

District Registrar School Bus Driver Safety Training Checklist

Individuals must call 972-348-1408 to register for trainings

1. Contact Glenn Browning (Region 10 Help Desk) at 972-348-1162 to create a login as the district registrar for the Region 10 Calendar of Events (Workshop Registrations). A district registrar login is a different type of login than an individual's login.
2. Login to the Workshop Registration and search for the "8-hour Re-Certification School Bus Drivers Safety Education" or for the "20-hour Certification School Bus Drivers Safety Education."
3. Click on the session in which you want to enroll bus drivers.
4. Click on "Register Others."
5. Complete the Payment Type section. When a district enters a PO number as the payment type, those registrants are **automatically waitlisted** (that does not mean the session is already full) until the PO is received. **Before sending the PO, either print the list of registrants from the Calendar of Events PO Payments page for each session and send that list with the PO or type registrants names, training dates, and session locations on the PO so they may be tracked later.**
6. Complete the required fields as designated:

Full Name: Bus driver's name as it appears on driver's license

User Name: Your registrar email will automatically appear here

Role: Find and click on "bus driver" in the drop down list

SSN: Bus Driver's License Number (for example: 23-45-6789) must begin with the assigned state numeral. Enter hyphens between the numbers following the SSN pattern. For example:

Texas = **1** **123-45-6789**

Louisiana = **2** **223-45-6789**

New Mexico = **3** **323-45-6789**

Oklahoma = **4** **423-45-6789**

Arkansas = **5** **523-45-6789**

E-mail Address: District Registrar's

Work Phone: District Registrar's number and name (i.e. 972-348-1408 Barbara Levelsmier)

Contact Number: Birth date of bus driver (mm-dd-yyyy)

Address: Transportation director's (or designee's) ISD

City: Transportation director's (or designee's) ISD

State: Transportation director's (or designee's) ISD

ZIP: Transportation director's (or designee's) ISD

Region: Find and click the one needed from the drop down list

District: Find and click on the district in the drop down list where bus driver works. Then choose Administration for the campus.

7. Click on "Add Person to List."

8. **Continue the same process for each bus driver you are registering.**

This is the address will be used when mailing the certification cards

NOTE: When registering a bus driver who is attending a "make-up" session, choose PO under Payment Type and type MU (for make-up) and the date of the class missed.

If you have questions, please call Barbara Levelsmier at 972-348-1408/1409fax.