723 are subject to criminal and civil penalties in accordance with applicable law, including those set forth at §382.507.

I accept the FMCSA Privacy Policy ([see https://www.transportation.gov/dot-website-privacy-policy](https://www.transportation.gov/dot-website-privacy-policy)).

☐ I affirm that all the information provided is true and accept all of the terms above.

Previous I Agree Cancel

Your Clearinghouse registration is complete.

You will be directed to your Dashboard, a logged-in home page for your Clearinghouse activity. This is where you will come to respond to employer consent requests, review your Clearinghouse record, and make changes to your Clearinghouse account.

Federal Motor Carrier Safety Administration

DRUG & ALCOHOL CLEARINGHOUSE



Responding To Consent Requests

What is a consent request?

A consent request is how an employer asks for a CDL driver's permission to view his or her information in the Drug and Alcohol Clearinghouse. This would include access to information regarding any drug and alcohol program violations in your record.

I CONSENT

I DO NOT CONSENT

Per 49 C.F.R. § 382.703(a), no employer may query the Drug and Alcohol Clearinghouse to determine whether a record exists for any particular driver without first obtaining that driver's written or electronic consent.

How do employers request consent?

How an employer requests your consent depends on the type of query the employer is conducting.

- **For a limited query**, general consent is provided outside the Clearinghouse. This consent covers a period of time and the frequency of the limited query, which is specified in the employer's request form. You can view [a sample limited consent request form here](#).
- **For a full query**, specific consent is provided electronically in the Clearinghouse. This includes all pre-employment queries. See page 2 for details on this process.

For more information on the difference between limited and full queries, see the [Queries and Consent Requests Factsheet](#). You can also review the [frequently asked questions](#).

How will I receive a consent request?

CDL drivers will receive notification from FMCSA about employer requests for consent to full queries.

If you are registered for the Clearinghouse, the consent request notification will be sent via the method you selected as your preferred contact method, either email or U.S. Mail.

If you have not yet registered for the Clearinghouse, the consent request notification will be sent as a letter via U.S. Mail to the address of record associated with your commercial driver's license (CDL).

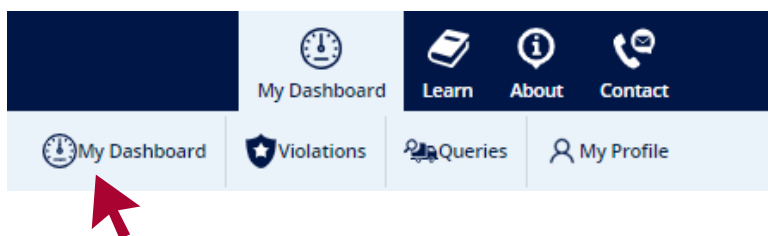
Note: Consent requests are time-sensitive. If you have selected U.S. Mail, or if you have not yet registered in the Clearinghouse, this may result in delays in receiving these notifications, which may impact your eligibility to perform safety-sensitive functions, including operating a commercial motor vehicle (CMV).



How do I respond to a consent request?

If an employer has requested your specific, electronic consent in the Clearinghouse, follow the instructions below.

- 1 Visit <https://clearinghouse.fmcsa.dot.gov/> and log in to the Clearinghouse. If you have not yet registered for the Clearinghouse, click **Register** to [create your Clearinghouse account](#).
- 2 Upon logging in, you will see your Driver Dashboard. (If you don't see it, click **My Dashboard**.)



- 3 Locate the box labeled **Query Consent Requests**. From this screen, you can either click **I consent** to provide your consent, or click **I do not consent** to refuse your consent.

WELCOME JOHN

This is your Driver Dashboard, an overview of action items you need to take in the Clearinghouse. This includes responding to consent requests from prospective and current employers. [Learn more about the consent request process.](#)

No drug and alcohol violations
The Clearinghouse contains no information that prohibits you from operating a CMV.

QUERY CONSENT REQUESTS [View All Queries](#)

MC of Boston
Pre-employment
2/20/2020 MC of Boston has requested to view your Clearinghouse record ⓘ

I CONSENT **I DO NOT CONSENT**

VIOLATION SUMMARY [View All](#)

You have no violations reported in the Clearinghouse

0
Violations

0 Open Violations **0** Resolved Violations

If you believe information has been inaccurately reported, you can file a petition to initiate a data review.

Note: For pre-employment queries, such as in the example at left, employers will be notified if there is an update to your driver record within 30 days of the original query. The employer would need to send you a new consent request to view this updated information.



- 4 Depending on your selection, you will be prompted to either confirm your consent, or confirm that you are refusing your consent. Be sure to read this information carefully, as your selection may impact your eligibility to operate a commercial motor vehicle for the employer requesting your consent.

I CONSENT

Confirm your consent for your employer to receive specific drug and alcohol violation information about you.

In accordance with 49 C.F.R. § 382.701(b), MC of Boston has requested access to any drug or alcohol violation information that exists about you in the Federal Motor Carrier Safety Administration (FMCSA) Commercial Driver's License Drug and Alcohol Clearinghouse (Clearinghouse). Your specific consent is required by 49 C.F.R. §§ 382.703(b), 40.321, and 10.35(a), in order for FMCSA to disclose to MC of Boston drug or alcohol violation information, as required by Federal regulations. [Learn more](#)

By confirming your specific consent below, you are authorizing FMCSA to disclose to MC of Boston any drug or violation information about you that exists in the Clearinghouse, as of 12/26/2019.

In accordance with 49 C.F.R. § 382.703(e), your consent below further authorizes FMCSA to notify MC of Boston if any additional drug or alcohol violation information about you is reported to the Clearinghouse within 30 days after MC of Boston's pre-employment query. MC of Boston must first obtain specific consent from you before FMCSA can disclose the additional violation information.

[View your driver record](#)

Do you recognize this employer?

If you receive a consent request from an employer for which you are not currently employed, or for which you are not currently applying for a position, you can report this to FMCSA using the National

Do you consent to FMCSA releasing this information to MC of Boston?

☐ **YES**
Disclose any information that exists about me in the Clearinghouse

☐ **NO**
Do not disclose any information that exists about me in the Clearinghouse

Submit
Cancel

I DO NOT CONSENT

You are refusing to provide your specific consent.

Failure to provide the specific consent requested by MC of Boston means that FMCSA will not disclose to MC of Boston any drug or alcohol violation information about you that exists in the Clearinghouse.

As a result of your refusal to provide specific consent, MC of Boston is prohibited from allowing you to perform safety-sensitive functions, such as driving a commercial motor vehicle, in accordance with 49 C.F.R. § 382.703(c).

Do you consent to FMCSA releasing this information to MC of Boston?

☐ **YES**
Disclose any information that exists about me in the Clearinghouse

☐ **NO**
Do not disclose any information that exists about me in the Clearinghouse

Submit
Cancel

What will happen if I provide or refuse my consent for a full query?

Consult this table and find the information related to your situation.

	If you have no drug and alcohol program violation(s) in your Clearinghouse record	If you have drug and alcohol program violation(s) in your Clearinghouse record
I CONSENT	The employer will be informed that you are not prohibited from performing safety-sensitive functions such as operating a CMV.	Your violation information, including return-to-duty status, will be disclosed to the employer. You will receive a confirmation of this disclosure.
I DO NOT CONSENT	FMCSA will not disclose any information to the employer. As a result of your refusal to provide specific consent, the employer will be informed that you are prohibited from performing safety-sensitive functions, such as operating a CMV.	

11.	first perceive a forced whispered voice in the better ear less than 5 feet with or without the use of a hearing aid or, if tested by use of an audiometric device, have an average hearing loss in the better ear of greater than 40 decibels at 500 Hz, 1,000 Hz, and 2,000 Hz with or without the use of a hearing aid when the audiometric device is calibrated to American National Standard, formerly ASA Standard, Z24.5-1951?		
12.	use a controlled substance identified in 21 CFR 1308.11 Schedule I, an amphetamine, a narcotic, or any other habit-forming drug? (A driver may use such a substance or drug, if the substance or drug is prescribed by a licensed practitioner who is familiar with the medical history and assigned duties of the driver and has advised the driver that the prescribed substance or drug will not adversely affect his/her ability to control and safely operate a school bus.)		
13.	have a current clinical diagnosis of alcoholism.		

III. Driver Testament:

I hereby attest by my signature below that the information submitted above is true and correct.

I authorize the physician to release the information provided on this form to the employing local board of education and/or to the Alabama State Department of Education.

Driver Signature: _____

Date: _____

IV. Physician Authorization:

I have examined the driver as named above and reviewed their medical history as written hereon,

and, as best as I can determine, the driver's present mental and physical condition **WILL NOT** adversely affect the driver's ability to control and safely operate a school bus. (Expiration Date = 2 yrs. from date of examination unless alternate date is noted in Waiver Section V)

Print Name:

Exam Date:

Last First

Expiration Date:

Physician Signature:

Business Address:

Licensed in (State):

License #:

City

State

ZIP

Telephone Number:

Office Hours:

If examination is performed by a PA or NP, complete the following: (All information is required.)

Date:

Print Name of PA or NP

Signature of PA or NP

Print Name of Supervising/Delegating Physician

Signature of Supervising/Delegating Physician

Licensed in (State):

License #:

Business

Address:

Telephone Number:

Office Hours:

City

State

ZIP

V. Waiver Statement:

A waiver may be granted for any condition noted (marked "yes") in the Report only if the physician documents that

the condition will not adversely affect the driver's ability to control and safely operate a school bus. Note and briefly explain any condition for which the physician will approve a waiver.

Alternate Expiration Date, if necessary:

VI. DOT Medical Examiner's Certificate Exemption:

(Affix required signatures and submit to the employing BOE.)

This is to certify that the above-named driver has a current, valid DOT Medical Examiners Certificate. A copy of the certificate is attached.

Driver's Signature

Date

Transportation Supervisor's Signature

Date