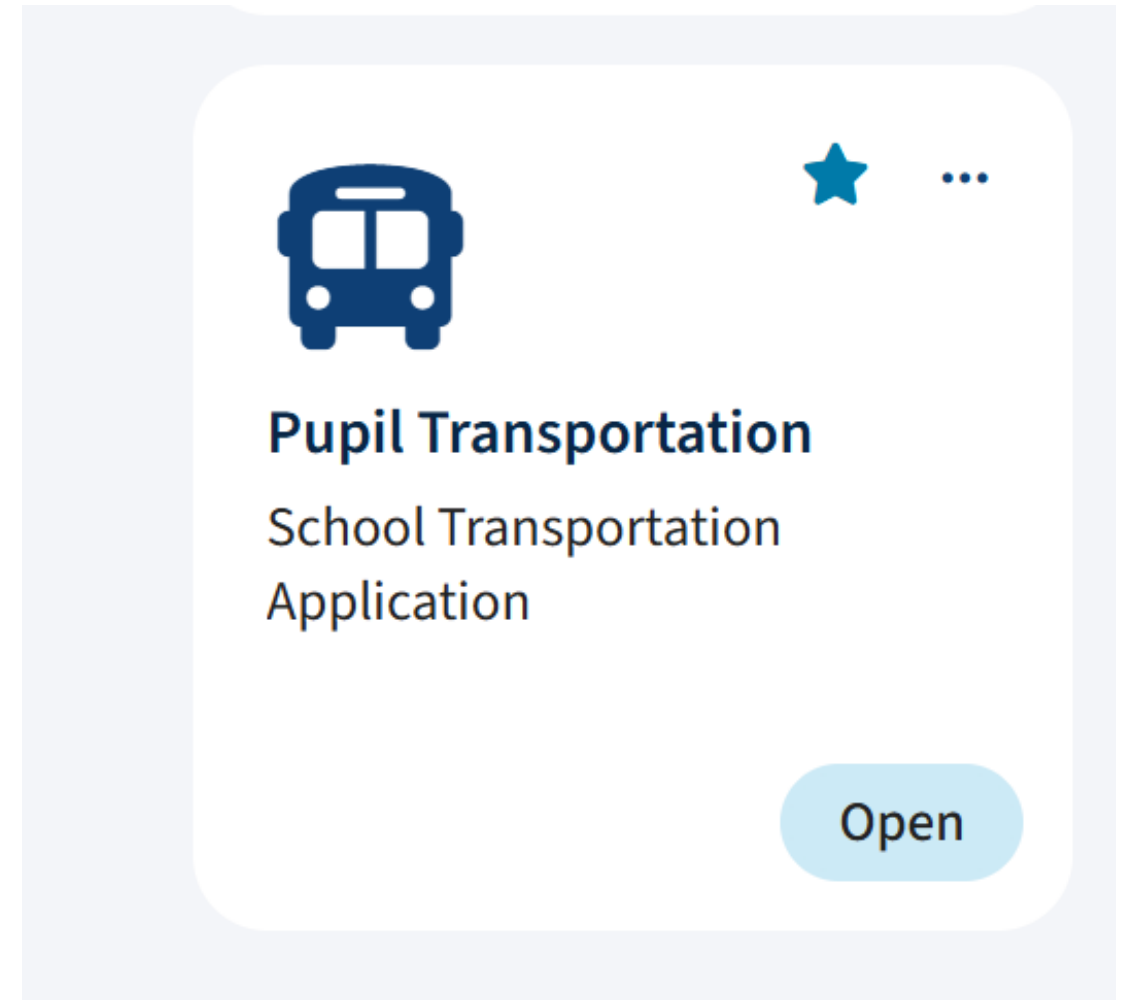




**Department of
Education &
Workforce**

Entering a New Driver

You will access Drives through the Pupil Transportation tile



Select the Drives Tile

Home

Pupil Transportation

Welcome to the platform and based on the appropriate roles, individuals may access the Transportation Enforcement Management (TEM) by clicking on the tile below.
For questions, please email TransportationCompliance@education.ohio.gov.

You are associated with multiple districts, select a district that aligns with your goals, and if required select an audience. *Required

*Select Organization
Ohio Department of Education and Workforce

*Select Audience
Public District

Please choose from the following programs:


DRIVES


Driver Maintenance

Select Driver Maintenance Tile

Please choose from the following programs:

DRIVES

 **Driver Maintenance**
Demographic and training records for drivers (including T-8, T-9, T-10 reports)

 **Transportation Funding**
District ridership and transportation expenses (T-1, T-2 reports)








 **Transportation Reports**
Generate School District and Statewide Reports

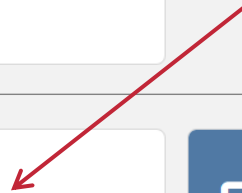


New Driver

Select Driver Information

Please choose from the following programs:







 DRIVES	
 Driver Information Add and edit demographic info for drivers	 T-8 Driver Medical Certification Enter and update driver medical information
 T-10 Accident Reports Enter and update accident information	 Employer Emergency Contact Enter and update emergency contact info
 T-9 Driver Trainings Enter and update driver pre-service & re-certification training	 In-Service Enter and update driver annual training hours



Add a New Driver

Select "Add a new Driver"

Please choose from the following programs:

 DRIVES	 Transportation Enforcement Management
 Update an Existing New Driver Continue adding new driver	 Add a New Driver Add a new driver for approval
 Driver Maintenance Edit demographics for drivers and update driver status	 Suspend Suspend pre-service completion certificate



Enter New Driver

Enter Driver's License Number, SSN and State of Issuance

Driver Maintenance / Driver Info / Add Driver

License Basic Info Role/Job Contact Physical Submit

1 of 6 License

CDL/License

***(Required)**

*CDL/Drivers License Number *Full SSN *CDL/DL State

Back Cancel Application Next

Once you click 'next', you cannot edit this information. You will have to reach out to DEW for errors.

Notification

If you get the warning in red, this indicates the driver has existed in the state system at some time. Click NEXT to continue to add the driver to your list.

The screenshot shows a multi-step application process. At the top, a progress bar has six steps: License, Basic Info, Role/Job, Contact, Physical, and Submit. The 'License' step is currently active. Below the progress bar, it says '1 of 6 License'. A red warning banner is displayed, containing the text: 'Driver already exist in our system. Please check the information if this is a discrepancy. Or you may add this driver to your district selecting the button Next.' A red arrow points from the 'Physical' step of the progress bar to the warning banner. Below the warning, there are three input fields: '*CDL/Drivers License Number' (with a dark blue bar), '*Full SSN' (with a dark blue bar), and '*CDL/DL State' (a dropdown menu showing 'OH'). A red asterisk and the word '(Required)' are positioned to the right of these fields. At the bottom of the form, there are three buttons: 'Back' (outlined in red), 'Cancel Application' (outlined in red with a red circle and slash icon), and 'Next' (solid black).

Driver Basic Information

The driver's basic information will populate

2 of 6 Basic Info

Basic Information *(Required)

*First Name JESSICA	Middle Initial LYNN
*Last Name WIDMER	*SSN [REDACTED]
*Gender Female	*Date Of Birth [REDACTED]

License Verification

BMV Check
CDL/Drivers License Number: [REDACTED] State: OH

Ohio BMV Points: - LIC Status: **Valid**

Show All Information

[Back](#) [Cancel Application](#) [Next](#)

License Verification

Checkmark the box to expand the driving record

*Gender
Female

*Date Of Birth
[REDACTED]

License Verification

BMV Check
CDL/Drivers License Number: [REDACTED] State: OH

Ohio BMV Points: - LIC Status: **Valid**

Show All Information

Past Offenses

Endorsements	Record Type	Offense Type	Offense Date	Conviction Date	Ohio Points	Suspension Start Date	Suspension End Date
	IN-STATE CONVICTION	SPEED	11/26/2019	12/05/2019	2	-	-
	IN-STATE CONVICTION	SPEED ON HWY/EXPWY/FREEWY	04/21/2016	05/13/2016	2	-	-
	[REDACTED]						

[Back](#) [Cancel Application](#) [Next](#)



Driver Role/Job

Enter Requested Information, then 'NEXT'

Progress bar: License (checked), Basic Info (checked), **Role/Job** (active), Contact, Physical, Submit

3 of 6 Role/Job

Role/Job

On Board Instructor Van Driver (check if driver is only approved to drive a van) *(Required)

*Regular Or Substitute Regular	▼	*Total Years Bus Driving 1	
*Transportation Start Date 02 / 16 / 2026	📅	No Longer Driving for District Date mm / dd / yyyy	📅

Buttons: Back, Cancel Application, Next



Driver Contact Information

You **MUST** remove the last 4 of the Zip that populates, then 'NEXT'

The screenshot shows a multi-step form with a progress bar at the top. The steps are: License (checked), Basic Info (checked), Role/Job (checked), Contact (active), Physical, and Submit. Below the progress bar, it indicates '4 of 6 Contact'. The 'Contact Info' section has 'Phone' and 'Email' fields, with a red asterisk and '(Required)' next to the Email field. The 'Physical Address' section has an '*Address' field, a '*City' field, a '*State' dropdown menu (set to 'OH'), and a '*Zip' field. The 'Zip' field contains a blue redaction box. At the bottom, there are three buttons: 'Back', 'Cancel Application', and 'Next'.

T8 Physical

Enter physical information, then 'NEXT'

The screenshot shows a progress bar at the top with six steps: License, Basic Info, Role/Job, Contact, Physical, and Submit. The first four steps are marked with red checkmarks, while the Physical step is marked with a location pin icon. Below the progress bar, it indicates '5 of 6 Physical'. The main form area is titled 'Physical' and contains the following fields and options:

- Exam Date (mm/dd/yyyy) with a calendar icon
- Physical Pass or Fail (dropdown menu)
- Systolic (text input)
- Diastolic (text input)
- Initial Diabetic Waiver (mm/dd/yyyy)
- Loss Of Limb Waiver (mm/dd/yyyy)
- Glucosuria Certificate on File (checkbox)
- Cardiovascular Certificate on File (checkbox)

A note above the fields states: "If driver has an insulin diabetic waiver, glucosuria statement or cardiovascular statement, please submit documents to the Department through a secure link using: filedrop.cloudafs.ohio.gov". A red asterisk indicates that the certificate options are required. At the bottom, there are three buttons: 'Back', 'Cancel Application', and 'Next'.

Beginning March 31, 2026, the waiver instructions will be "if a driver has an insulin dependent waiver, please upload the completed Insulin Waiver Packet by clicking on the document upload button to the left of the screen"



Review and Submit


All information will populate, verify and click 'Submitted'


Review and Submit

Please review the information you provided and make any final changes that are required. When everything looks correct click the **Submit** button.


CDL/Drivers License Number: **22222** CDL/DL State: **IL**

Basic Information ✓

 First Name: **testtest** Middle Name: **t** Last Name: **testtest**






Drivers Role/Job ✓

 **Van Driver**


Regular or Substitute: **Substitute** Total Years Bus Driving Experience: **1** Transportation Start Date: No Longer Driving for District Date:

Contact ✓

 Phone: 

Physical: 

Physical ✓

 Loss of Limb Wavier: Initial Diabetic Waivers: Driver Waiver Expiration:


[Back](#) [Cancel Application](#)

H Current Status Started **Submitted**

Final Submission


Scroll to the bottom and click 'Submitted'

Drivers Role/Job ✓

 **Van Driver**


Regular or Substitute: **Substitute** Total Years Bus Driving Experience: **1** Transportation Start Date: No Longer Driving for District Date:

Contact ✓

 Phone: [REDACTED]

Physical [REDACTED]

Physical ✓

 Loss of Limb Wavier: Initial Diabetic Waivers: Driver Waiver Expiration:

[Back](#) [Cancel Application](#)

H Current Status Started | [Submitted](#)

Submitted

Comment Not Allowed

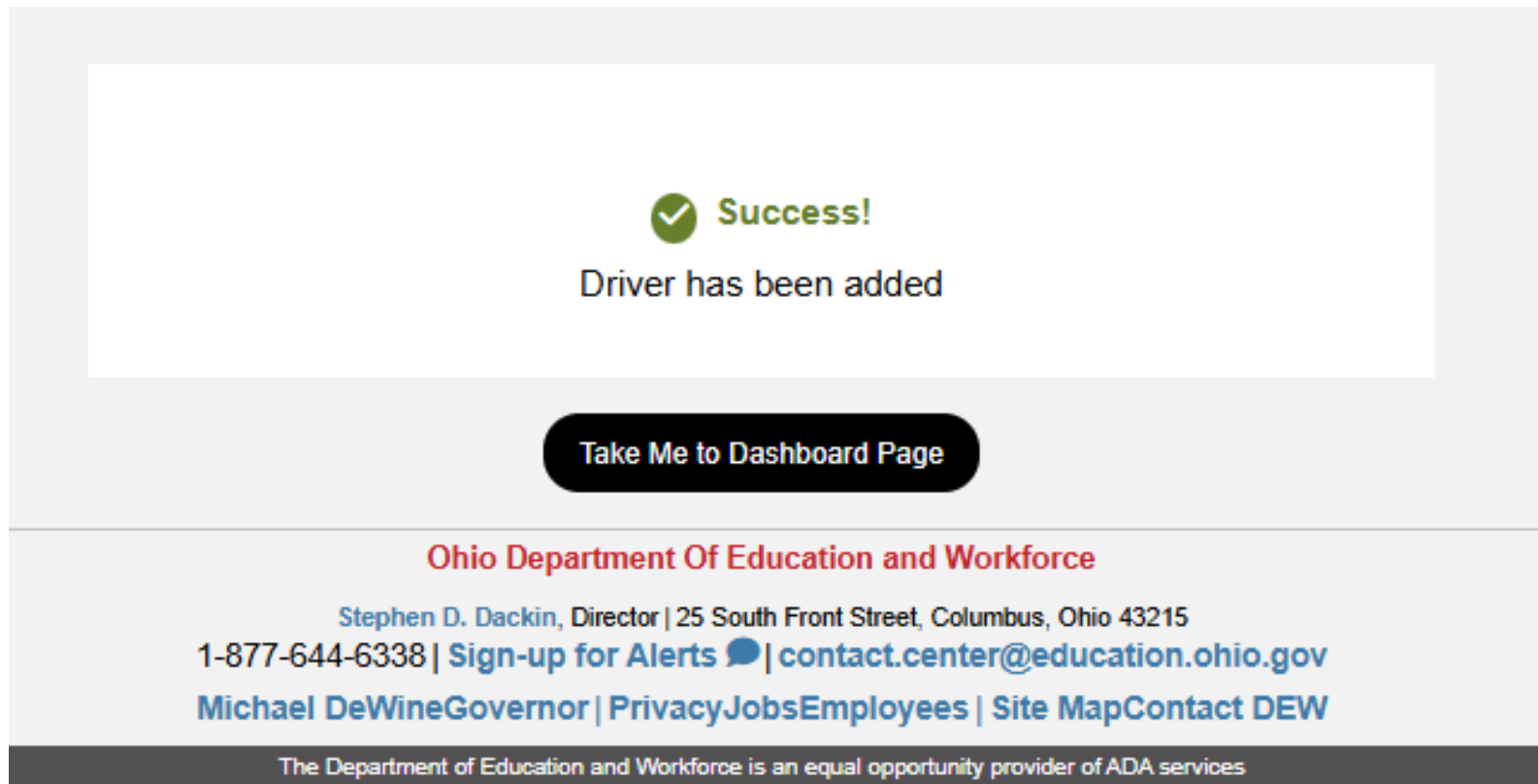
Your selection does not allow for a comment. You may click the "Submitted" button at anytime.

[Cancel](#) [Submitted](#)



Success!

Final screen will show 'SUCCESS'



The screenshot shows a success message on a web page. At the top, there is a green checkmark icon followed by the word "Success!". Below this, the text "Driver has been added" is displayed. A black button with white text "Take Me to Dashboard Page" is centered below the message. The footer of the page includes the Ohio Department of Education and Workforce logo, contact information for Stephen D. Dackin, and links for alerts, contact center, and other services. A dark grey bar at the bottom contains the text: "The Department of Education and Workforce is an equal opportunity provider of ADA services".

✓ **Success!**
Driver has been added

[Take Me to Dashboard Page](#)

Ohio Department Of Education and Workforce
Stephen D. Dackin, Director | 25 South Front Street, Columbus, Ohio 43215
1-877-644-6338 | [Sign-up for Alerts](#) | contact.center@education.ohio.gov
[Michael DeWine Governor](#) | [PrivacyJobsEmployees](#) | [Site MapContact DEW](#)

The Department of Education and Workforce is an equal opportunity provider of ADA services



**Department of
Education &
Workforce**

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