

District Registrar School Bus Driver Classes Registration Process

Registration for all bus driver certification classes (face-to-face and online) can be accessed through the links on the Region 10 ESC School Bus Safety Training webpage at <https://www.region10.org/schoolbus>.

1. Scroll down the School Bus Drivers web page to the “20-Hour Certification School Bus Drivers Safety Education” or for the “8-Hour Re-Certification School Bus Drivers Safety Education” tabs (both the online and face-to-face sessions may be accessed)
2. Click on either tab and find the dates and locations for available classes in which you may enroll bus drivers.
3. Click on the dates for the class and the link takes you to the workshop registration page.
4. Complete all the required Formstack fields as designated.
5. Use the same process for each and any additional bus drivers you are registering.
6. The payment process is included within the Formstack fields. Registration is not complete until payment is made.
7. When registering a bus driver who is attending a “make-up” session, fill out required information as indicated on Formstack.

Note: If you have questions, please call Lori Bell at 972-348-1026/1027 fax.

Important Reminders

- Transportation Directors are responsible for the registration and verification of their districts’ drivers in school bus driver safety education training classes. Registration is on a first-come, first-served basis and must be finalized (fee paid or PO submitted) at least FIVE business days before the class begins.
- If participants are approved to attend after registration closes they are considered “Walk-ins”. Walk-ins are not encouraged and are only allowed on a space available basis and **the district will be invoiced for the course fee plus an additional \$25.00 late fee**. Walk-ins will be turned away if registered numbers indicate the class is full. **Payment for a class is not accepted at the learning site.**
- Each driver must be registered to attend a session. Substitutions cannot be made for drivers who fail to attend that class. Registration needs to be completed well in advance (as soon as it can be determined which class the driver will attend). **Registrations are confirmed once payment or a PO has been received at Region 10. If payment is not received at least FIVE business days ahead of the class, registration for that participant is cancelled.** Districts are invoiced based on registrations and walk-in participant attendance. To avoid being invoiced for non-attendees, cancellations must be received in the school bus driver safety training office at least FIVE Region 10 ESC work days before the class begins.
- The transportation director or designee must contact Lori Bell by email at lori.bell@region10.org to **unregister a bus driver who will not be attending a class** prior to the deadline to avoid being invoiced for that driver’s fee.
- Drivers holding a current certification (20 hour or 8 hour) are encouraged to take the re-certification class within the 180 calendar days prior to the expiration date on their current cards to assure continued driving eligibility.
- Drivers that are incomplete in a training class (20 hour or 8 hour) must be re-registered and complete the curriculum missed within 180 calendar days of beginning the original class unless their one (1) year grace period expires first at which time they are ineligible for the 8 hour re-certification training.