

Pupil Transportation Office  
Ohio Department of Education

Information on obtaining school bus driving background history reports  
April 4, 2007

Effective immediately, school districts and transportation employers who have access to the ODE web-based reporting system will be able to obtain electronic driving history reports for their transportation employees through our reporting system.

This new feature is made possible through an agreement that ODE and BMV have in place. Under this agreement, districts that have entered their employees' personal information into the SFPS driver records system will be able to view the complete driving history of those employees. This records check will provide official driving record history, and will meet the requirements of Ohio Administrative Code and Ohio Revised Code for obtaining driver traffic history reports.

This records check is more complete than what is obtained through the abstracts that school districts have previously purchased through the state registrar's offices. Those abstracts only contained in-state history limited to the previous three (3) years. The new records check through ODE will list all traffic convictions for individuals.

Following are the key issues that pertain to these new records checks:

- 1) Under the agreement between BMV and ODE, all of the confidentiality rules and restrictions to release personal information under public records law still exist.

**Confidentiality and Non-disclosure of Information**

User agrees that they shall not use or re-disclose any information, systems or records made available to them through ODE or the Ohio BMV for any purpose other than to fulfill statutory or legal obligations or other use specified herein. User specifically agrees to be bound by standards of confidentiality and non-disclosure that apply to political subdivisions, governmental agencies, and the State of Ohio. User specifically agrees to comply with state and federal confidentiality laws and regulations applicable to the information obtained through use of this program. User is responsible for obtaining copies of all applicable rules governing confidentiality, re-disclosure, and for assuring compliance with the laws and rules covering the information obtained through use of this service.

- 2) Out of state drivers: This system will only display Ohio driving history records. You must obtain driving history reports for out-of-state residents from their state of residence.
- 3) There is NO COST for districts to access this system.
- 4) Under current (2006) rules, you are required to obtain an annual driving record history. Rules changes that are currently pending will mandate a semi-annual records check. To accomplish these checks, employers should print out these reports and file them in a secure location.

- 5) To access the driver history for your district employees, enter the SFPS transportation system through the normal SAFE protocols. On the program menu on the left under drivers, select “BMV Driver Info”.

You will have displayed a list of your drivers as follows:

DRIVER NAME/DOB		CDL	CDL Class	CDL Expiration	CDL Status	Endorsements	Convictions	Conviction Date	Points
			B	08/2007	VALID	- SCHOOL BUS - PASSENGER			
			B	12/12/2009	VALID	- SCHOOL BUS - PASSENGER			
			B	01/2/2010	VALID	- PASSENGER			
			B	4/28/2010	VALID	- SCHOOL BUS - PASSENGER			
			B	12/12/2009	VALID	- MOTORCYCLE - SCHOOL BUS - PASSENGER	- TRAFFIC CONTROL DEVIATIONS - SPEED 45/1.210	- 01/3/2004 - 01/21/98	- 02 - 00
			B	01/7/2010	VALID	- SCHOOL BUS - PASSENGER	- SPEED 45/1.210	- 4/8/1998	- 00

- a. By default, the display will be in ‘paging’ mode. To change to a continuous list of your drivers, select the button in the top right marked “SHOW ALL”
  - b. To return to the main menu of SFPS, select “MAIN MENU”
  - c. To print your list, select “SHOW ALL”, then select the “PRINT ALL” button on the top right.
  - d. To display just one driver, enter that CDL number in the search box and select “FIND”
  - e. Convictions are listed by conviction date. Points are only displayed for Ohio convictions. Please bear in mind that while points may be listed, they are only considered current for 24 months.
  - f. Selecting the driver name will return you to the SFPS driver maintenance page for that particular driver.
- 6) The driver maintenance page on SFPS has been adjusted to reflect some new information. This page will now show you the following additional information:
    - a. CDL status
    - b. CDL expiration date
    - c. Current Ohio Points (within the last 24 months)
    - d. We have also shifted the “HIRE DATE” to the lower right, adjacent to the “NO LONGER DRIVING” date.
  - 7) Van drivers can also be checked in this system – however their personal information will need to be entered into the system and saved. Make certain to check the box that indicates they are a VAN DRIVER.
  - 8) We have added a new feature in the SFPS driver maintenance page that provides address validation. All addresses entered for employees will be matched against USPS records to determine if they are valid. Blanks and placeholder characters will not be accepted, and will have to be corrected prior to saving the record.
  - 9) To check the driving records of applicants: At this time, you will need to enter the license number and personal information for any applicant whose record you wish to check. After entering their information and saving it, you will be able to access their

driving history from the BMV info menu option as described in 5d above. You should print the screen that is displayed for your records.

Following this check, you should enter a “NO LONGER DRIVING” date on their maintenance screen. This will remove them from your employee list.

Please stay tuned to this channel – we are working on updates on this item.

10) Known issues at this time:

- a. Currently only agencies with an assigned IRN number and access to the web-based transportation system will be able to obtain driving histories through ODE. We are working on upgrades to the system that will allow school transportation contractors to have direct access to the system for their drivers.
- b. If a driver disagrees with any of the results displayed on the driver history, they will need to contact Ohio BMV for resolution.
- c. There is a future planned enhancement to the system that will change drivers with more than 6 Ohio points to INACTIVE (based upon the new proposed qualifications rule).