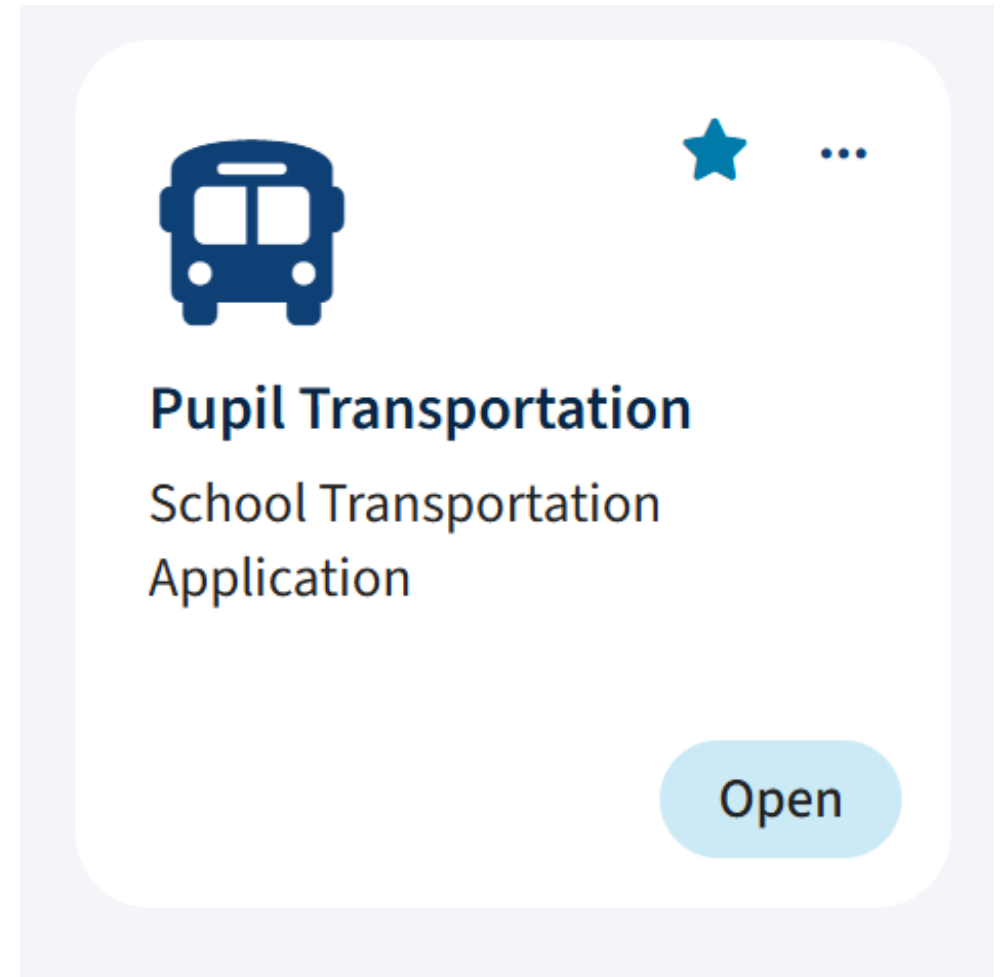




**Department of
Education &
Workforce**

Navigating DRIVES – the ins and outs

You will access DRIVES through the Pupil Transportation tile



Where do I go to:

- [Enter a NEW DRIVER](#) (slides 6-10)
- [Update an Existing Driver Record](#) (slides 11-14)
- [I entered a driver, but they don't show in my roster](#) (slides 15-20)
- [View an individual driver's BMV Report](#) (slides 21-28)
- [Update a driver T-8 physical, new or rechecks](#) (slides 29-39)
- [Removing a driver from my list](#) (slides 40-46)
- [Enter a T-9 Training](#) (slides 47-54)
- [Update a driver's In-Service requirements](#) (slide 55)

Where do I go to:

- [Enter or View a T-1 \(slide 56-60\)](#)
- [Enter or view a T-2 \(slide 61-64\)](#)
- [Bus Inventory \(slide 65-74\)](#)
- [Enter a T-10 \(slide 75-78\)](#)

How to Enter a New Driver

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 Reports**
Generate School District and Statewide Reports

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



How to Enter a New Driver

Select Driver Information

Please choose from the following programs:

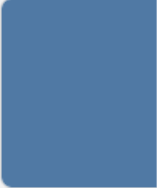
 DRIVES	
 Driver Information Add and edit demographic info for drivers	 T-8 Driver Medical Certification Enter and update driver medical information
 T-10 Accident Reports Enter and update accident information	 Employer Emergency Contact Enter and update emergency contact info
 T-9 Driver Trainings Enter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

[Menu](#)

How to Enter 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

[Menu](#)

How to Enter a New Driver

Follow [this link](#) for full step by step instructions to enter a new driver.

[Menu](#)

How to Enter a New Driver

END OF SLIDES for How to Enter a New Driver

Next: Update a Driver's Record

[Menu](#)

How to Update an Existing Driver Record

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 Reports**
Generate School District and Statewide Reports

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



Update an Existing Driver

Select Driver Information

Please choose from the following programs:

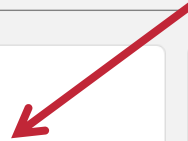


DRIVES



Driver Information

Add and edit demographic info for drivers



T-10 Accident Reports

Enter and update accident information



T-9 Driver Trainings

Enter and update driver pre-service & re-certification training



T-8 Driver Medical Certification

Enter and update driver medical information



Employer Emergency Contact

Enter and update emergency contact info



In-Service

Enter and update driver annual training hours

[Menu](#)

Update an Existing Driver

Select "Driver Maintenance"

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



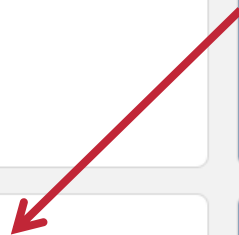
Driver Maintenance

Edit demographics for drivers and update driver status



Suspend

Suspend pre-service completion certificate



Update an Existing Driver

Select the driver from the list that populates to access their profile and edit details

Driver Info / Driver Maintain / Search

Driver Maintain Search

First Name Last Name CDL/Drivers License Number

CDL/DL State *Search District

Search Clear

List Title Filter

Name	Driver Status	District	CDL/DL State	Alert
A	Active	Mississinawa Valley Local	OH	
A	Active	Lexington Local	OH	
A	Inactive	Dureti Medical Transportation LLC	OH	
A	Active	Columbus City Schools District	OH	
A	Active	Four County Career Center	OH	
A	Active	Coldwater Exempted Village	OH	
A	Active	Westerville City	OH	
A	Inactive	Brunswick City	OH	
A	Active	Beavercreek City	OH	
A	Active	Wooster City	OH	

Previous 10 Results Go to page 1 of 3715 Next 10 Results

[Menu](#)

Next

END OF SLIDES for Update an Existing Driver Record

Next: Where to find a driver that I just entered

[Menu](#)

Where do I find a driver that I just entered?

When a new driver is added to the district roster, their information needs to be saved first and then submitted. At this stage, the driver will appear under the “update existing new driver” search. This allows you to make any necessary updates or corrections before their details move forward in the process.

Once the driver’s information is submitted, the next step is for the Supervisor to review the submission. Until the Supervisor marks the driver as reviewed, the record will continue to show in “update existing new driver.” After the Supervisor completes their review and updates driver status to Reviewed, the driver will then show up under “Driver Maintenance.”

Where do I find a driver that I just entered?

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	

Where do I find a driver that I just entered?

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

Where do I find a driver that I just entered?

Select "Update an Existing 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

Where do I find a driver that I just entered?

List of drivers that need approved will populate

Driver Info / Driver Update / Search

Search For New Driver

First Name

Last Name

CDL/Drivers License Number

CDL/DL State

*Search District

Search

Clear

List Title

Filter

Name	Driver Status	District	CDL/DL State
	Inactive		KY
	Inactive		GA
	Inactive		ND
A'JAD	Inactive		OH
AARON	Inactive		OH
AARON	Inactive		OH
ABDO	Inactive		OH
ADAM	Inactive		OH
ADAM	Inactive		OH
ADRIA	Inactive		OH

Previous 10 Results

Go to page 1 of 76

Next 10 Results



Next

END OF SLIDES for Update an Existing Driver Record

Next Up: Viewing an individual driver's BMV Record

Viewing an individual driver's BMV Record

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 Reports**
Generate School District and Statewide Reports

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



Viewing an individual driver's BMV Record

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

[Menu](#)

Viewing an individual driver's BMV Record

Select "Driver Maintenance"

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

[Menu](#)

Viewing an individual driver's BMV Record

Select the driver from the list that populates to access their profile and edit details

Driver Info / Driver Maintain / Search

Driver Maintain Search

First Name Last Name CDL/Drivers License Number

CDL/DL State *Search District

Search Clear

List Title Filter

Name	Driver Status	District	CDL/DL State	Alert
A	Active	Mississinawa Valley Local	OH	
A	Active	Lexington Local	OH	
A	Inactive	Dureti Medical Transportation LLC	OH	
A	Active	Columbus City Schools District	OH	
A	Active	Four County Career Center	OH	
A	Active	Coldwater Exempted Village	OH	
A	Active	Westerville City	OH	
A	Inactive	Brunswick City	OH	
A	Active	Beavercreek City	OH	
A	Active	Wooster City	OH	

Previous 10 Results Go to page 1 of 3715 Next 10 Results

[Menu](#)

Viewing an individual driver's BMV Record

Click the edit pencil next to the driver's "basic information" tile

Driver Maintain / Driver Dashboard

Driver Dashboard

CDL/Drivers License Number: [REDACTED] CDL/DL State: OH Driver Status: Active

Basic Information ✓

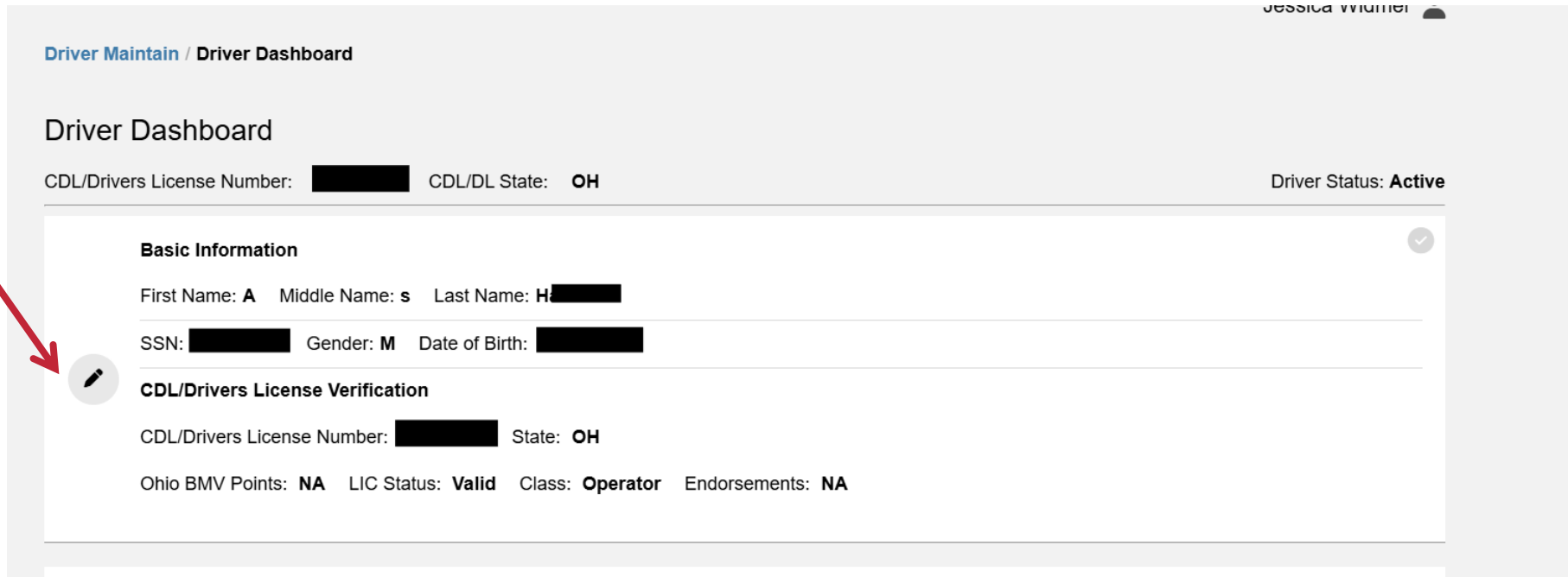
First Name: A Middle Name: s Last Name: H [REDACTED]

SSN: [REDACTED] Gender: M Date of Birth: [REDACTED]

CDL/Drivers License Verification

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

Ohio BMV Points: NA LIC Status: Valid Class: Operator Endorsements: NA

A screenshot of a web application interface for viewing a driver's record. The page is titled "Driver Dashboard" and shows fields for "CDL/Drivers License Number", "CDL/DL State" (OH), and "Driver Status" (Active). Below these are two expandable sections: "Basic Information" and "CDL/Drivers License Verification". The "Basic Information" section is currently expanded, showing fields for "First Name", "Middle Name", "Last Name", "SSN", "Gender", and "Date of Birth". A red arrow points to a small pencil icon located to the left of the "Basic Information" section header, indicating where to click to edit the driver's information.

Viewing an individual driver's BMV Record

Check mark "Show all information"

*Last Name
Hamilton

*SSN
294660984

*CDL/DL State
OH

*Gender
Male

*Date Of Birth
09/02/1969

Update Date Of Birth From BMV

License Verification

BMV Check

CDL/Drivers License Number: **RK544353** State: **OH**

Ohio BMV Points: • LIC Status: **Valid** Expiration Date: **2031-09-02**

BMV Refresh

☐ Show All Information

Viewing an individual driver's BMV Record

Driver's historical BMV record will populate

BMV Check

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

Ohio BMV Points: - LIC Status: Valid Expiration Date: 2031 [REDACTED]

BMV Refresh

☒ 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	[REDACTED]			2	-	-
	OUT-OF-STATE CONVICTION				-	-	-



Next

END OF SLIDES for View an individual driver's BMV record

Next up: Updating a T-8 physical

Updating/Entering a T-8

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 Reports**
Generate School District and Statewide Reports

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

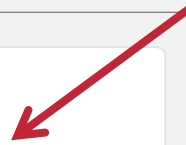


Updating/Entering a T-8

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



Updating/Entering a T-8

Select "Driver Maintenance"

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



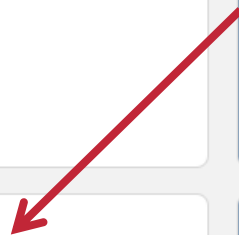
Driver Maintenance

Edit demographics for drivers and update driver status



Suspend

Suspend pre-service completion certificate



[Menu](#)

Updating/Entering a T-8

Select the driver from the list that populates to access their profile and edit details

Driver Info / Driver Maintain / Search

Driver Maintain Search

First Name Last Name CDL/Drivers License Number

CDL/DL State *Search District

Search Clear

List Title Filter

Name	Driver Status	District	CDL/DL State	Alert
A	Active	Mississinawa Valley Local	OH	
A	Active	Lexington Local	OH	
A	Inactive	Dureti Medical Transportation LLC	OH	
A	Active	Columbus City Schools District	OH	
A	Active	Four County Career Center	OH	
A	Active	Coldwater Exempted Village	OH	
A	Active	Westerville City	OH	
A	Inactive	Brunswick City	OH	
A	Active	Beavercreek City	OH	
A	Active	Wooster City	OH	

Previous 10 Results Go to page 1 of 3715 Next 10 Results

Updating/Entering a T-8

Click the edit pencil next to the driver's "Physical" tile

Driver Maintain / Driver Dashboard

Driver Dashboard

CDL/Drivers License Number: [REDACTED] CDL/DL State: OH Driver Status: Active

Basic Information

First Name: A Middle Name: T Last Name: D [REDACTED]

SSN: [REDACTED] Gender: F Date of Birth: 08 [REDACTED]

CDL/Drivers License Verification

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

Ohio BMV Points: NA LIC Status: Valid Class: Operator Endorsements: NA

Drivers Role/Job

Van Driver

Regular or Substitute: Regular Total Years Bus Driving Experience: 0 Transportation Start Date: 08/01/2014 No Longer Driving for District Date:

District: [REDACTED]

Contact

Phone: Email:

Physical Address:

[REDACTED]

Physical

Loss of Limb Wavier: Initial Diabetic Waivers: Diabetic Follow Up Due:

Exam Date: 06/11/2025 Physical Expiration Date: 08/31/2026 Systolic: 102 Diastolic: 68 Scheduled BP Follow-Up:

Updating/Entering a T-8

Enter new physical information and click next

Physical

If driver has an insulin dependent or missing/impaired limb waiver, please upload the completed insulin dependent or missing/impaired limb Waiver Packet by clicking on the document button on the left side of this screen.

Exam Date

06/11/2025

Physical Pass or Fail

Physical Pass

Systolic

102

Diastolic

68

Initial Diabetic Waiver

mm/dd/yyyy

Loss Of Limb Waiver

mm/dd/yyyy

☐ Glucosurla Certificate on File

☐ Cardiovascular Certificate on File

Upload Documents

The upload function is intended exclusively for Missing Limb and Insulin Waiver Packets. T8 documents should not be uploaded.

Back To Summary

Next

Updating/Entering a T-8

If a waiver is required, choose “physical pass” with the waiver identified

Physical

If driver has an insulin dependent waiver, please upload the completed Insulin Waiver Packet by clicking on the document button on the left side of this screen.

Exam Date 03/16/2026	Physical Pass or Fail Pass with Diabetic Condition	Systolic 123	Diastolic 77
-------------------------	---	-----------------	-----------------

Initial Diabetic Waiver
mm/dd/yyyy

Loss Of Limb Waiver
mm/dd/yyyy

☐ Glucosuria Certificate on File

☐ Cardiovascular Certificate on File

Upload Documents

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

Update/Entering a T-8

Choose **UPLOAD DOCUMENT** to submit the waiver packet

The screenshot displays the 'Physical' section of a T-8 application form. At the top left, it indicates '5 of 6' steps, with 'Physical' being the current step. The section title 'Physical' is followed by a note: 'If driver has an insulin dependent waiver, please upload the completed Insulin Waiver Packet by clicking on the document button on the left side of this screen.' Below this, there are several input fields: 'Exam Date' (03/16/2026), 'Physical Pass or Fail' (Pass with Diabetic Condition), 'Systolic' (123), and 'Diastolic' (77). The 'Systolic' and 'Diastolic' fields have green checkmarks and are marked as '(Required)'. There are also checkboxes for 'Glucosuria Certificate on File' and 'Cardiovascular Certificate on File'. At the bottom of the form, there is an 'Upload Documents' button. To the right of the form, there is a sidebar titled 'Document(s) On File' with an 'Add Document' button and a 'Filter' input field. At the bottom of the form, there are three buttons: 'Back', 'Cancel Application', and 'Next'.

Upload document will populate a file upload on the right-hand side of the screen

[Menu](#)

Update/Entering a T-8

Choose the waiver type, then upload the waiver

Add Document(s) ✕

[< Back To Document List](#) *Required

*Select Document Type ▼

Driver Diabetic Waiver

Driver Missing Limb Waiver

Add Document(s) ✕

[< Back To Document List](#) *Required

*Select Document Type ▼

Driver Diabetic Waiver

***Drag file(s) here to upload or click here to browse for files. Maximum Size 100 MB**

Under the Document Type drop down list, select the document type you would like to have the document(s) listed under.

You may select up to 5 document(s) at a time to upload.

Drag file from file window to the Drag and Drop window to add the file to the Documents list.

Maximum file size is 100 MB.

Only the following file extensions are accepted: .doc, .docx, .gif, .jpeg, .jpg, .mht, .mp3, .msg, .pdf, .png, .ppt, .pptx, .txt, .wav, .x-png, .xls, .xlsx, .xml, .zip

Do NOT upload a T8 physical

[Menu](#)

Updating/Entering a T-8

Once information and needed waivers are added, click 'next' to save the new information

Physical

If driver has an insulin dependent or missing/impaired limb waiver, please upload the completed insulin dependent or missing/impaired limb Waiver Packet by clicking on the document button on the left side of this screen.

Exam Date
06/11/2025

Physical Pass or Fail
Physical Pass

Systolic
102

Diastolic
68

Initial Diabetic Waiver
mm/dd/yyyy

Loss Of Limb Waiver
mm/dd/yyyy

☐ Glucosuria Certificate on File
☐ Cardiovascular Certificate on File

Upload Documents

The upload function is intended exclusively for Missing Limb and Insulin Waiver Packets. T8 documents should not be uploaded.

Back To Summary

Next

A new T8 overrides an existing T8

[Menu](#)

Next

END OF SLIDES for Update/Entering a T-8

Next up: Removing a driver from my roster

How to remove a driver from the roster

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 Reports**
Generate School District and Statewide Reports

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



How to remove a driver from the roster

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

How to remove a driver from the roster

Select "Driver Maintenance"

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

How to remove a driver from the roster

Select the driver from the list that populates to access their profile and edit details

Driver Info / Driver Maintain / Search

Driver Maintain Search

First Name Last Name CDL/Drivers License Number

CDL/DL State *Search District

Search Clear

List Title Filter

Name	Driver Status	District	CDL/DL State	Alert
A	Active	Mississinawa Valley Local	OH	
A	Active	Lexington Local	OH	
A	Inactive	Dureti Medical Transportation LLC	OH	
A	Active	Columbus City Schools District	OH	
A	Active	Four County Career Center	OH	
A	Active	Coldwater Exempted Village	OH	
A	Active	Westerville City	OH	
A	Inactive	Brunswick City	OH	
A	Active	Beavercreek City	OH	
A	Active	Wooster City	OH	

Previous 10 Results Go to page 1 of 3715 Next 10 Results

How to remove a driver from the roster

Click the edit pencil next to the “Driver’s Role/Job”

Driver Maintain / Driver Dashboard

Driver Dashboard

CDL/Drivers License Number: [REDACTED] CDL/DL State: OH Driver Status: Active

Basic Information

First Name: A Middle Name: T Last Name: D [REDACTED]

SSN: [REDACTED] Gender: F Date of Birth: 08 [REDACTED]

CDL/Drivers License Verification

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

Ohio BMV Points: NA LIC Status: Valid Class: Operator Endorsements: NA

Drivers Role/Job

Van Driver

Regular or Substitute: Regular Total Years Bus Driving Experience: 0 Transportation Start Date: 08/01/2014 No Longer Driving for District Date:

District: [REDACTED]

Contact

Phone: Email:

Physical Address:

[REDACTED]

Physical

Loss of Limb Waiver: Initial Diabetic Waivers: Diabetic Follow Up Due:

Exam Date: 06/11/2025 Physical Expiration Date: 08/31/2026 Systolic: 102 Diastolic: 68 Scheduled BP Follow-Up:

[Menu](#)

How to remove a driver from the roster

Enter the date the driver left the district/company and click “next”

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
0

*Transportation Start Date
08/01/2014

No Longer Driving for District Date
mm/dd/yyyy

*Search District

Primary

☒ Missis ☐ Miami

[Menu](#)

Next

END OF SLIDES for Removing a driver from a roster

Next up: Where to enter a T-9

Where to enter a T-9 training record

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 Reports**
Generate School District and Statewide Reports

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



Where to enter a T-9 training record

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

Where to enter a T-9 training record

Select "Driver Maintenance"

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

[Menu](#)

Where to enter a T-9 training record

Select the driver from the list that populates to access their profile and edit details

Driver Info / Driver Maintain / Search

Driver Maintain Search

First Name Last Name CDL/Drivers License Number

CDL/DL State *Search District

Search Clear

List Title Filter

Name	Driver Status	District	CDL/DL State	Alert
A	Active	Mississinawa Valley Local	OH	
A	Active	Lexington Local	OH	
A	Inactive	Dureti Medical Transportation LLC	OH	
A	Active	Columbus City Schools District	OH	
A	Active	Four County Career Center	OH	
A	Active	Coldwater Exempted Village	OH	
A	Active	Westerville City	OH	
A	Inactive	Brunswick City	OH	
A	Active	Beavercreek City	OH	
A	Active	Wooster City	OH	

Previous 10 Results Go to page 1 of 3715 Next 10 Results

Where to enter a T-9 training record

Select the edit pencil next to the T-9 Driver Training Certification to have access to entering a T-9

Driver Maintain / Driver Dashboard Jessica Wimer

Driver Dashboard

CDL/Drivers License Number: [REDACTED] CDL/DL State: OH Driver Status: Active

Basic Information

First Name: [REDACTED]

SSN: [REDACTED] Gender: M Date of Birth: [REDACTED]

CDL/Drivers License Verification

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

Ohio BMV Points: NA LIC Status: Valid Class: Class B Co Endorsements: Passenger, School Bus

Drivers Role/Job

Regular or Substitute: Regular Total Years Bus Driving Experience: 0 Transportation Start Date: 08/08/2022 No Longer Driving for District Date:

District: [REDACTED]

Contact

Phone: Email:

Physical Address: 2984 Woodland Ave [REDACTED]

Physical

Loss of Limb Waiver: Initial Diabetic Waivers: Diabetic Follow Up Due:

Exam Date: 06/13/2025 Physical Expiration Date: 08/31/2026 Systolic: 122 Diastolic: 85 Scheduled BP Follow-Up:

T-9 Driver Training Certification - Returning Driver Requirements

Opened	Approval Date	Print Approved Certificate
10/28/2022	2022-10-31	Print Certificate
09/08/2022	2022-09-08	Print Certificate

[Menu](#)

Where to enter a T-9 training record

If you need full instructions on how to enter a T-9
[see this link](#)

Next

END OF SLIDES for Entering a T-9

Next up: Update a driver's in-service records

Update a driver's in-service

The in-service feature of DRIVES is not built out yet



Next

END OF SLIDES for Driver In-service

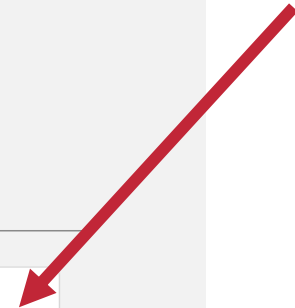
Next up: Enter T-1 Data

How to Enter/View T-1

T-1 Information is located under Transportation Funding

Please choose from the following programs:

	DRIVES
	Driver Maintenance Demographic and training records for drivers (including T-8, T-9, T-10 reports)
	Transportation Reports Generate School District and Statewide Reports
	Transportation Funding District ridership and transportation expenses (T-1, T-2 reports)



How to Enter/View T-1

Select T-1 Report

Please choose from the following programs:

 DRIVES	 Transportation Enforcement Management
 T-1 Report Report actual ridership and mileage	 T-2 Fiscal Transportation Expenses
 Bus Inventory Access current bus inventory records	

How to Enter/View T-1

Select the fiscal year

Student Ridership Reports Wadsworth City (044974)

Report Listed by fiscal year.

2026	Report Status
	Report Submitted

Past Reports
2025 Report Approved

▼

Go

Ohio Department Of Education and Work

How to Enter/View T-1

More detailed instructions can be found here

[T-1 Instructions.pdf](#)

Next

END OF SLIDES for View/Edit T-1

Next up: Enter T-2 Data

How to Enter/View T-2

T-2 Information is located under Transportation Funding

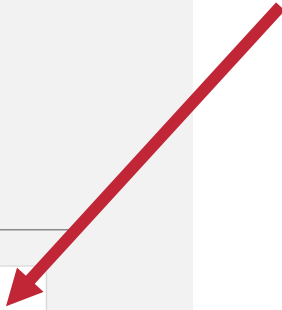
Please choose from the following programs:

**DRIVES**

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

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

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





[Menu](#)

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How to Enter/View T-2

Select T-2 Report

Please choose from the following programs:

 DRIVES	 Transportation Enforcement Management
 T-1 Report Report actual ridership and mileage	 T-2 Fiscal Transportation Expenses
 Bus Inventory Access current bus inventory records	



How to Enter/View T-2

More detailed instructions can be found [here](#)



Next

END OF SLIDES for View/Edit T-2

Next up: Bus Inventory

Bus Inventory

Bus Inventory information is located under Transportation Funding

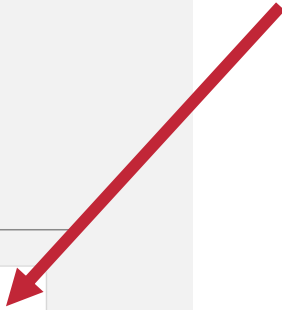
Please choose from the following programs:

**DRIVES**

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

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

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





[Menu](#)

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Bus Inventory

Select Bus Inventory

Please choose from the following programs:

DRIVES

Transportation Enforcement Management



T-1 Report

Report actual ridership and mileage



T-2 Fiscal Transportation Expenses



Bus Inventory

Access current bus inventory records

[Menu](#)

Bus Inventory

Select Add a New Bus or Search Bus Inventory

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
Admin

Please choose from the following programs:



DRIVES



Transportation Enforcement Management



Add a New Bus

Add a new yellow school bus



Search Bus Inventory

Access current bus inventory records

[Menu](#)

Bus Inventory

Work through the prompts to add a new bus to your bus inventory.

School Funding / Bus-Inventory / Add New Bus

Start Basic Info Bus Specs Odometer Summary

1 of 5 Start

Add/Update New Bus

Ohio Department of Education and Workforce (050765) null

Start

*Chassis Serial Number (VIN) *Local Bus Number Registration Number ^{*(Required)}

*Vehicle
☐ Used ☐ New

Save and Exit Next

[Menu](#)

Bus Inventory- Search

Select SEARCH to populate inventory

Bus Inventory

Ohio Department of Education and Workforce (050765) null

Use the following criteria to search for a bus. One or multiple fields can be used in the search criteria. Click Search. To edit a bus currently in inventory, click an icon in the Edit column next to the bus to be viewed or edited. To remove a bus from inventory, click the icon in the Disposal column next to the bus to be disposed of, or if only one bus is found, click the Disposal icon on the next page. To add a bus to inventory, enter only Chassis Serial Number (VIN) and click Add.

Registration Number

Local Bus Number

Chassis Serial Number (VIN)

Search Results Count
10

Search District

☐ Include Out of Service Buses

☐ Include Transferred Buses

☐ Include Sold Buses

Search

Clear

Bus List

Filter

Registration #	Local #	Type	Make	Model Year	Service Type	Disposal
No result found.						

Previous 10 Results

Go to page 1 of 0

Next 10 Results

Bus Inventory- Search and Dispose

Inventory will populate 10 per page

To delete a bus, select the red trash can.

☐ Include Out of Service Buses

☐ Include Transferred Buses

☐ Include Sold Buses

Search

Clear

Bus List

Filter

	Registration #	Local #	Type	Make	Model Year	Service Type	Disposal
	16706	28	C	International	2004	Board-owned	
	06037	4	C	International	2002	Board-owned	
	83653	17	D	Bluebird	1999	Board-owned	
	85209	8	D	Bluebird	1999	Board-owned	
	86343	6	C	Freightliner	2000	Board-owned	
	83782	978	D	SPAR	1998	Board-owned	
	78469	174	C	International	1996	Board-owned	
	19758	8	C	Bluebird	2006	Board-owned	
	86341	3	C	Freightliner	2000	Board-owned	
	83283	50	D	Thomas	1998	Board-owned	

Previous 10 Results

Go to page 1 of 2100

Next 10 Results

Bus Inventory- Disposal or Transfer

Select **SALE** if the bus is being transferred to a new owner, traded-in to a dealer, donated, or disposed of for salvage

Select **TRANSFER** if switching to a different educational entity

Bus Disposal

Ohio Department of Education and Workforce (050765)

null

A bus is considered sold if the title has been transferred to a new owner. This would include trade-ins, outright sale, donation, or disposal to salvage. A bus is considered transferred if the title does not change, but the bus is assigned to a different educational entity for use as a school bus.

☐ Sale

☐ Transfer

Bus Inventory- SALE

Select sale, enter the sale amount and the date sold to remove the bus from inventory

Bus Disposal

Ohio Department of Education and Workforce (050765) null

A bus is considered sold if the title has been transferred to a new owner. This would include trade-ins, outright sale, donation, or disposal to salvage. A bus is considered transferred if the title does not change, but the bus is assigned to a different educational entity for use as a school bus.

☒ Sale ☐ Transfer

*Sale Amount

*Sale Date

06/14/2026 

*Required

Clear

Save

Bus Inventory- TRANSFER

Select transfer, enter the entity transferring bus to, and the date of transfer

Bus Disposal

Ohio Department of Education and Workforce (050765)

null

A bus is considered sold if the title has been transferred to a new owner. This would include trade-ins, outright sale, donation, or disposal to salvage. A bus is considered transferred if the title does not change, but the bus is assigned to a different educational entity for use as a school bus.

☐ Sale

☒ Transfer

*Search Transfer District

***Required**

*Transfer Date

06/14/2026



Clear

Save

Next

END OF SLIDES for Bus Inventory

Next up: Enter a T-10

Entering a T-10

T-10 Reports are located under Driver Maintenance

Please choose from the following programs:

**DRIVES**

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

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

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

Entering a T-10

Select T-10 Accident Reports and follow prompts

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
Admin

Please choose from the following programs:

 DRIVES	 Transportation Enforcement Management
 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	 T-9 Driver Trainings Enter and update driver pre-service & re-certification training
 In-Service Enter and update driver annual training hours	

Entering a T-10

More detailed instructions can be located here

[T10-Accident-Reporting-in-DRIVES-March-2026.pdf.aspx](https://www.ohio.gov/T10-Accident-Reporting-in-DRIVES-March-2026.pdf.aspx)



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