

**In order to drive a public school bus in the state of Alabama, you must have at least a class A or B CDL, with the P & S endorsements. You must also have an Alabama School Bus Certification, issued by the Alabama State Department of Education.**

There are costs for the license and background check/fingerprinting, but the classes are free.

**If you do not have the proper CDL**, here are the steps for obtaining a school bus license:

1. Go to the DMV (Muscle Shoals, AL) to obtain your Commercial Learner's Permit (CLP). You will obtain the Class B CLP, and you must have the P (Passenger) and S (School Bus) endorsements on your license. This CLP will allow you to operate a school bus with a certified trainer on board, without any students. The learner permit is good for one year. (4 TESTS: General Knowledge, Air brakes, Passenger Endorsement, School Bus)
2. Complete a background check and make an appointment to get fingerprinted. For background check and fingerprinting you may go to this link to pay and register:(Screenshot or print your receipt and take it with you.)  
[https://pci.aps.gemalto.com/alperlpub/registration\\_edu\\_pci.pl](https://pci.aps.gemalto.com/alperlpub/registration_edu_pci.pl)

Then go to Central Mail Stop to have your fingerprints scanned. Their phone number is 256-712-5610 if you need it. Their address is [11385 State Highway 20, Florence, AL 35633](#), and you should be able to plug it into GPS and get directions. Their hours are 8:00-3:00 Monday through Thursday and 8:00-noon Friday, Closed Saturday and Sunday. This is self-pay costs around \$50.00.

3. Contact Lori or Carla at the Board of Education to complete an application which will begin the process to have you approved as a substitute driver. (Also, submit a front/back copy of current driver license with your application.)
4. Create an AIM account if you do not already have one:  
Go to this website – <https://aim.alsde.edu/>  
Click on “Need and Account” – under the “Login” box in the middle

When signing up for the background check and the AIM account, the profile information MUST be correct. Make sure to include an email you frequently check because that's how they will communicate with you. Also, make sure to check “Muscle Shoals City” in the box asking for which system. Please make sure that you fill out all personal information correctly, such as SS number, Driver License number, etc. Any mistakes in this area can cause major processing delays.

5. Contact Bruce Daily (256-349-9776) at the Muscle Shoals City Schools Transportation Department to receive clearance to complete the online course for the “Theory” portion of driver training.

The “Theory” class is completely online through a state community college, but it will be monitored through the Muscle Shoals City Transportation Department. The course is free, you will work at your own pace, but completion is expected within two weeks.

6. Once you complete the “Theory” portion of the training, Contact Bruce Daily for information on completing shop/pre-trip and over the road training and backing.
7. A DOT physical is required (any doctor you choose – Obtain a physical form from Bruce Daily – this is self-pay and usually costs \$50-60).
8. A drug test is required before you can drive. Contact Bruce Daily for details. (again, this is self-pay and usually costs \$50-60)
9. Register in the Federal Motor Carriers Clearinghouse at:  
<https://clearinghouse.fmcsa.dot.gov/>
10. \*Contact Bruce Daily to be scheduled into a three-day class through the Alabama State Department of Education either in Muscle Shoals City or a surrounding county. Your training location may be affected by timing and availability.
11. Once you pass all tests associated with the Alabama State Department of Education class, you will acquire the proper CDL as well as the Alabama School Bus Certification. In order to receive your CDL, you must return to the DMV and give them your Commercial Learner’s Permit. In turn, they will issue your Class B Commercial Driver License (CDL) with the P & S endorsements.
12. When you receive your new CDL a new copy must be placed on file at the Board of Education. See Lori or Carla.

**If you have the proper CDL**, you will be able to omit the online class (Item 5), but you will have to complete all the other steps.

MSCS realizes there is a lot of time and money involved in obtaining the CDL with P&S endorsements and we appreciate your interest in becoming a bus driver for Muscle Shoals City Schools. The time and effort involved is necessary because the “cargo” we haul is more valuable than anything else in the world.

\*Steps 1-9 must be completed two weeks prior to attending the state class.