



STATE OF ALABAMA  
DEPARTMENT OF EDUCATION



Thomas R. Bice  
State Superintendent of Education

December 19, 2013

**MEMORANDUM**

**TO:** City and County Superintendents of Education  
*Thomas R. Bice*  
**FROM:** Thomas R. Bice  
State Superintendent of Education

**SUBJECT:** Alabama School Bus Driver Certificates for 2014

Alabama School Bus Driver Certificates for 2014 are now available for the eligible school bus drivers in your school system. In the past, individual certificates were printed and mailed to local school systems. Beginning with the 2014 certificates, a new process is being implemented. With the inception of the School Bus (S) endorsement on each driver's Commercial Driver License (CDL), the Alabama State Department of Education (ALSDE) will not require each driver to carry a printed certificate. Instead, certificates "portable document format file" (pdf) for 2014 have been posted on the ALSDE Web site in the Pupil Transportation Members Section. School systems desiring to print certificates for drivers may do so. In the Members Section, the certificates are organized by system code. In order to print the certificates, simply open the pdf where your system is located, identify the pages containing your system's certificates, and queue these pages to print. The certificates may then be separated and distributed, as necessary.

**Please be reminded that a school bus driver must still have in his/her possession a valid Commercial Driver License (CDL) with passenger (P) and school bus (S) endorsements and hold a current Alabama School Bus Driver Certification in order to drive a school bus in the state of Alabama.** Also, in accordance with Section 16-27-4-1 of the *Code of Alabama* no driver may be allowed to drive unless he/she is physically qualified to do so. Hence, all active drivers must have a fully completed *School Bus Driver Physical Examination Report* on file with the school system. As has been done for the past few years, driver rosters showing eligible drivers in each school system have also been posted in the members' section. **Local transportation supervisors must ensure that only eligible drivers are allowed to drive school buses.** Each supervisor must **verify** that all drivers hold a valid CDL (Type A or B) with passenger (P) and School Bus (S) endorsements and are shown both on the certificates' pdf and system driver roster.

Supervisors must also ensure that drivers are properly licensed and certificated for the type of buses that are driven. Check each bus driver's license and the certificates' pdf for restrictions. **A copy of each driver's current driver license appropriate certification documentation should be kept on file.** Driver restrictions are as follows:

- **NONE** – Drivers showing "NONE" in the restrictions section may drive any bus in your fleet.
- **MINI BUS** – Drivers showing "MINI BUS" in the restrictions section are restricted to small buses. Generally, these are Type A's with a Gross Vehicle Rate Weighing of 26,000 pounds or less. Be advised that many of these buses could have hydraulic brakes. Accordingly, many of these drivers would have a "K" restriction on their CDL and could not drive a vehicle with air brakes.
- **NON CDL** – Drivers showing "NON CDL" in the restrictions section **do not** hold CDLs and are restricted to non-CDL activity buses only. **These drivers may not drive a yellow school bus.**
- **INACTIVE** – Drivers showing "INACTIVE" retain their certification; however, they should not be allowed to drive until they are returned to "ACTIVE" status. In order to be returned to "ACTIVE" status, he/she must pass a pre-employment drug screening, be returned to the system drug/alcohol testing list, and be retrained by the certified local trainer. They must also have a clear background check on file.

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City and County Superintendents of Education  
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If a driver is not shown on your system roster or the certificates' pdf, and you have **documentation of 2013 class attendance**, please complete the enclosed form and fax it to Ms. Brittany LaRue at 334-353-7953 before December 31, 2013. Remember, **appropriate documentation, such as class rosters and/or enrollment forms, will be required before certification will be issued for these drivers.**

The 2014 certifications cover the 12-month period beginning January 1, 2014, and ending December 31, 2014. **In order to receive certification for 2015, each driver must have attended a driver class prior to the end of classes for 2014.** Recertification classes generally end in early to mid-November. Please assure that all eligible drivers are notified of and assigned to a recertification class.

If you have questions concerning driver certification, please contact Ms. LaRue or Mr. Brad Holley, Program Administrator for Pupil Transportation, at 334-242-9730.

TRB/JL/JL

Enclosure

cc: Dr. Warren Craig Pouncey  
Mr. Joe Lightsey  
Mr. Brad Holley  
City and County Transportation Supervisors  
Junior, Community, and Technical College Presidents  
Contract Supervisors

**FY14-3015**

**Alabama State Department of Education (ALSDE)  
Pupil Transportation  
Missing 2014 School Bus Driver Certifications**

School System: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Please provide the information requested below, as well as appropriate documentation, for each eligible driver not shown in your school system's certificates pdf for 2014 found in the Pupil Transportation Members Section. List only drivers for whom you expected to be shown as certified, but they did not appear. Use additional sheets, as necessary.

**REMEMBER:** To be eligible for a 2014 certificate, a driver must have attended either a new driver class or recertification class in 2013. You should have an ALSDE roster to document his/her attendance. Fax copies of the rosters along with this list to Brittany LaRue at 334-353-7953 (no cover sheet necessary). Certificates can only be issued for those drivers for whom proper documentation is provided.

Driver Name As On Driver License	DL Number	Class Date *	Roster Provided

\*Class date is the last date the driver attended a class, either recertification or new driver.

**Alabama State Department of Education  
Pupil Transportation Section  
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