



PELHAM CITY SCHOOLS

HOW TO BECOME A BUS DRIVER

Anyone twenty-one years old or older interested in driving a school bus in the state of Alabama must obtain a Commercial Driver License (CDL) issued by the Alabama Law Enforcement Agency (ALEA), formerly the Department of Public Safety (DPS), and certification to drive an Alabama school bus through the Alabama State Department of Education (ALSDE).

How to Apply with the School System

- Complete a classified application online at [ALSDE online application](#).
- Contact the Pelham City Schools Transportation Department to schedule a Bus Driver Preliminary Interview.
- After the Preliminary Interview, qualified candidates will be invited to attend the training class.
- You must have your CDL before attending the training class.

How to Obtain a Commercial Driver License (CDL)

In order to receive a CDL to drive a school bus, a prospective school bus driver must secure a Commercial Learner License/Permit. This permit can be secured from any CDL office in Alabama. The permit is given to drivers who do not currently hold a CDL, need to upgrade their CDL, or need to add passenger (P) and/or school bus (S) endorsements. In order to be issued this permit, 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.](#)

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 or online at: www.alea.gov. 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, however there is no fee for performance testing. Upon passing these written tests, the prospective driver will be issued a Commercial Learner License/Permit. **The prospective driver must bring this permit to the ALSDE New School Bus Driver Certification Class.**

THE COST FOR THE CDL TEST is approximately \$25.
THE COST FOR THE CDL IS \$56.25.

How to Obtain Certification to Drive an Alabama Public School Bus

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

1. Pass a background check and create an account on the ALSDE Identity Management (AIM) website. Complete an Alabama School Bus Driver Certificate application in the AIM online portal: <https://aim.alsde.edu/>. Login or select need an account. After opening an account, select the Pupil Transportation Certification. Select applications and **New** will pop up. Select **New**, and complete the application. For the system you are applying, select Pelham City Schools. Make sure your background check is complete before creating an AIM account.
2. Receive a minimum of 4 hours of training from the local school system transportation officials **before** enrollment in the ALSDE School Bus Driver Certification Class. Only drivers who receive this training and produce a properly signed training certification form will be scheduled for performance testing.
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:
 - Pre-trip inspection of a school bus.
 - Basic Control Skills Tests. These are straight-backing, off-set backing, and alley docking.
 - On-the-road Driving Skills Test with at least 80% mastery.

In order to enroll in an ALSDE class and be performance tested, all prospective drivers must be assigned to the ALSDE new driver class by a local school system transportation supervisor on AIM. **All CDL performance testing for public school bus drivers is done by the ALSDE.**

Other Required Documentation

- Visit the [Alabama Applicant Processing Services webpage](#) to obtain a background check or by phone call (866)989-9316. The cost for the background check will be \$51.40.
- Required Documentation
 1. A Class B CDL with Passenger and School Bus Endorsement
 2. Copy of high school diploma, college diploma, or GED
 3. Copy of Social Security Card
 4. Pre-employment drug screening. Call the transportation department at 205-624-3818 to schedule once the background check has cleared.
 5. Alabama School Bus Driver Physical Examination Report. Visit the [Alabama Department of Education Alabama School Bus Driver Physical Examination Report webpage](#) to download the form. The cost of the physical varies from \$50.00 to \$100.00 based on the selected medical facility.

How to Keep your Alabama School Bus Driver Certification

In order to maintain the school bus driver certification, drivers are required to participate in a 4-hour recertification class. These classes are scheduled in all school systems and are taught between January 1 and November 15 annually. **All bus driver certificates expire annually on December 31.** Drivers who have attended a recertification class are issued and certified for the next calendar year. Drivers who fail to attend a recertification class must repeat the new driver training. An Alabama school bus driver may have his/her Alabama School Bus Driver Certification suspended and/or revoked when there is a danger to the public safety or welfare of school children or when the certification holder 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 use the driver seat belt, unsafe driving history, inability to pass or maintain a current Alabama School Bus Driver Physical Examination Report, being uninsurable, or other just cause as determined by the state superintendent of education.

Contact Information

If you are interested in driving a school bus for Pelham City Schools, contact the Pelham City Schools Transportation Department at 205-624-3818 or via email at Tdunaway@pelhamcityschools.org.