



**Alabama Department of Education  
Pupil Transportation Section  
PO 302101, Montgomery, AL 36130-2101  
Telephone: 334-242-9730 Fax: 334-353-7953**



**APPLICATION FOR AN ALABAMA SCHOOL BUS DRIVER CERTIFICATE**

**SCHOOL SYSTEM FOR WHICH YOU ARE APPLYING:** \_\_\_\_\_

**Name:** \_\_\_\_\_ / /  
*(as it appears on your driver license)* Last First Middle Social Security Number Date of Birth

**D/ L #:** \_\_\_\_\_ State \_\_\_\_\_ Class \_\_\_\_\_ Endorsements \_\_\_\_\_ Restrictions \_\_\_\_\_ Exp. Date \_\_\_\_\_

**Address:** \_\_\_\_\_  
Street City State ZIP

**Phone Numbers:** Home \_\_\_\_\_ Cellular \_\_\_\_\_ Work \_\_\_\_\_

**CONVICTION REPORT**

Because of the responsibility the Alabama Department of Education and local schools systems to ensure the safety and well-being of Alabama's schoolchildren and communities, it is necessary for all applicants for a School Bus Driver Certificate to provide information regarding convictions. A record of conviction does not necessarily disqualify applicant from consideration; however, failure to provide accurate and complete information on the form may mean disqualification for a certificate or for employment or may be cause for dismissal from employment.

**READ CAREFULLY AND ANSWER QUESTIONS BELOW BY CIRCLING THE APPROPRIATE RESPONSE AND FILLING IN THE BLANKS.  
IF YOU ANSWER "YES" TO QUESTIONS 2-9, ATTACH A SEPARATE PAGE WITH AN EXPLANATION:**

- |                                                                                                                                                                                                                                                             |     |    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| 1. Have you previously held an Alabama Department of Education School Bus Driver Certificate? .....                                                                                                                                                         | YES | NO |
| If yes, for what school system? _____ When (year) _____                                                                                                                                                                                                     |     |    |
| 2. Do you have any felony or misdemeanor convictions or pending criminal charges of any type? (includes, but is not limited to speeding, reckless driving, DUI, controlled substances, assault/battery, crimes of a sexual natures, etc.)? .....            | YES | NO |
| 3. Have you ever tested positive on a drug and/or alcohol test? .....                                                                                                                                                                                       | YES | NO |
| 4. Have you ever refused to take a drug/alcohol test? .....                                                                                                                                                                                                 | YES | NO |
| 5. Are you currently taking any prescribed medications that may keep you from performing the duties of a school bus driver? .....                                                                                                                           | YES | NO |
| 6. Have you ever been denied automobile insurance? .....                                                                                                                                                                                                    | YES | NO |
| 7. Do you have any physical, mental, or medical conditions or problems that would interfere with you performing the duties of ..... a school bus driver? (diabetes, epilepsy, congestive heart failure, high blood pressure, paralysis, loss of limb, etc.) | YES | NO |
| 8. Have you had any type of vehicle accident in the past five years? .....                                                                                                                                                                                  | YES | NO |
| 9. Has your driver license ever been suspended or revoked? .....                                                                                                                                                                                            | YES | NO |

**CERTIFICATION INFORMATION:**

**Please read the following information carefully.**

The issuance and validity of an Alabama School Bus Driver Certificate is dependent upon the following: (1) Approval of the applicant's application for certificate, (2) Successful completion of local school system training, (3) Successful completion of the SDE 12-hour class including a passing score on the written test, (4) Passing scores on all SDE-administered performance testing, (5) Issuance of a Class A or B commercial driver license with both passenger and school bus endorsements with no air-brake restriction, (6) Being suitable for public employment following a criminal history background check, and (7) Passing a pre-employment drug and alcohol test.

Once a driver has been issued an initial *Alabama School Bus Driver Certificate*, in order to maintain their certification, school bus drivers are required to participate in an **annual** 4-hour recertification class between January 1 and October 31 (*Alabama Code § 16-27-1 (1975) and Rule 290-2-4.04*). All bus driver certificates expire annually on December 31. Drivers who have attended a recertification class are issued an *Alabama School Bus Driver Certificate* for the next calendar year. They are not required to reapply. Drivers who fail to attend a recertification class must reapply and repeat the new driver training in order to be recertified. Pursuant to *Alabama Code § 16-23-5 (1975) and the Alabama Administration Code r.290-3-2-.22 (2009)*, an Alabama School bus driver may have his/her Alabama School Bus Driver Certificate suspended and/or revoked when there is a danger to the public safety or welfare of schoolchildren or when the certificate 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, being uninsurable, or other just cause. If a holder of an Alabama Department of Education School Bus Driver Certificates fails to drive a school bus for a period of two years or more, the local supervisor may place the driver on Inactive Status. Once placed on the inactive list, the driver will be removed from the random drug testing list. An inactive certificate may be reactivated when the driver submits to a preemployment drug test, is placed on a random drug/alcohol schedule, and is retrained by the local school system before driving. An inactive status does not, however, nullify the certificate.

**AUTHORIZATION:**

*I understand that my completion of this application is necessary in order to obtain an Alabama School Bus Driver Certificate and that my potential employment as a school bus driver rests solely with the above-named school system or other Alabama school system where I may apply. Under penalty of prosecution and dismissal, I hereby certify that the information presented on this application is true, accurate, and complete. I understand that misrepresentation or omission of pertinent facts may be cause for denial, revocation, or suspension of my Alabama School Bus Driver Certificate, denial of employment, or termination from employment. Further, I authorize the investigation of all statements contained herein and understand that any document relevant to this information may be reviewed by the agents of above-named school system or the Alabama Department of Education. I further declare that I am a citizen of the United States or an alien lawfully present in he United States. I understand that if at any time it is determined by the Alabama State Department of Education that I am not lawfully present in the United States, the Alabama State Department of Education will deny this benefit or will terminate this benefit. I understand that in accordance with Ala. Code 175 § 31-13-7 (h) "Any person who knowingly makes a false, fictitious, or fraudulent statement or representation in a declaration executed pursuant to subsection (g) shall be guilty of perjury in the second degree pursuant to Section 13A-10-102."*

\_\_\_\_\_  
Applicant Signature Date

**SUPERVISOR ASSURANCE: I have read and discussed this application and all explanations provided by the applicant.**

\_\_\_\_\_  
Supervisor Signature Date