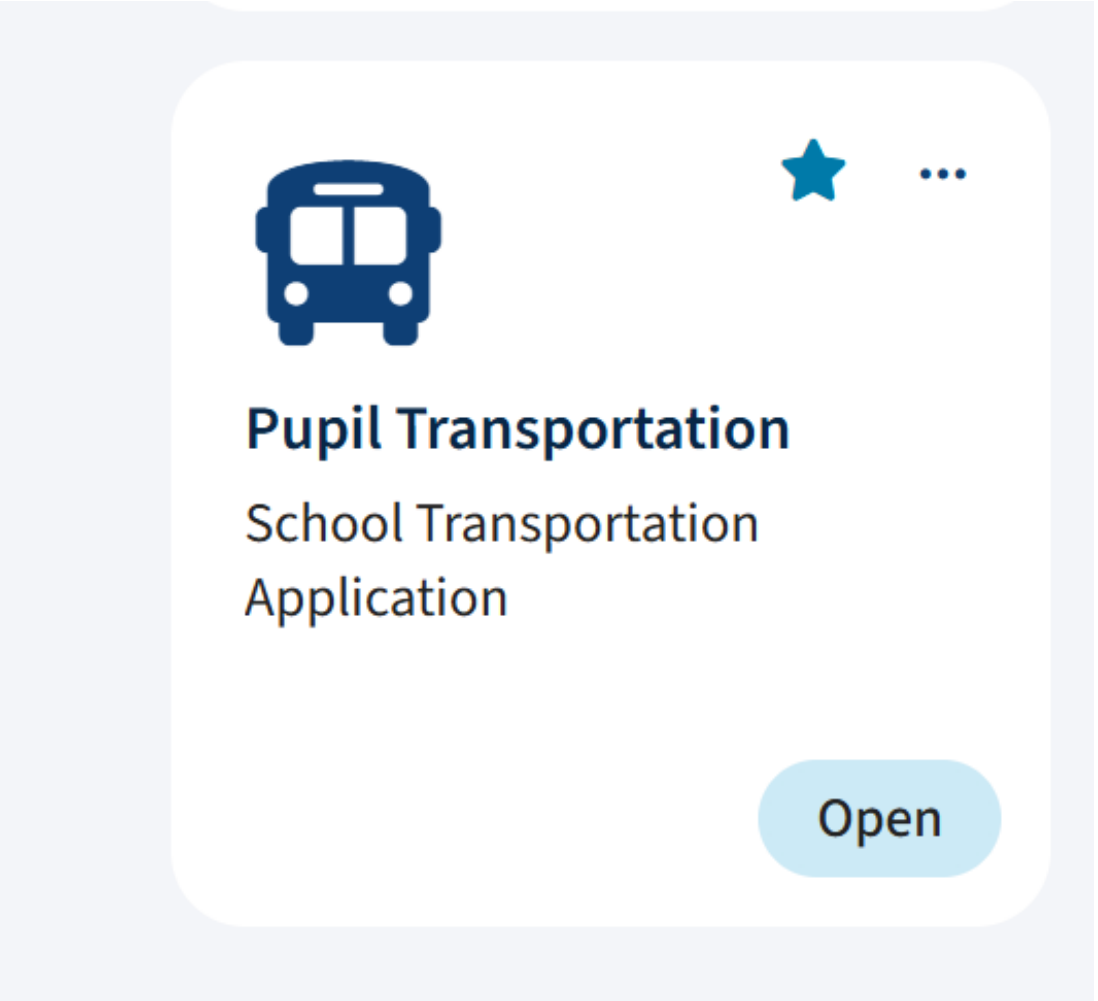
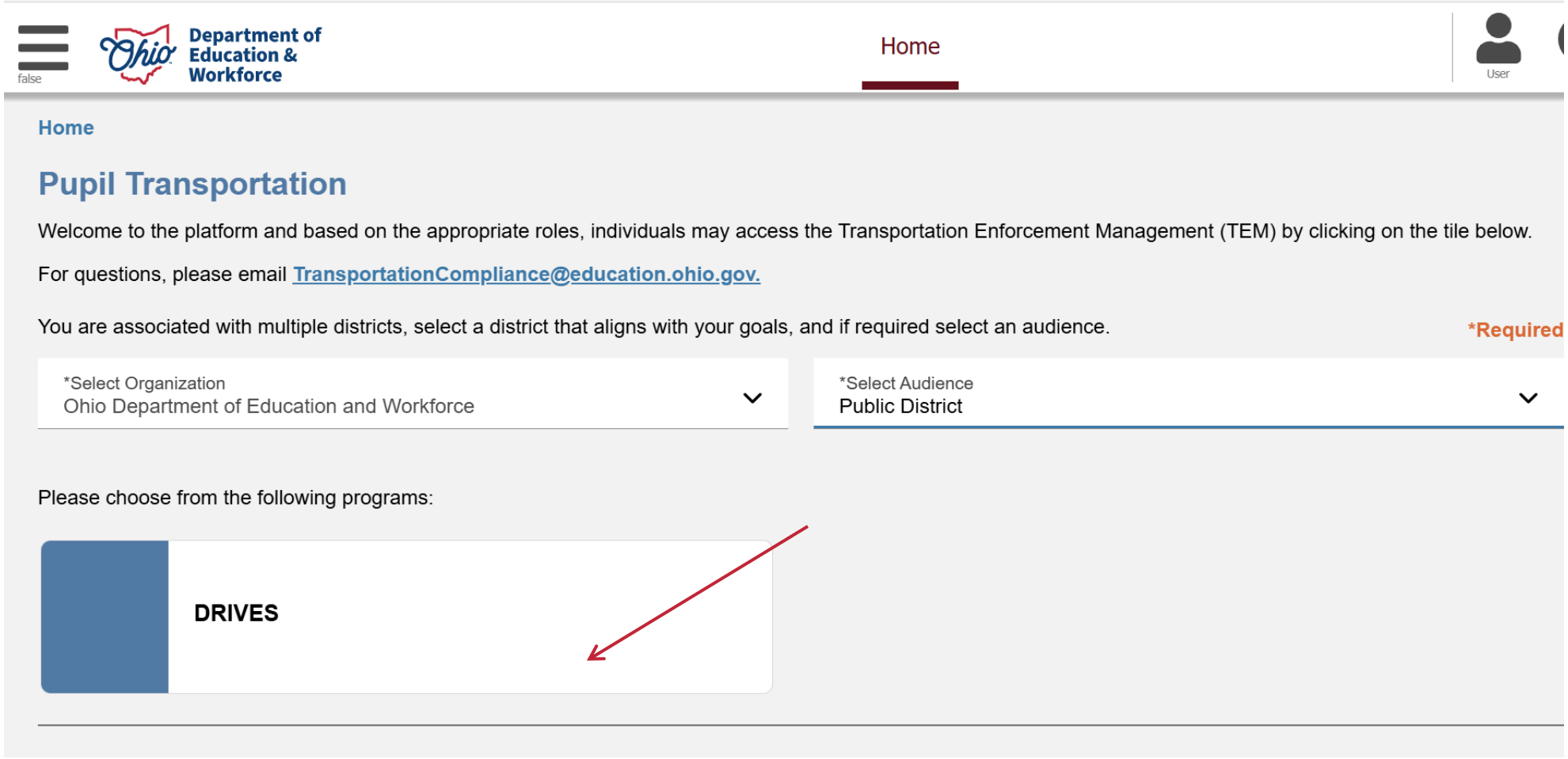
Department of Education & Workforce

Entering a New Bus Driver T9 Training Record

You will access DRIVES through the Pupil Transportation tile

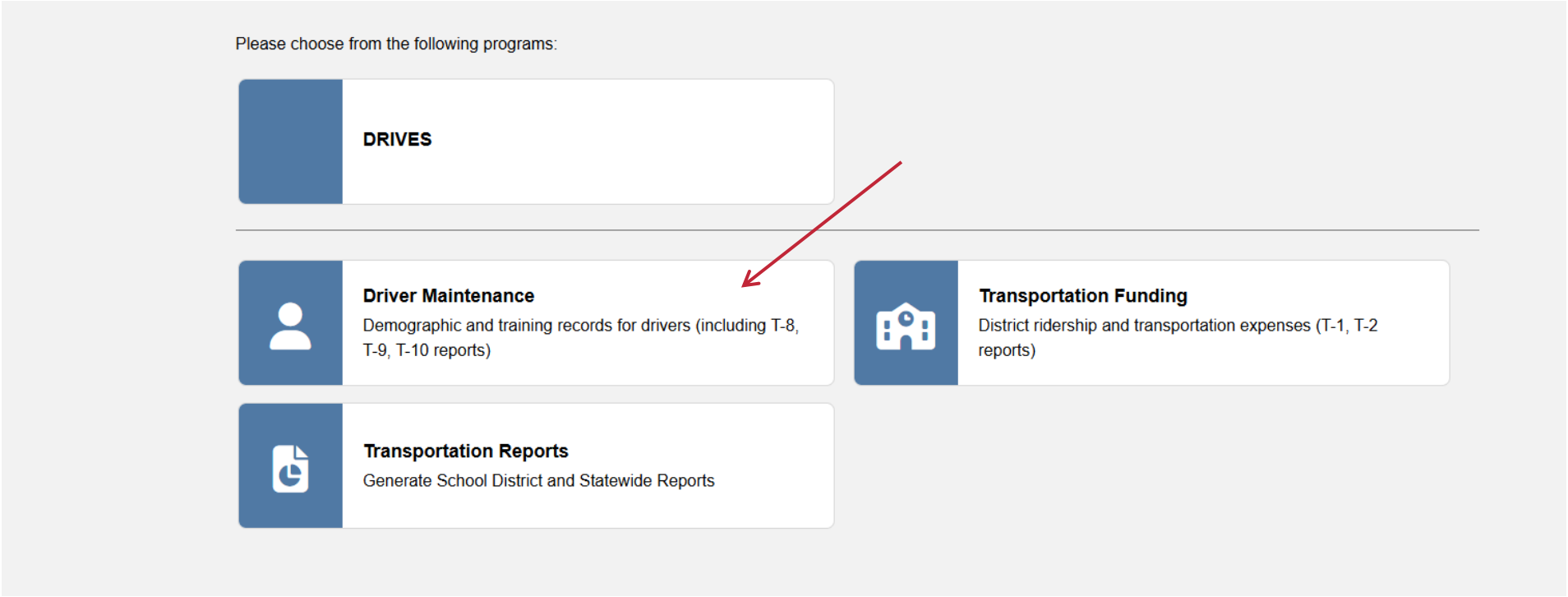


Select the DRIVES Tile



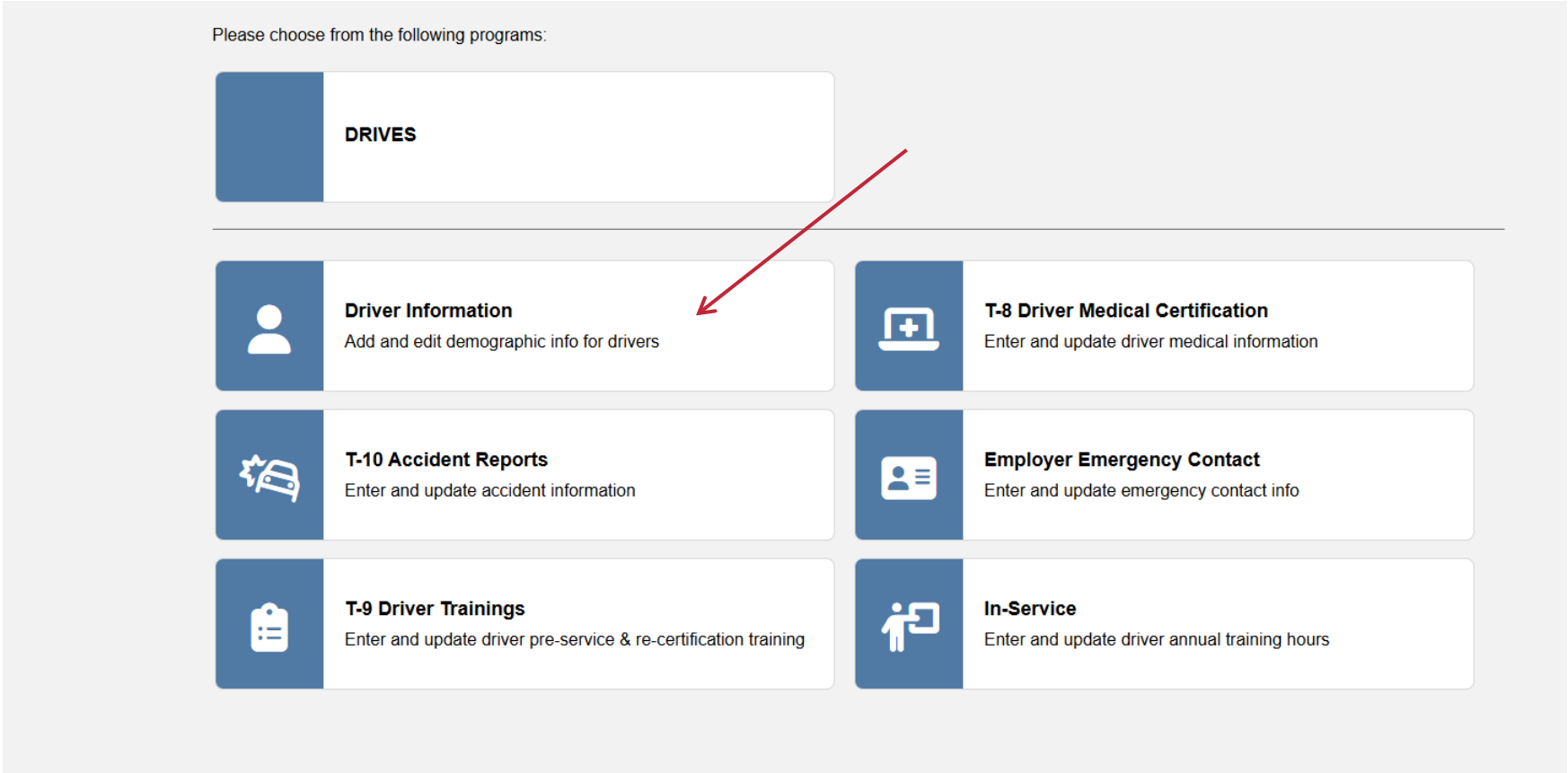
Driver Maintenance

Select Driver Maintenance Tile



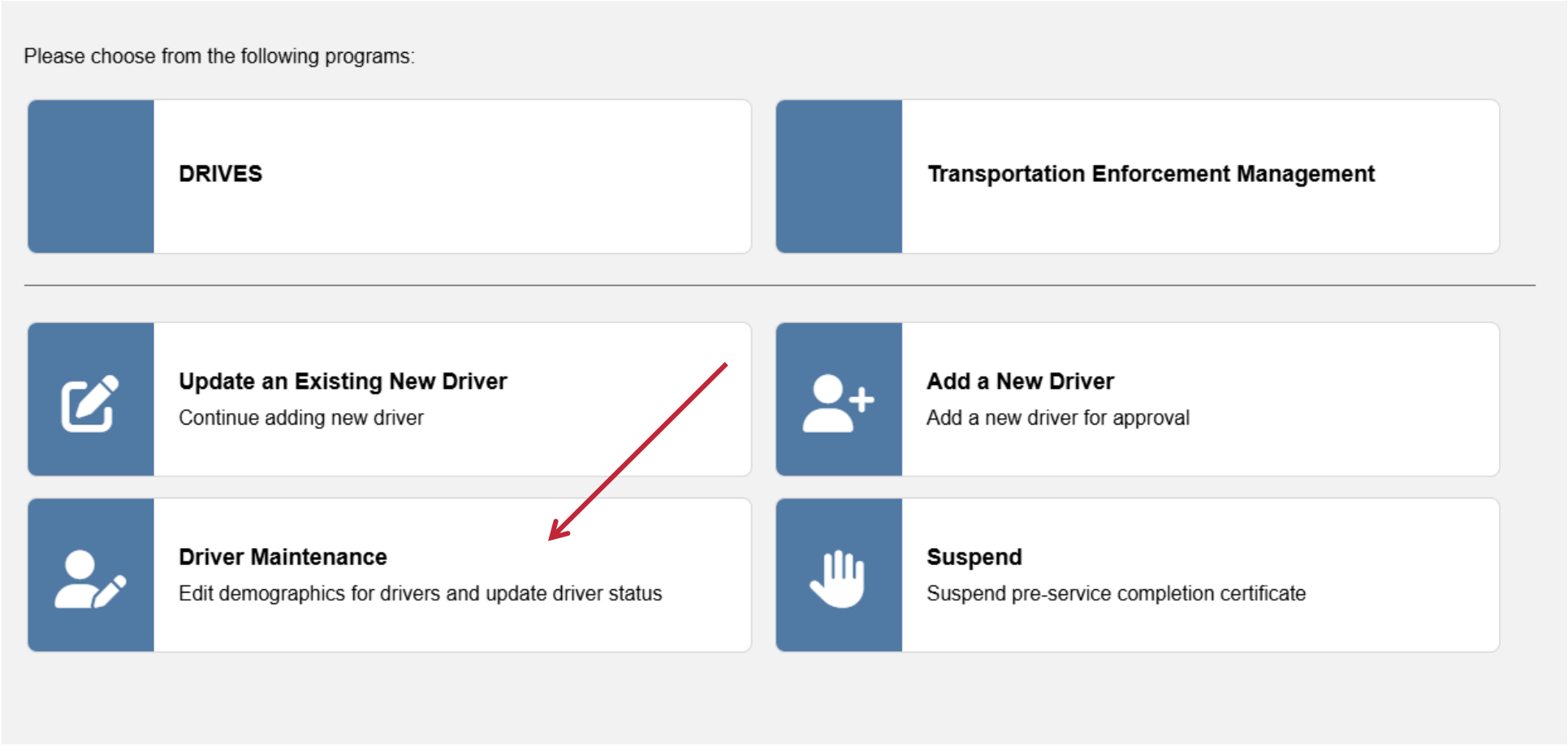
Driver Information

Select Driver Information



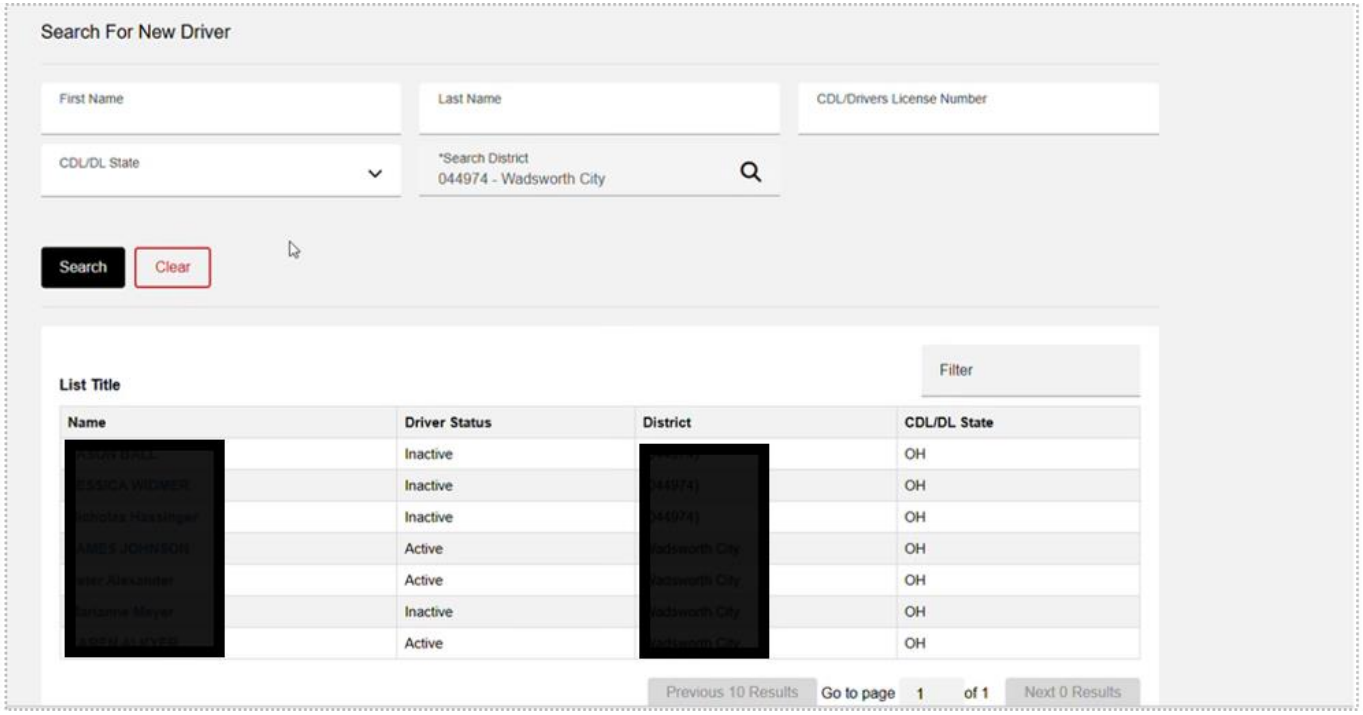
Driver Maintenance Continued

Select "Driver Maintenance"



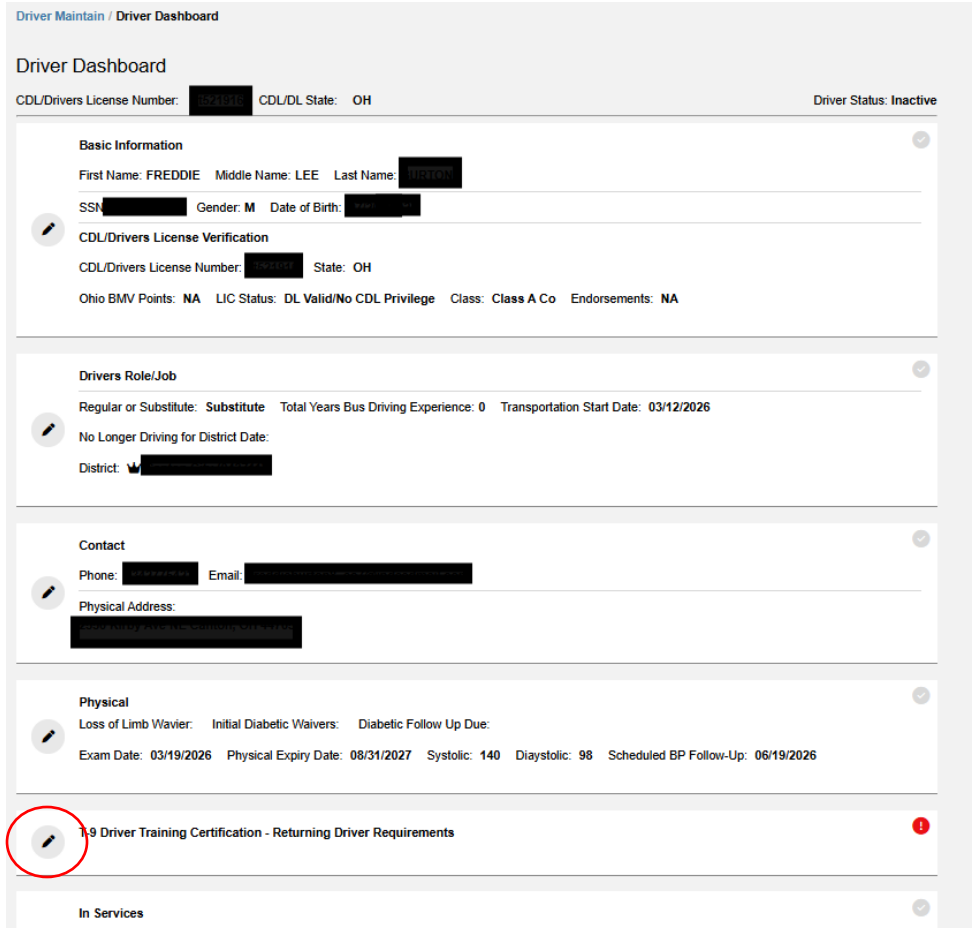
Find Driver

Find Driver by Searching



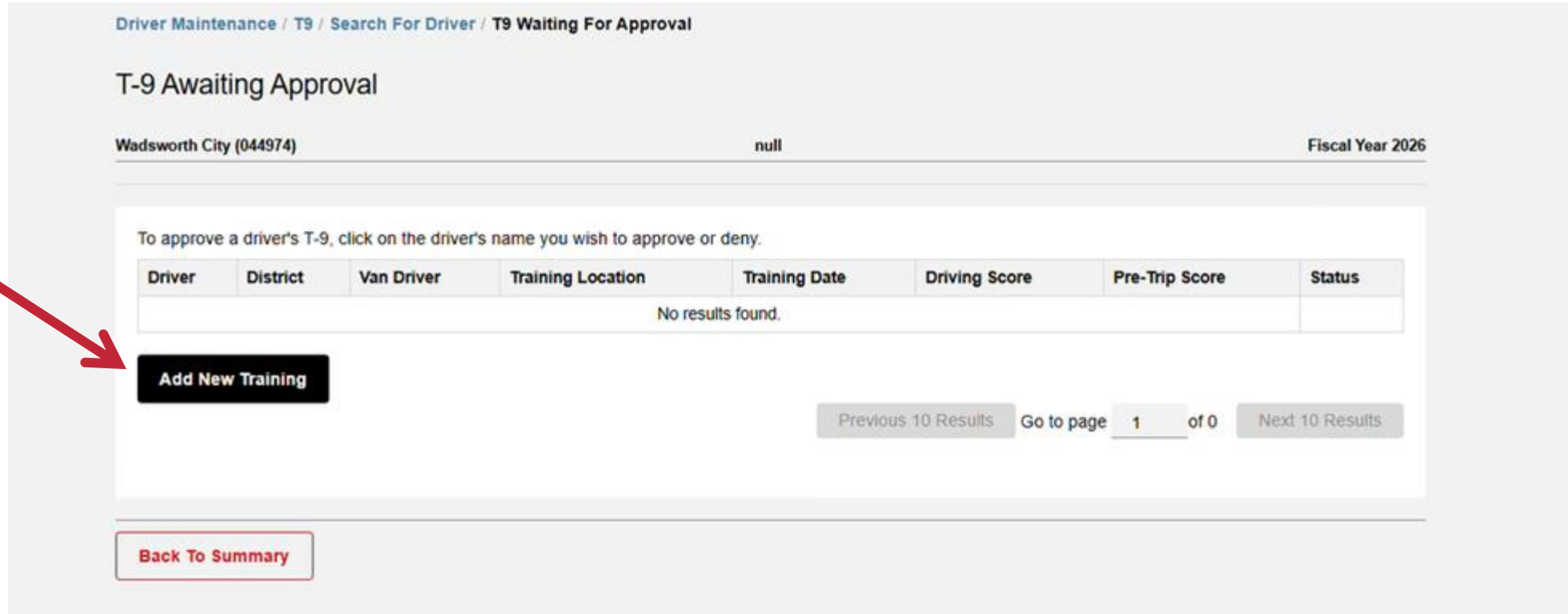
Driver Profile

Find the T9 Driver Training Tile and Click on the EDIT pencil



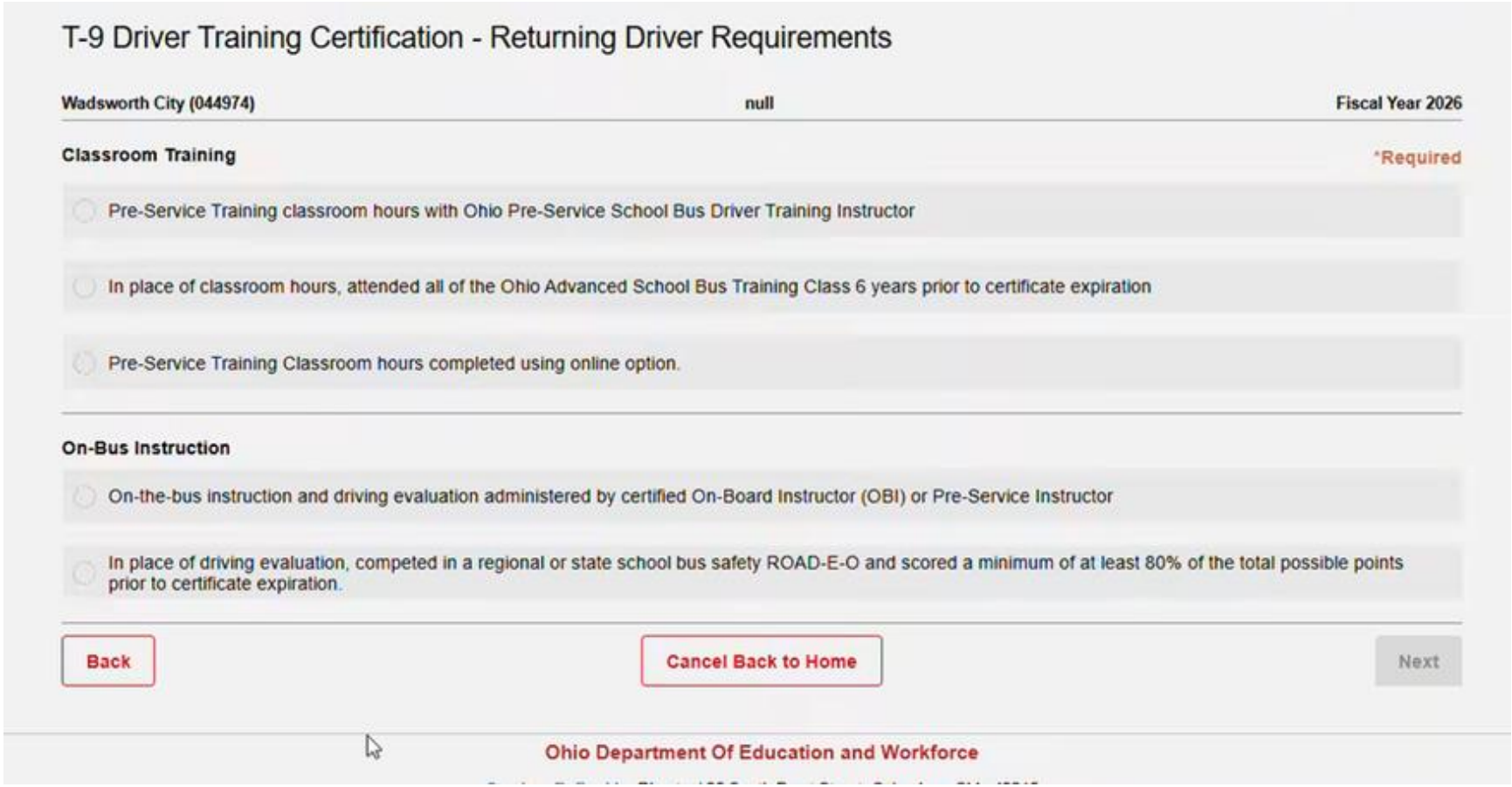
Add Training

Choose "Add New Training" to begin T9



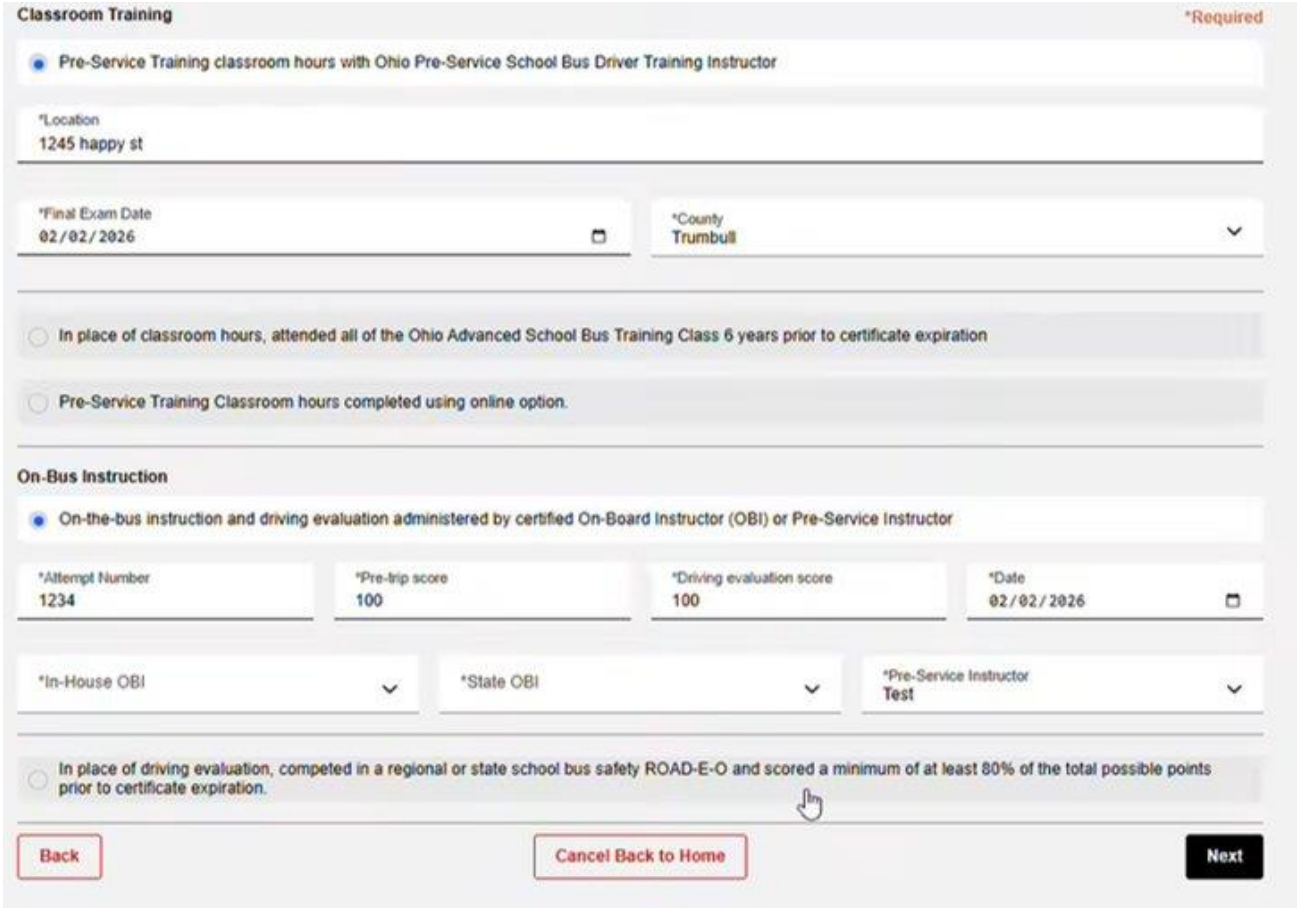
T9

Enter Classroom Training and OBI Information



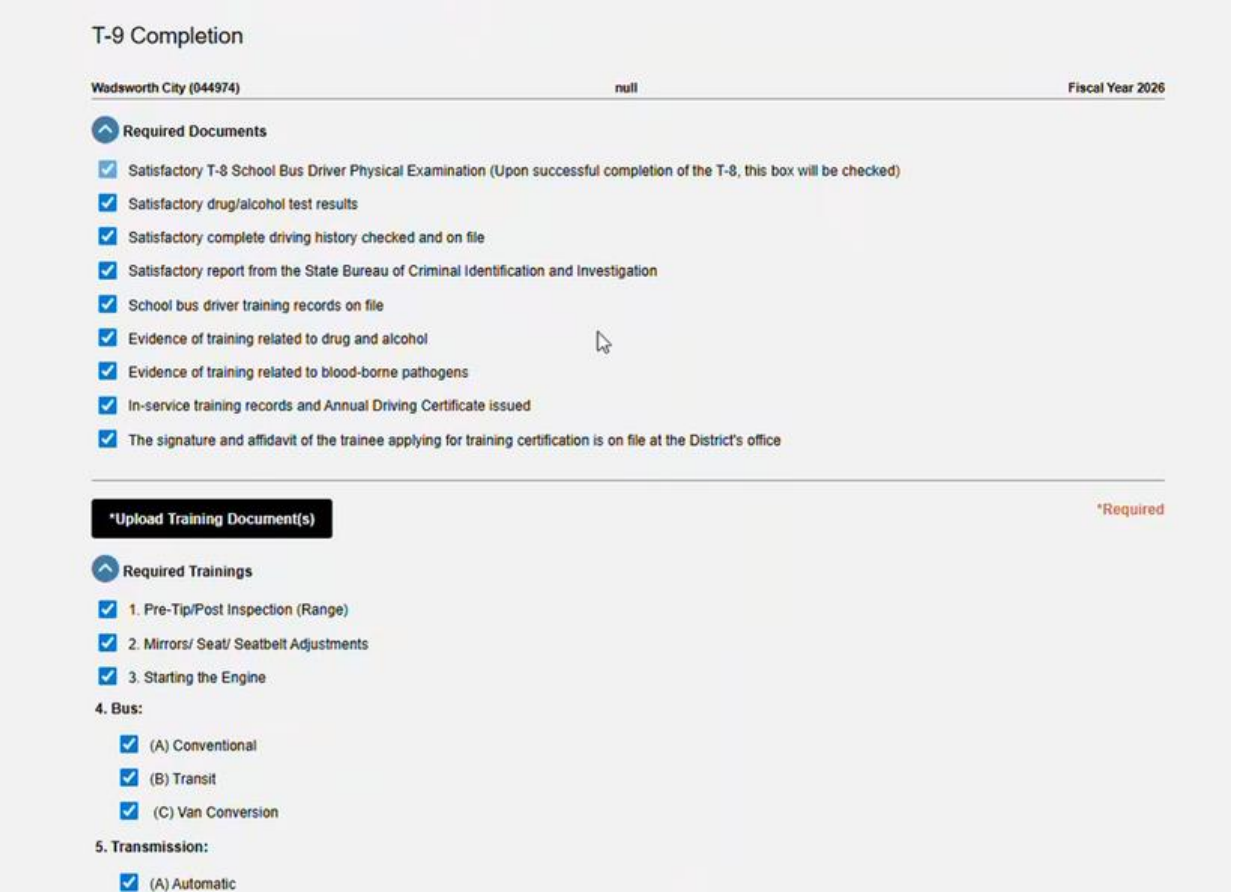
T9

Once information is entered, NEXT button will populate



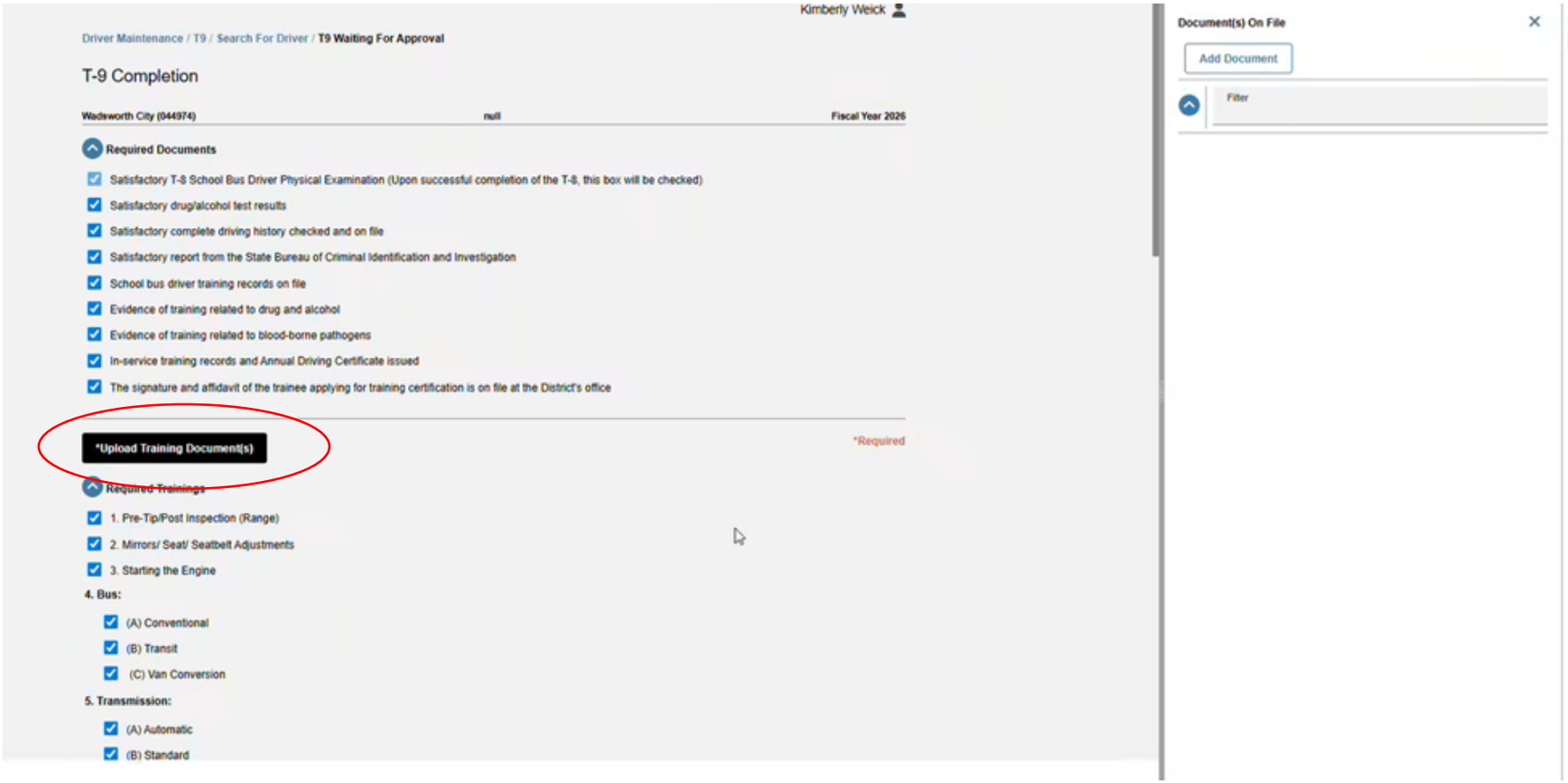
T9 Training Details

Confirm all Required Documents and 26 Training Items have been completed by check marking boxes



Upload Documents

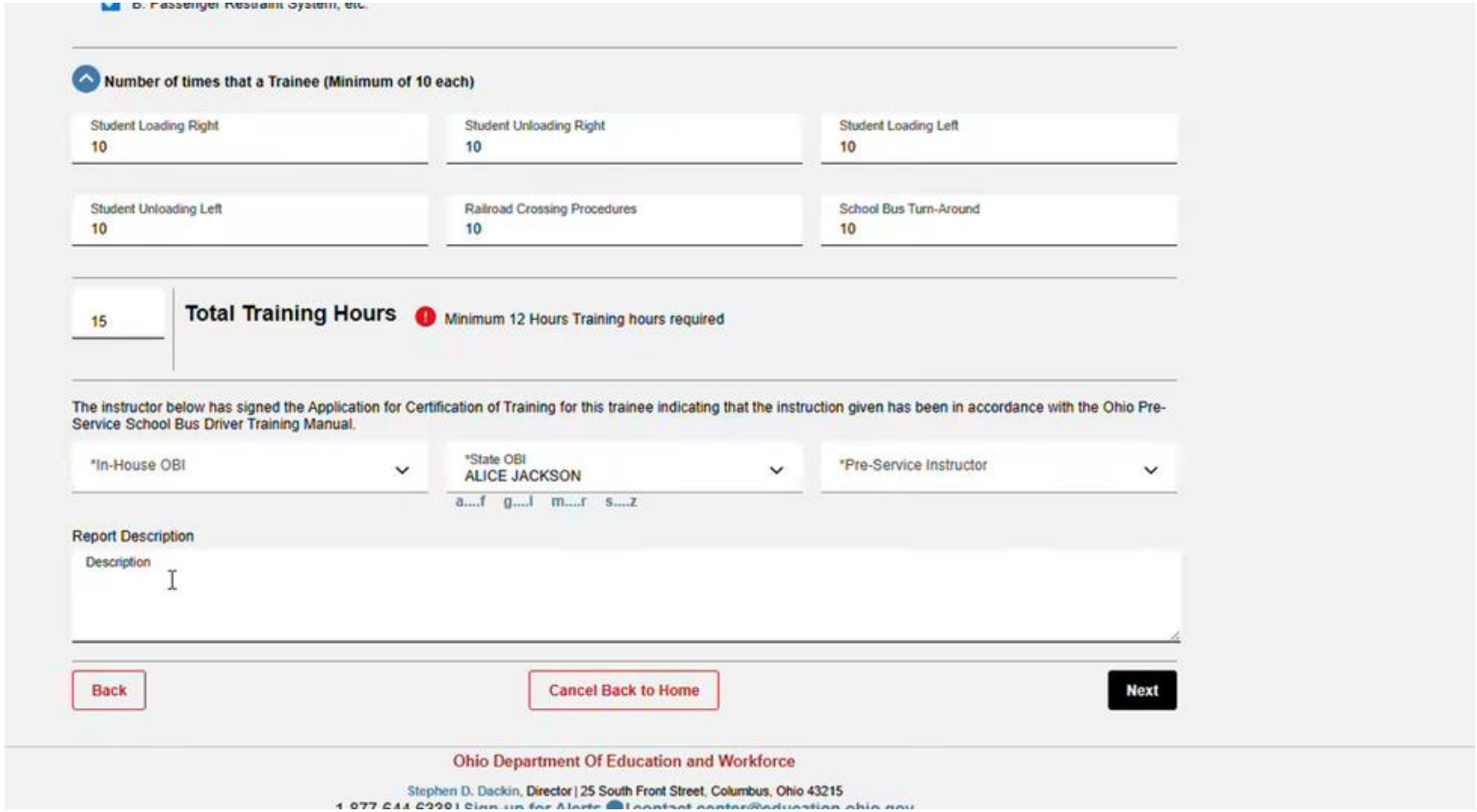
Click "UPLOAD DOCUMENTS" to attach training documents



Upload T9, driving evaluation, and pre-trip. If these are not included, preservice will decline the training record.

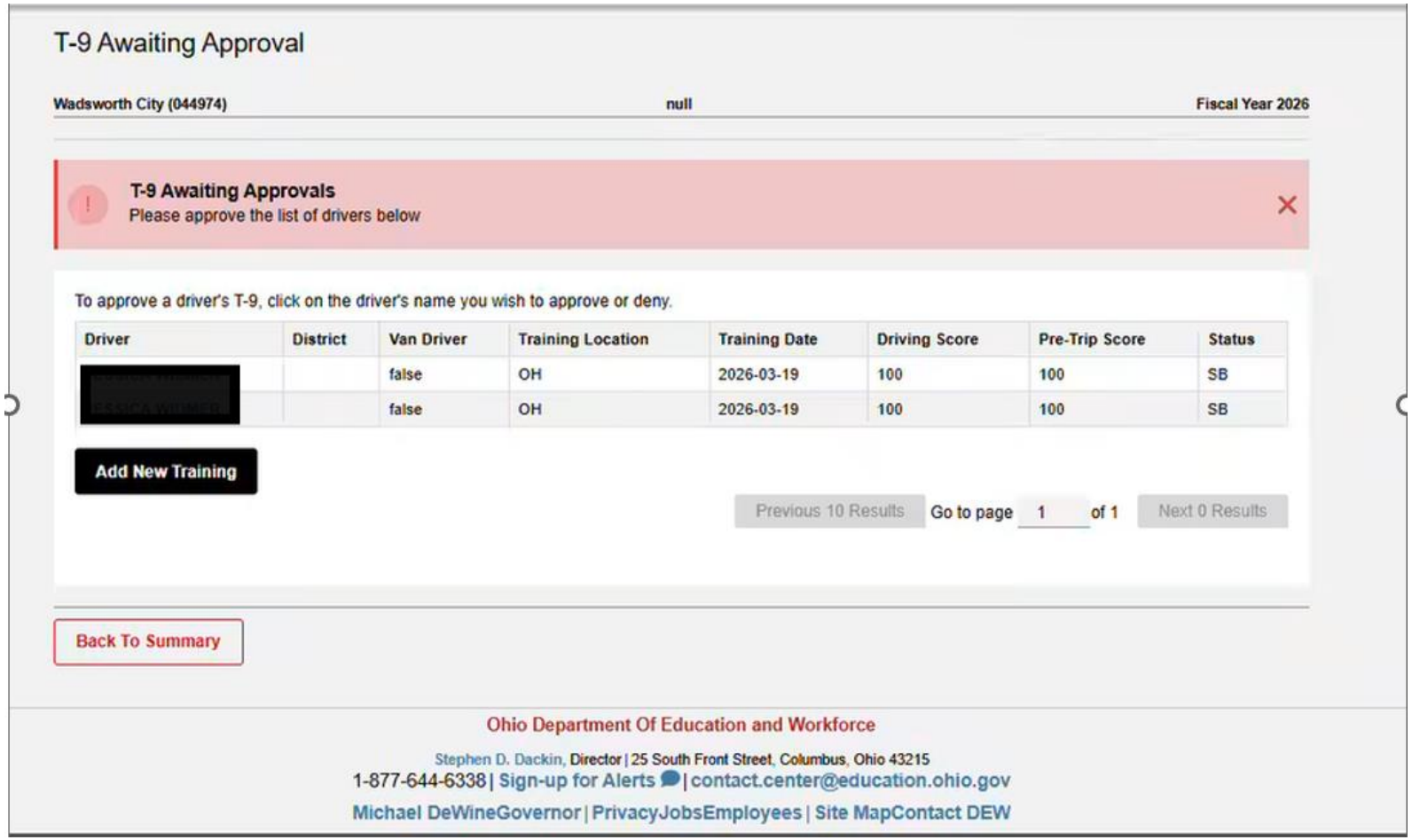
T9 Training Details Continued

Answer all questions and then choose "NEXT"



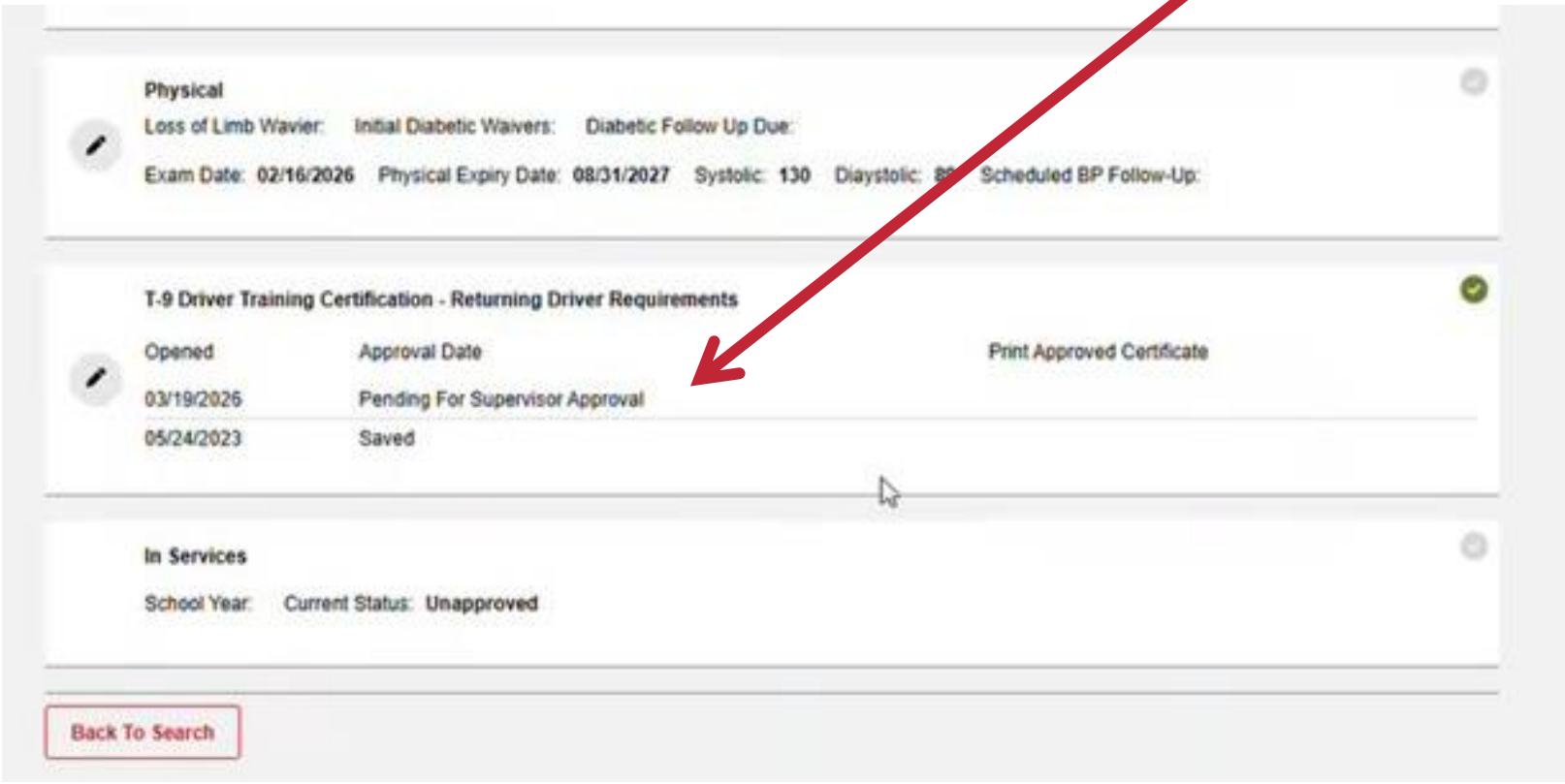
T9 Completion

Final screen will show the T9 has been entered and needs to be approved



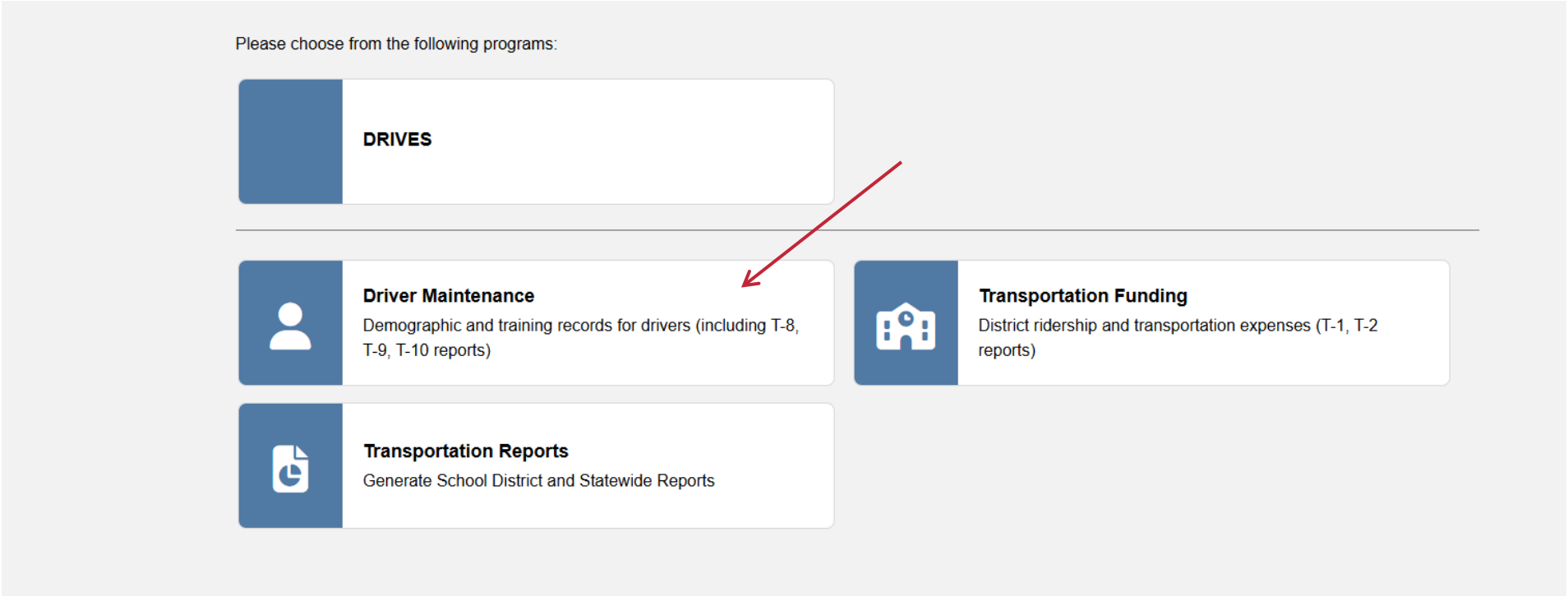
Pending Supervisor Approval

If a Data Entry Role entered the T9, it will need to be approved by the Supervisor/Director



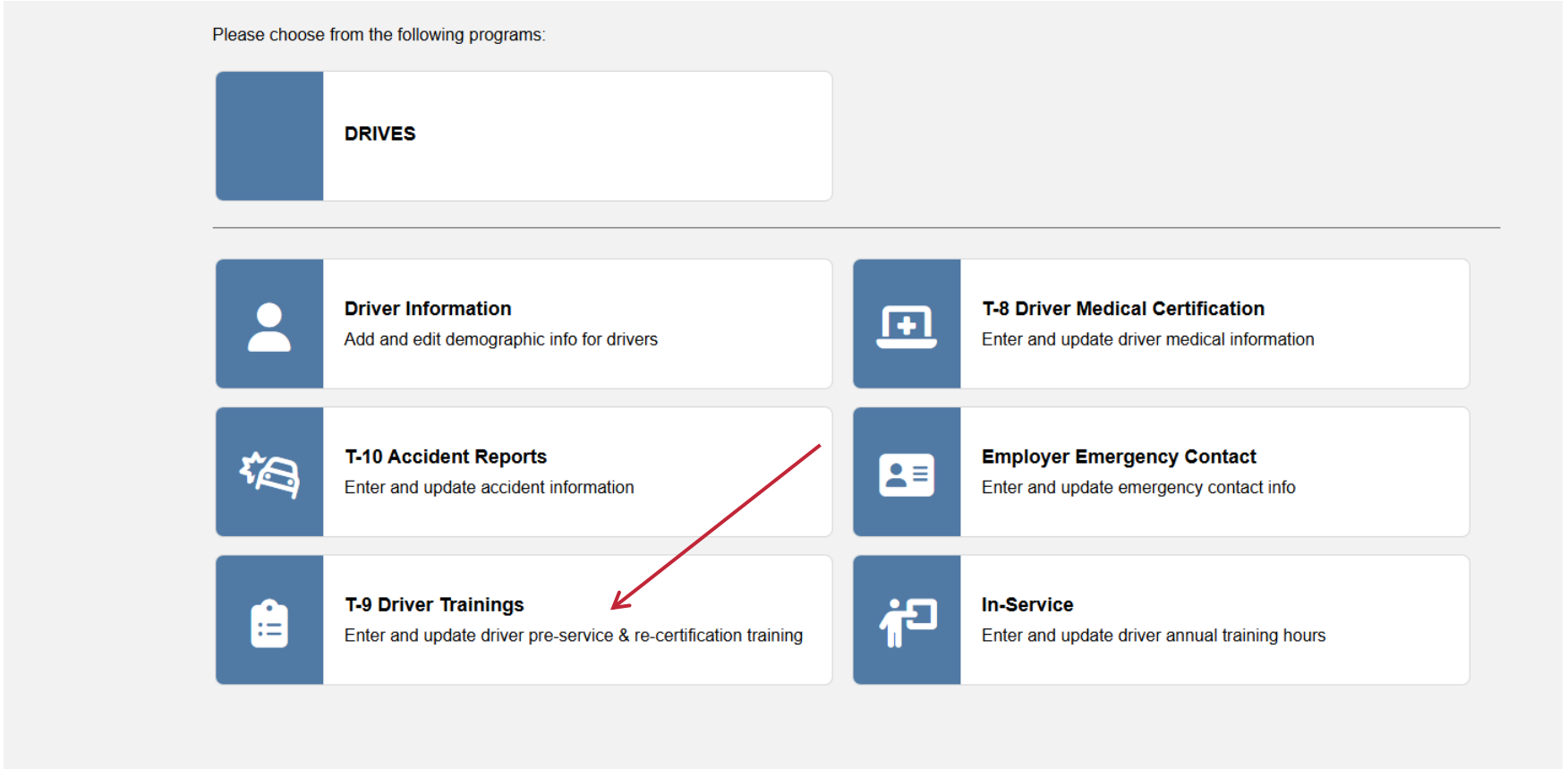
Driver Maintenance (Supervisor)

Select Driver Maintenance Tile



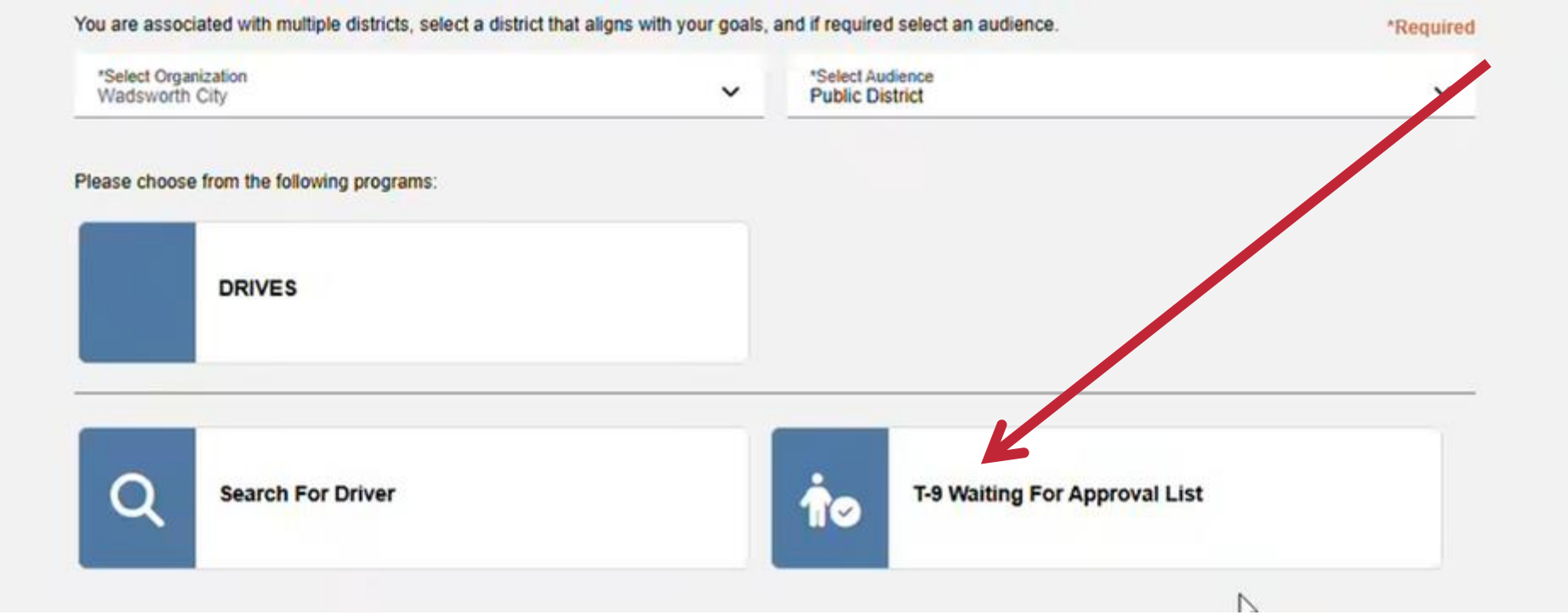
T9 Driver Training

Select T9 Driver Trainings



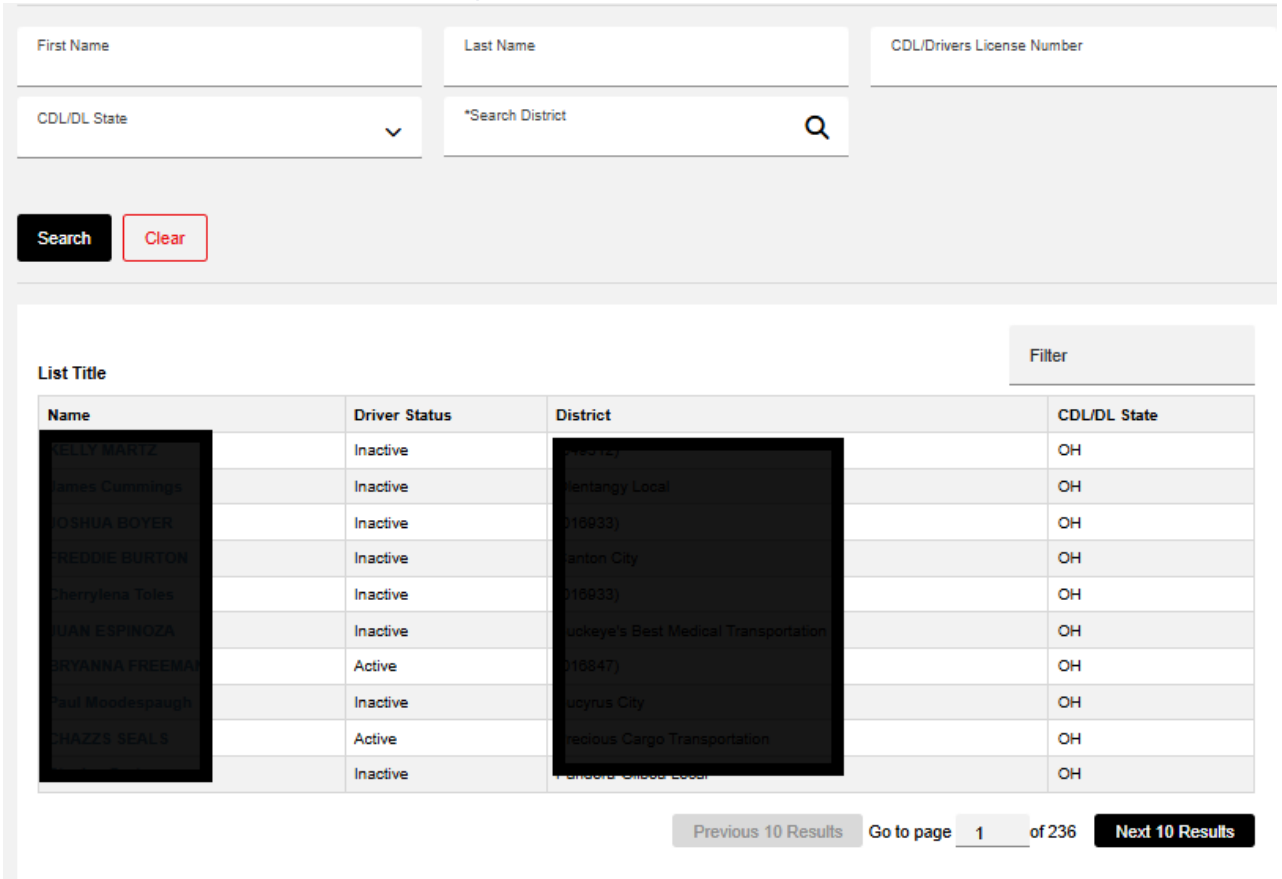
T9 Waiting for Approval (Supervisor)

Choose T9 Waiting for Approval



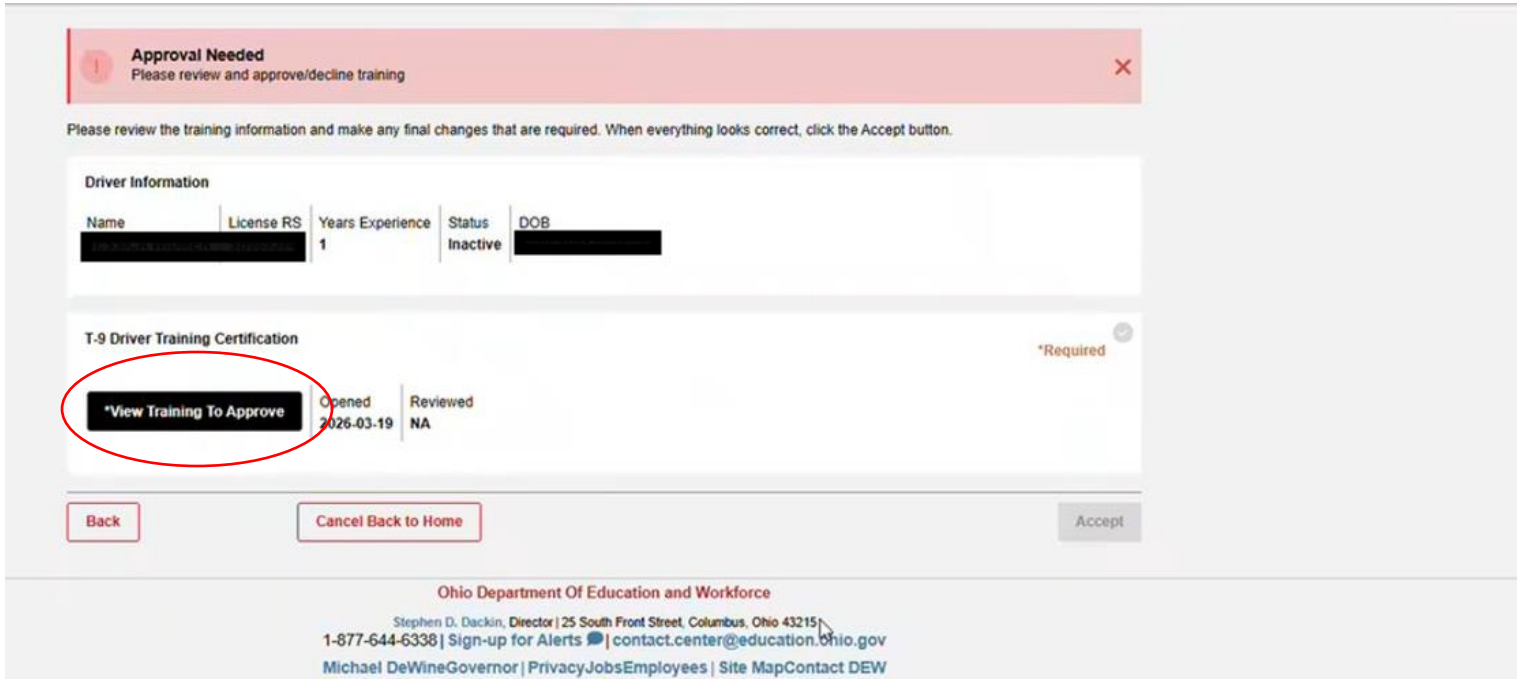
T9 Waiting for Approval

List of Drivers with T9s that need to be approved will populate. Choose the Driver you need to approve.



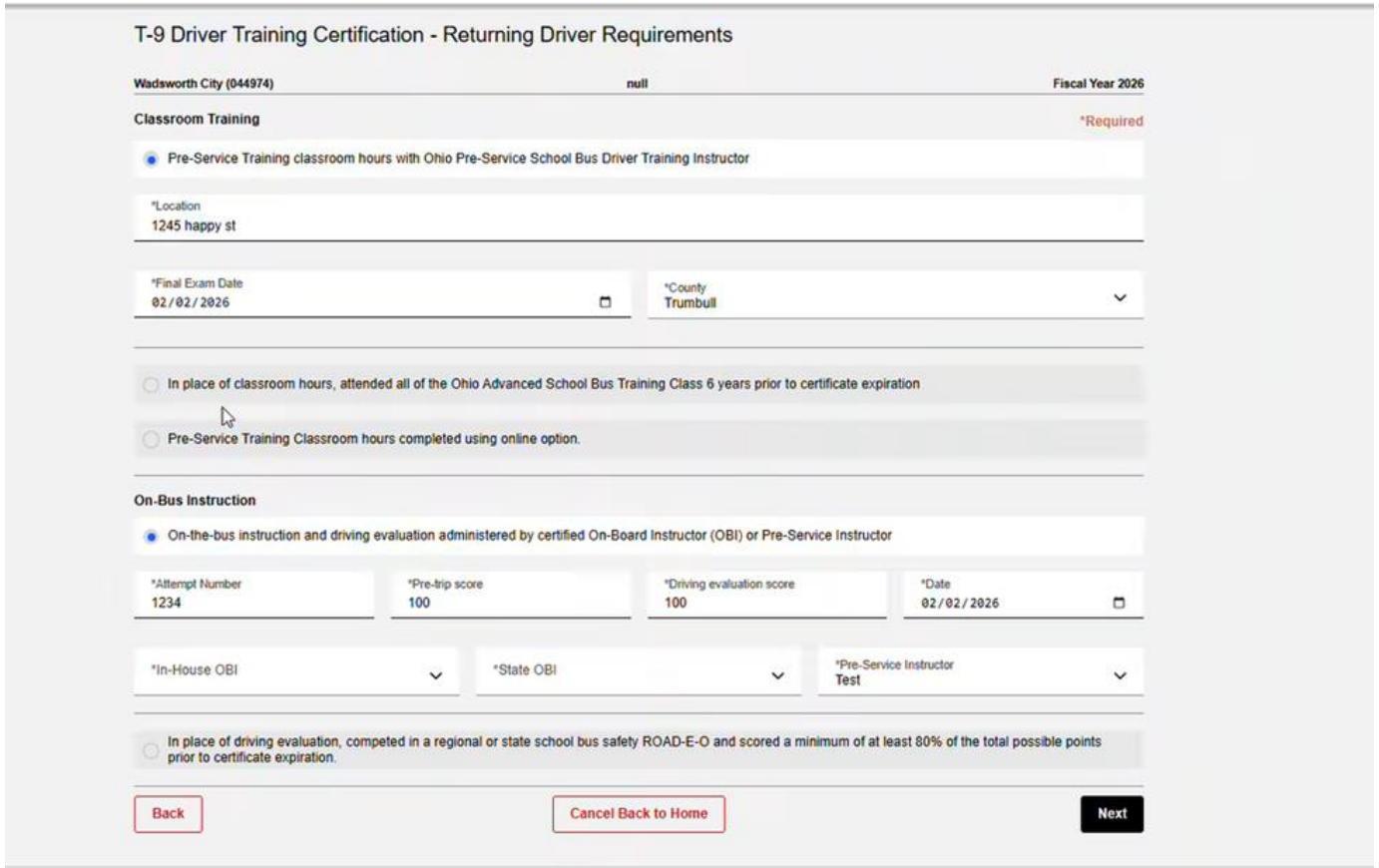
Approve T9

Click "View Training to Approve"



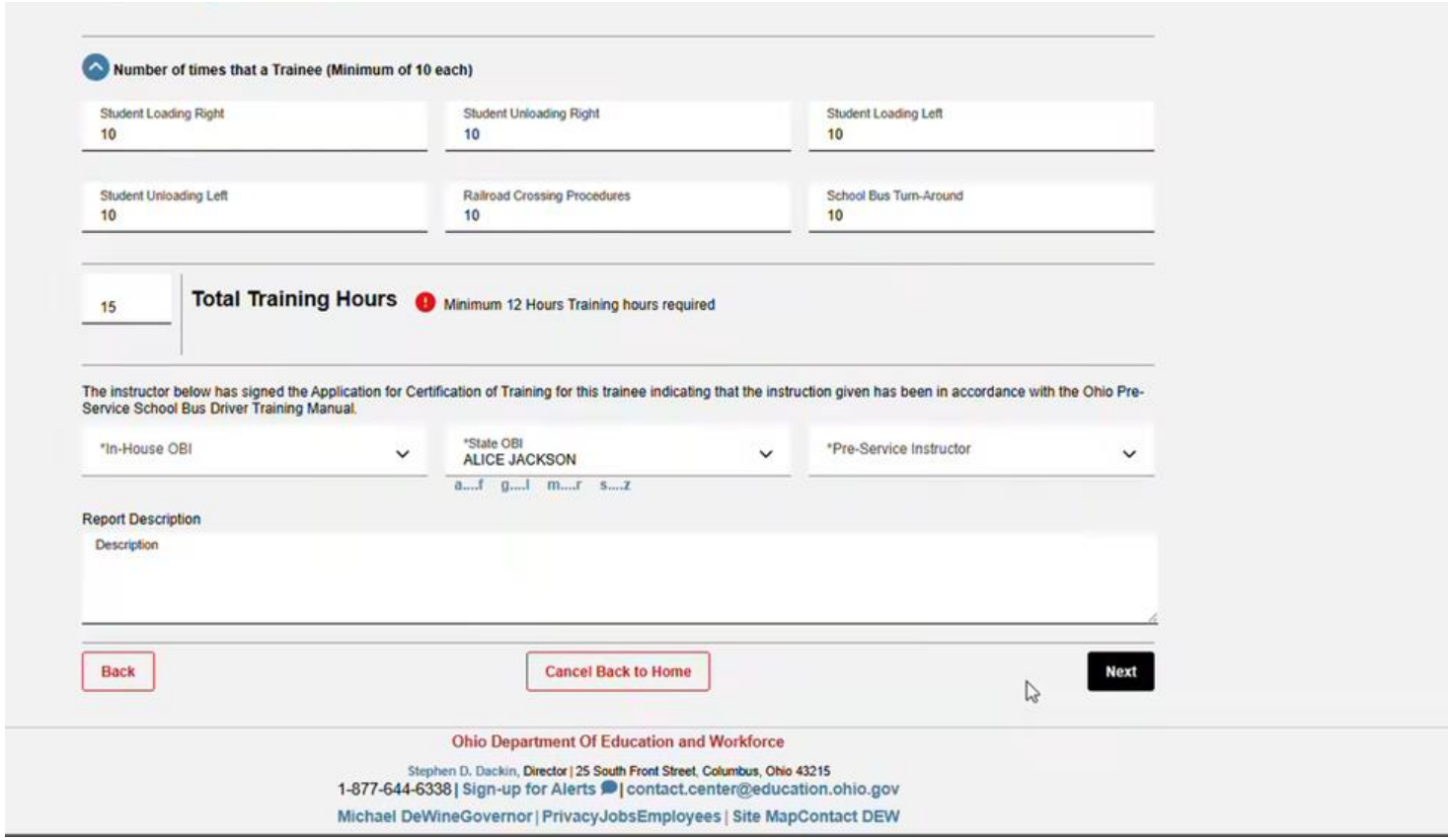
Secondary Review and Submit

All previously entered information will populate



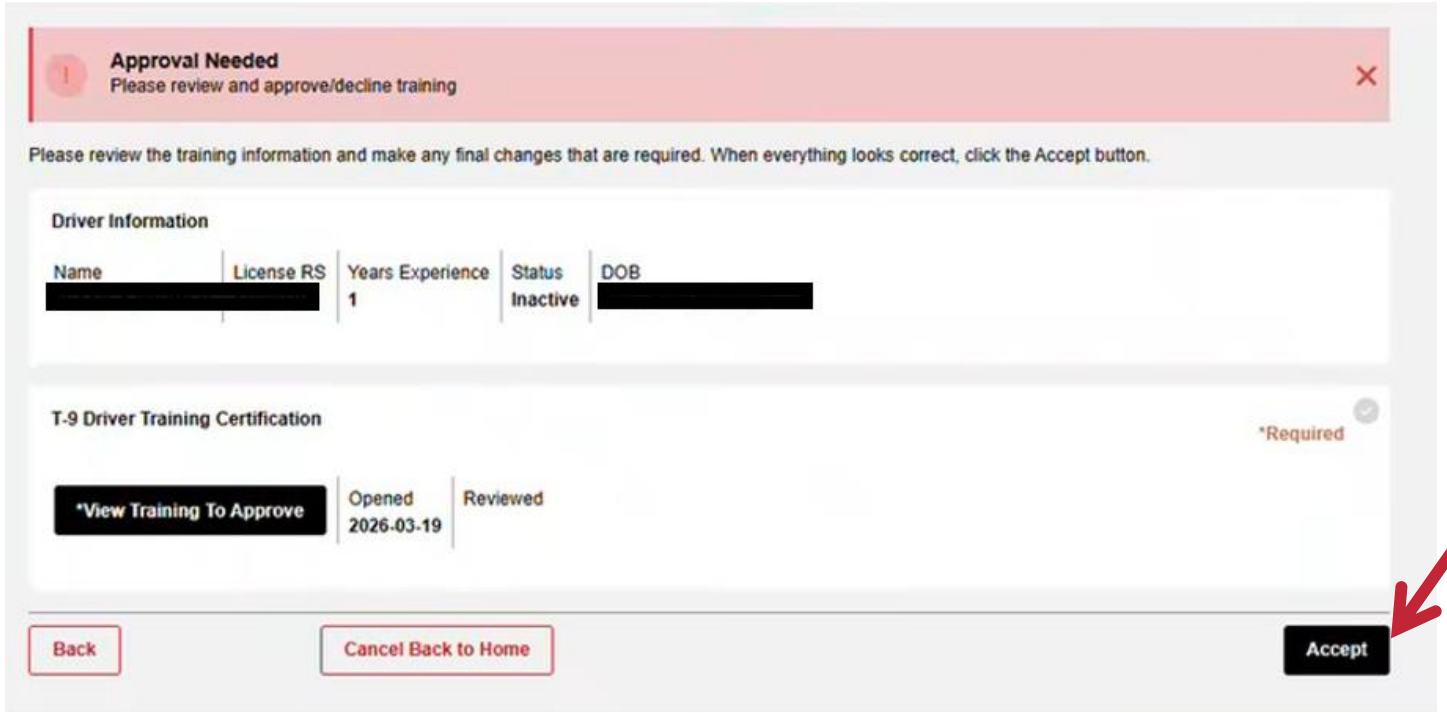
Secondary Review and Submit Continued

Review all data on screens and then choose "Next"



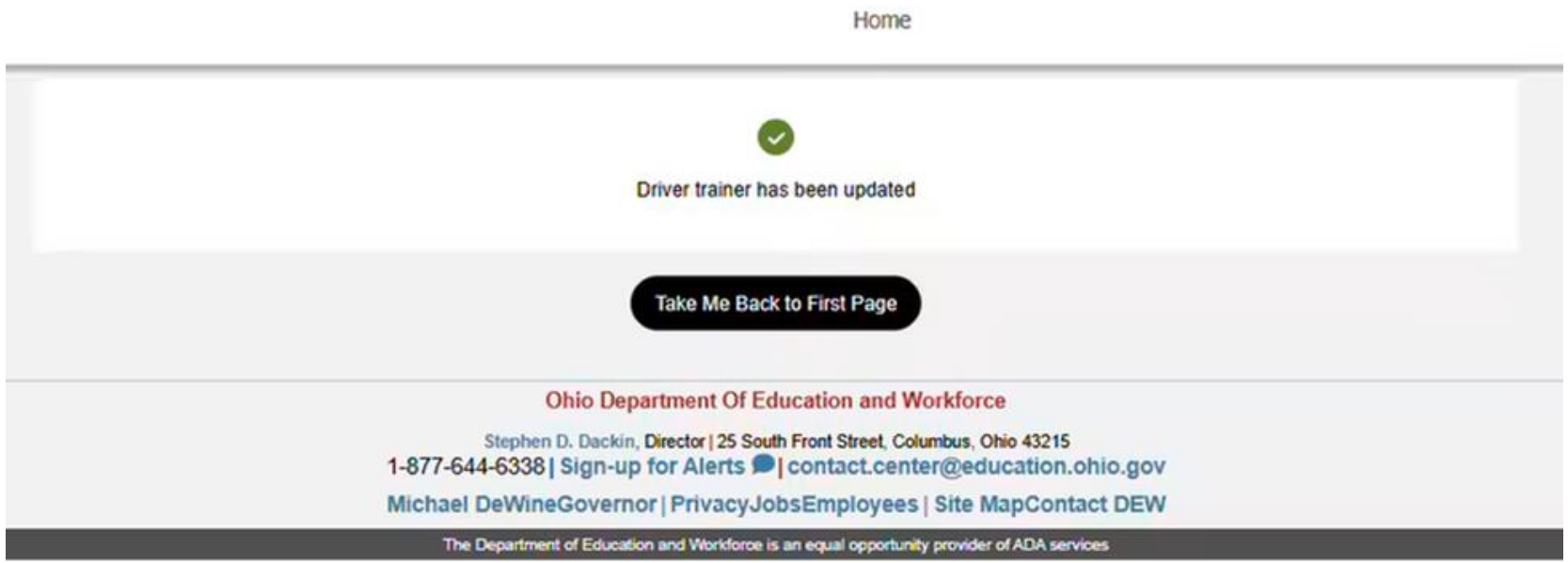
Secondary Review and Accept

Choose Accept at the bottom to submit to Preservice for Approval



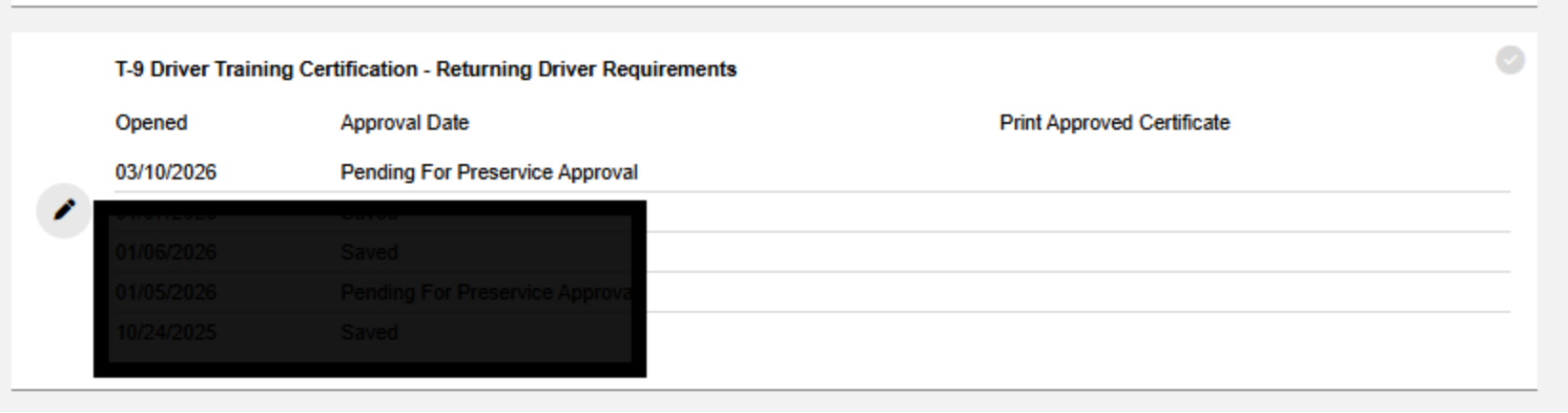
Success!

Final screen



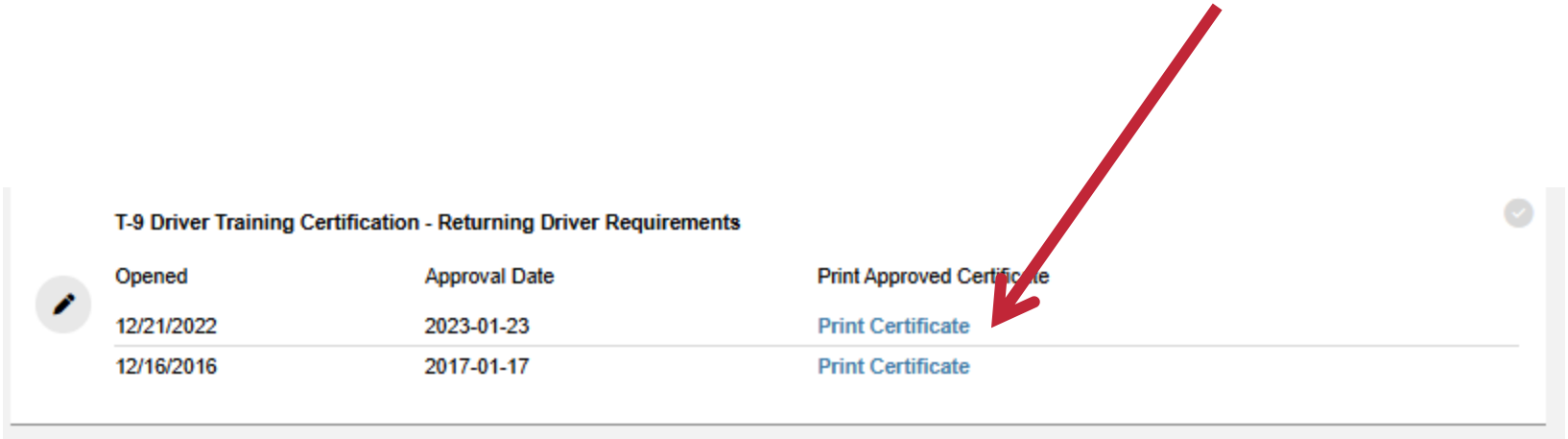
Verify Submission

If entered correctly, the driver's profile will show "Pending For Preservice Approval"



Print Certificate

Once approved the certificate can be printed



Department of Education & Workforce

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