December 21, 2015

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Thomas R. Bice
State Superintendent of Education

SUBJECT: Alabama School Bus Driver Certificates for 2016

The Alabama State Department of Education (ALSDE) no longer requires each driver to carry a printed copy of his/her Alabama School Bus Driver Certificate. Therefore, certificates are no longer printed and distributed to local school systems for their drivers. 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.

Driver rosters showing eligible drivers in each school system have also been posted in the AIM portal under Transportation Files. 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 on the system driver roster.

Supervisors must also ensure that drivers are properly licensed and certified for the type of buses that are driven. Check each bus driver license for restrictions. A copy of each driver's current driver license and 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.

If a driver is not shown on your system roster and you have documentation of 2015 class attendance, please contact Ms. Brittany LaRue at blarue@alsde.edu or 334-242-9730. Remember, appropriate documentation, such as class rosters and/or enrollment forms, will be required before certification will be issued for these drivers.

The 2016 certifications cover the 12-month period beginning January 1, 2016, and ending December 31, 2016. In order to receive certification for 2017, each driver must have attended a driver class prior to the end of classes for 2016. Recertification classes generally end in early to mid-November. Please ensure that all eligible drivers are notified of and assigned to a recertification class.
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 also have a fully completed School Bus Driver Physical Examination Report on file with the school system. For those who have a DOT physical, the School Bus Driver Physical Examination Report should also be attached with the appropriate signatures.

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

TRB/KS/JL

cc: Mr. Andy Craig  
    Mr. Dennis Coe  
    Mr. Kevin Snowden  
    City and County Transportation Supervisors  
    Junior, Community, and Technical College Presidents  
    Contract Supervisors

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