

District Registrar School Bus Driver Classes Registration Checklist

Individuals must call 972-348-1026 to register for trainings

If you do not have one, create a Region 10 Login (<http://www.region10.org/my-account/>). Then contact Doana Smith at 972-348-1026 to convert your login to be a district registrar for the Region 10 School Bus Driver Safety Education classes. A district registrar login is a different type of login than an individual's login and needs to be created for you. Once you have your district registrar login, follow the steps below to register bus drivers:

1. Access the Region 10 ESC homepage at www.region10.org and locate "login" on the top bar and login.
2. Once you login you will see a new login page with a "Home" icon on the top, click on the icon, find Operational Staff (left side of Home page) and then click on School Bus Drivers.
3. Scroll down the School Bus Drivers web page to the "20-hour Re-Certification School Bus Drivers Safety Education" or for the "8-hour Certification School Bus Drivers Safety Education" gray bars.
4. Click on either bar and find the dates and locations for available classes in which you may enroll bus drivers.
5. Click on the dates for the class and the link will take you to the workshop registration page.
6. You will now be able to click on "Register Others."
7. 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 full) until the PO is received. **To avoid being "waitlisted," fax your copy of the PO as soon as you complete the registration process.**
8. Complete the required fields as designated:

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

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	<u>123-45-6789</u>
Louisiana = 2	<u>223-45-6789</u>
New Mexico = 3	<u>323-45-6789</u>
Oklahoma = 4	<u>423-45-6789</u>
Arkansas = 5	<u>523-45-6789</u>

E-mail Address: District Registrar's

Work Phone: District Registrar's number and name (i.e. 972-348-1026 Doana Smith)

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

Address: NA

City: NA

State: NA

ZIP: NA

The address of the District Registrar that Region 10 has on file will be used when mailing the certification cards.

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.

Campus: Find and click on Administration for the campus.

9. Click on "Add Person to List." **Continue the same process for each bus driver you are registering.**
10. **Scroll to the bottom of the Registrant's List and click "Next," then print the list of registrants from the Calendar of Events page for each session and fax that list with the PO** (See PO example in Forms section on webpage)

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 Doana Smith at 972-348-1026/1027 fax.