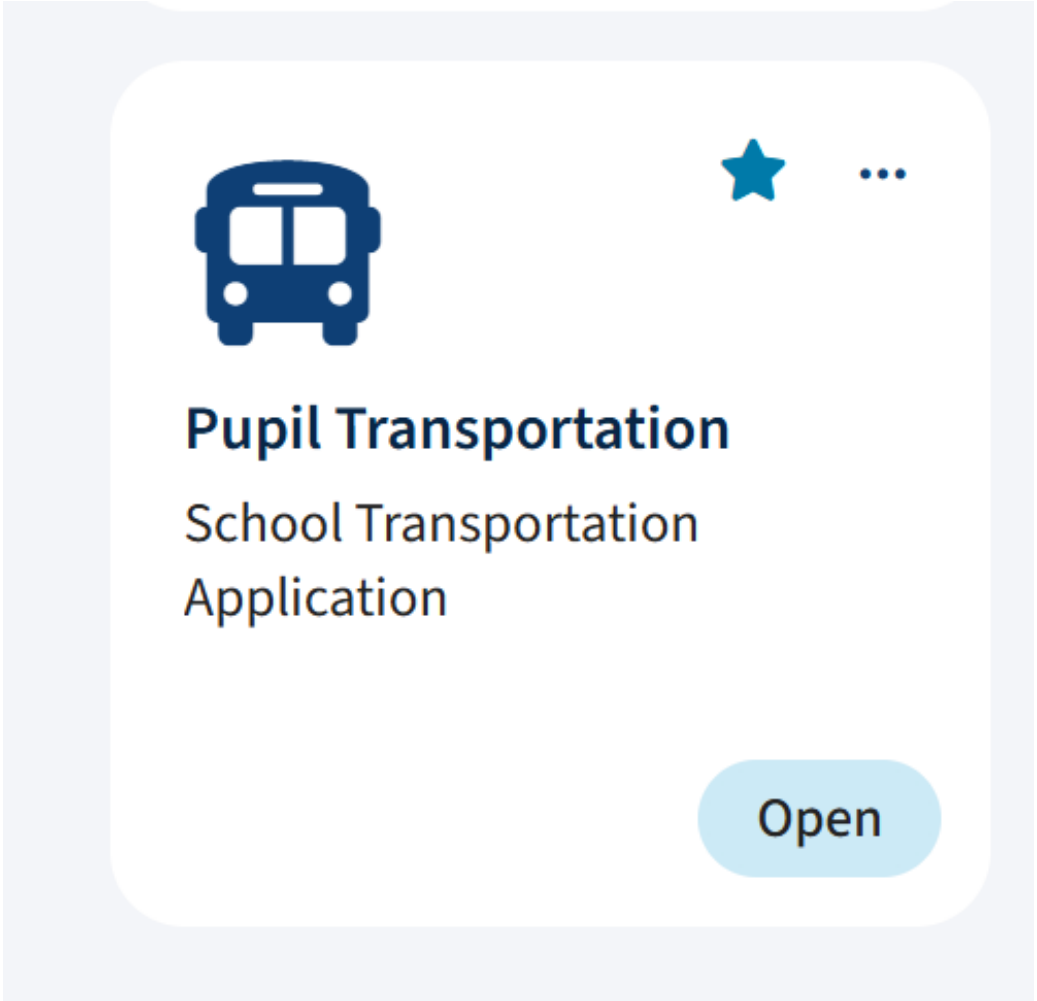
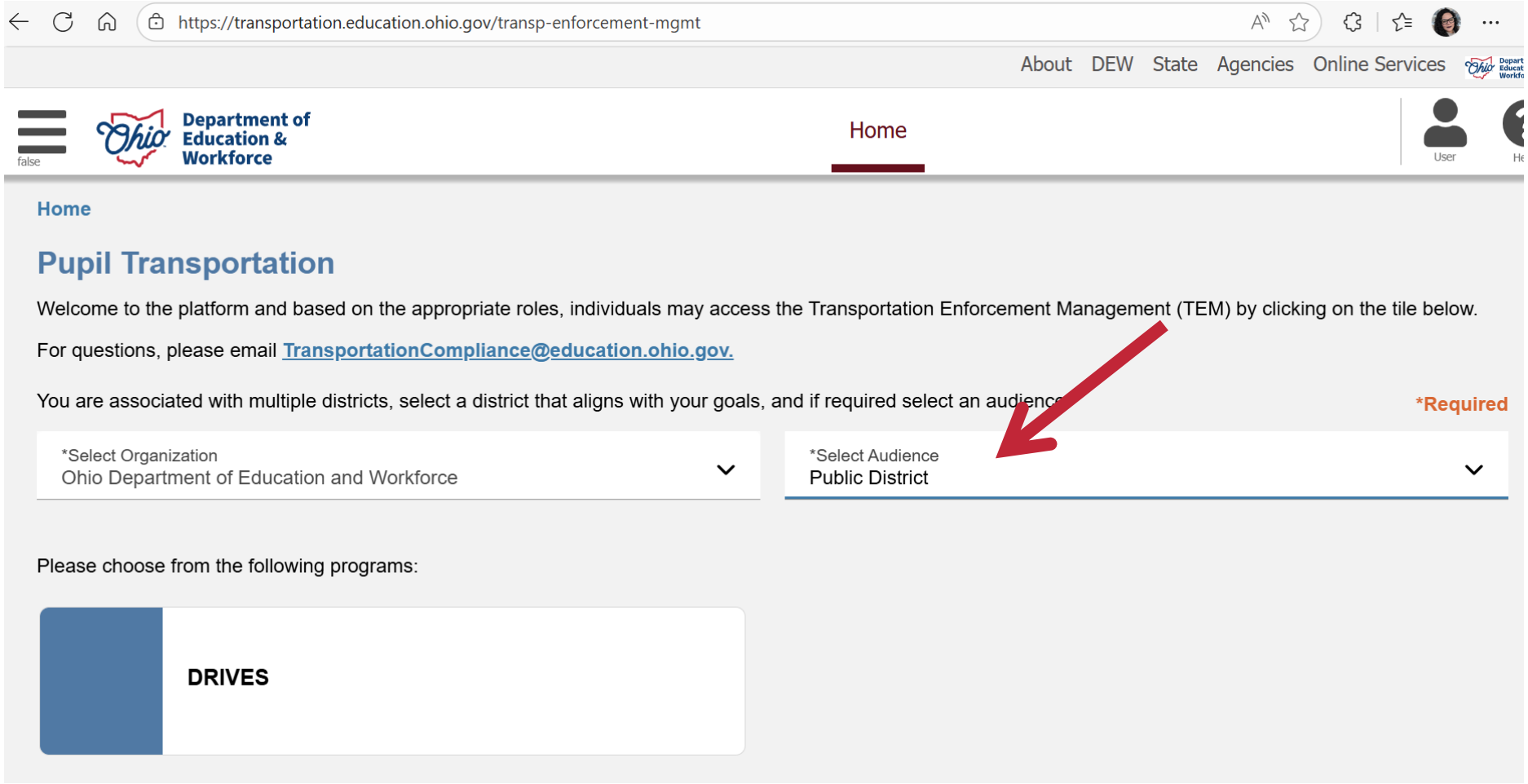
Department of Education & Workforce

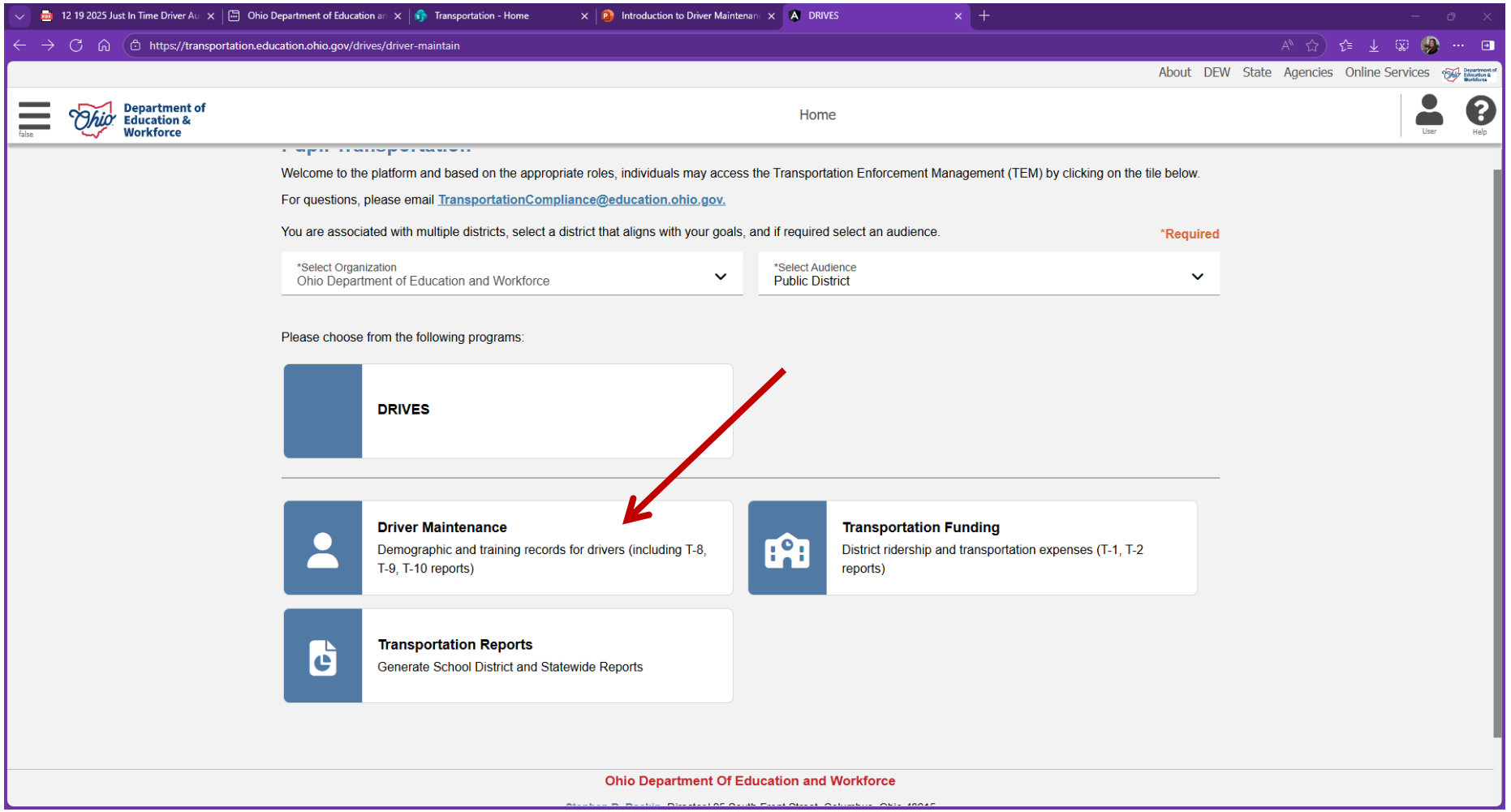
Welcome to T-9 Approval Reporting



Step 1 Access the Drives Platform

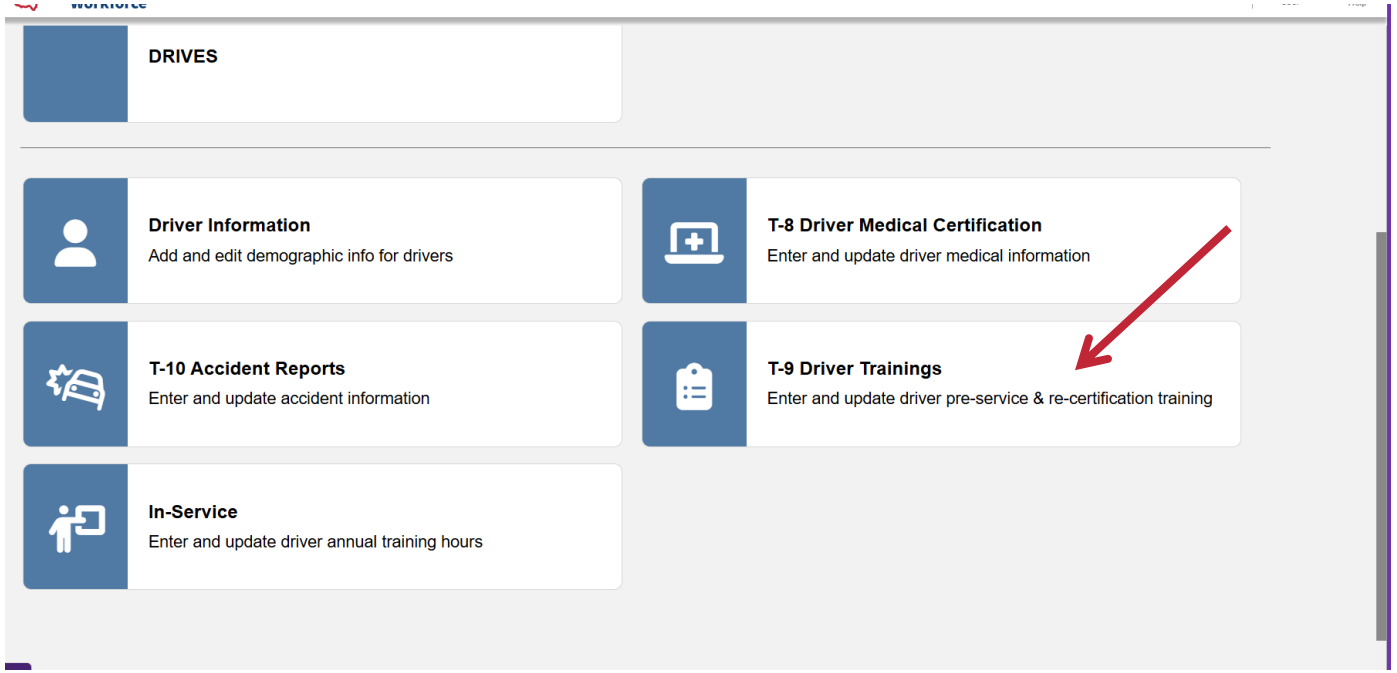


Step 2 Choose “Driver Maintenance” Tile to access driver training records



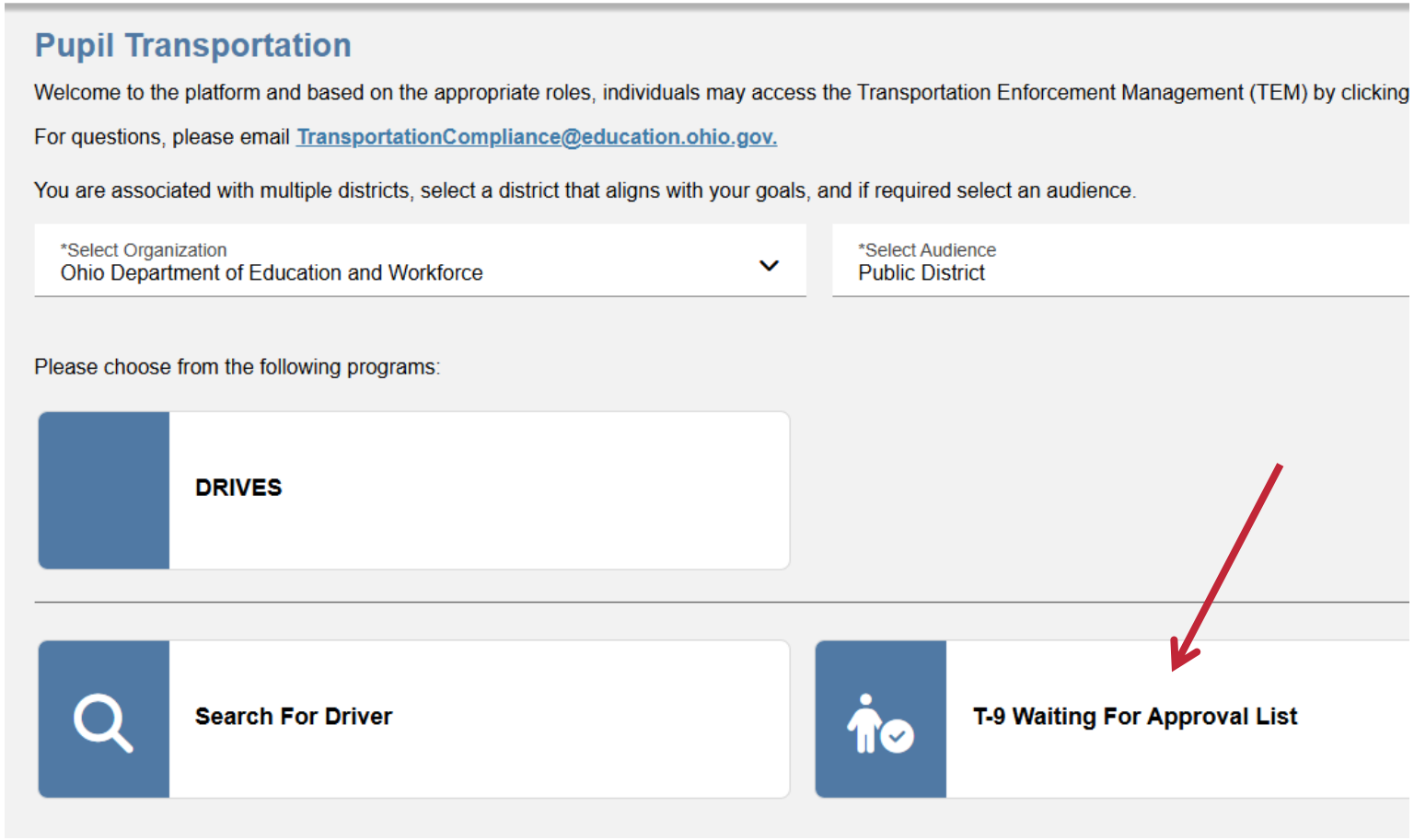
Step 3

Choose ‘T9 Driver Trainings’ to access the T9 records



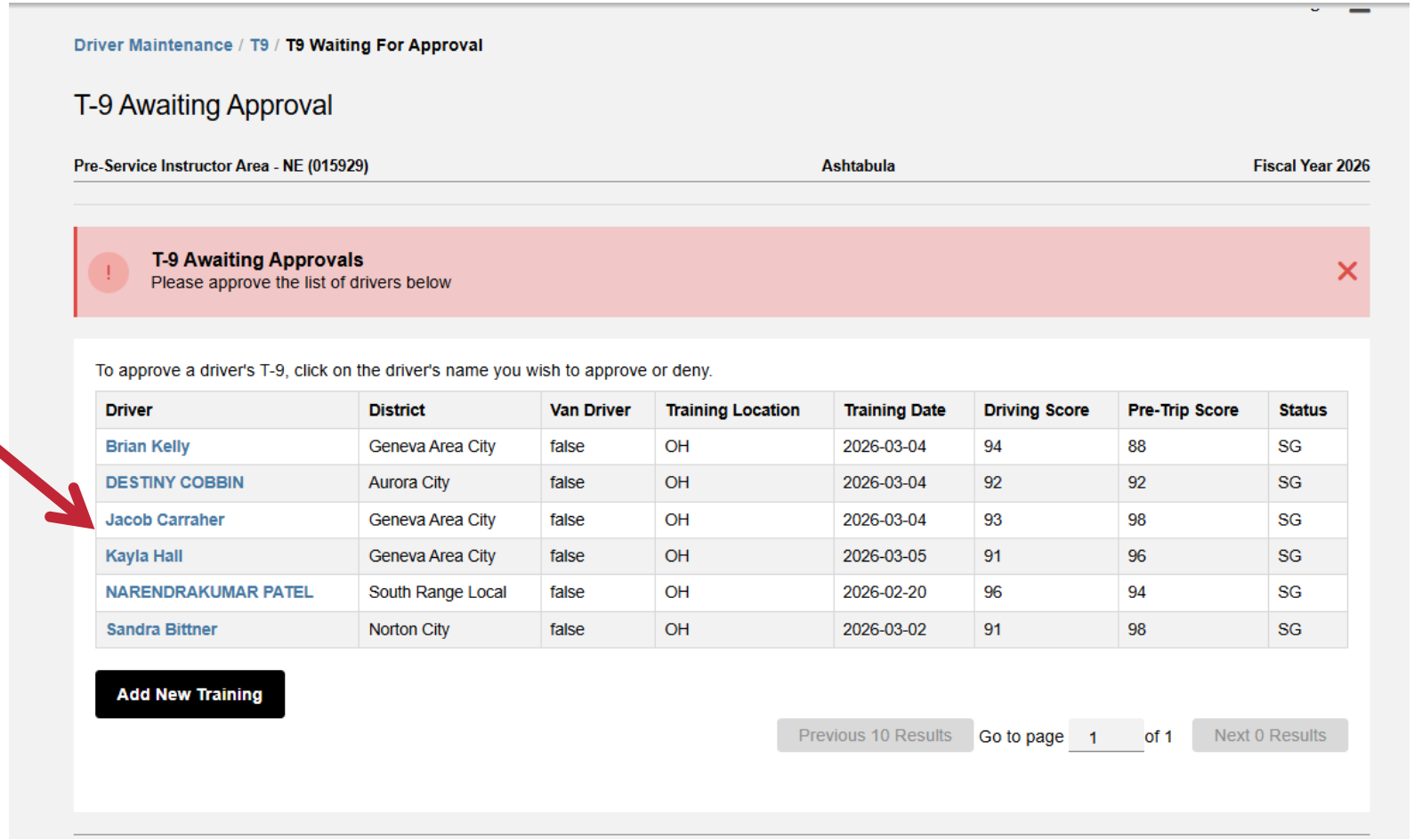
Step 4

Choose “T9 Waiting for Approval” to access list of drivers waiting for approval



Step 5

Click Drivers Name to access records

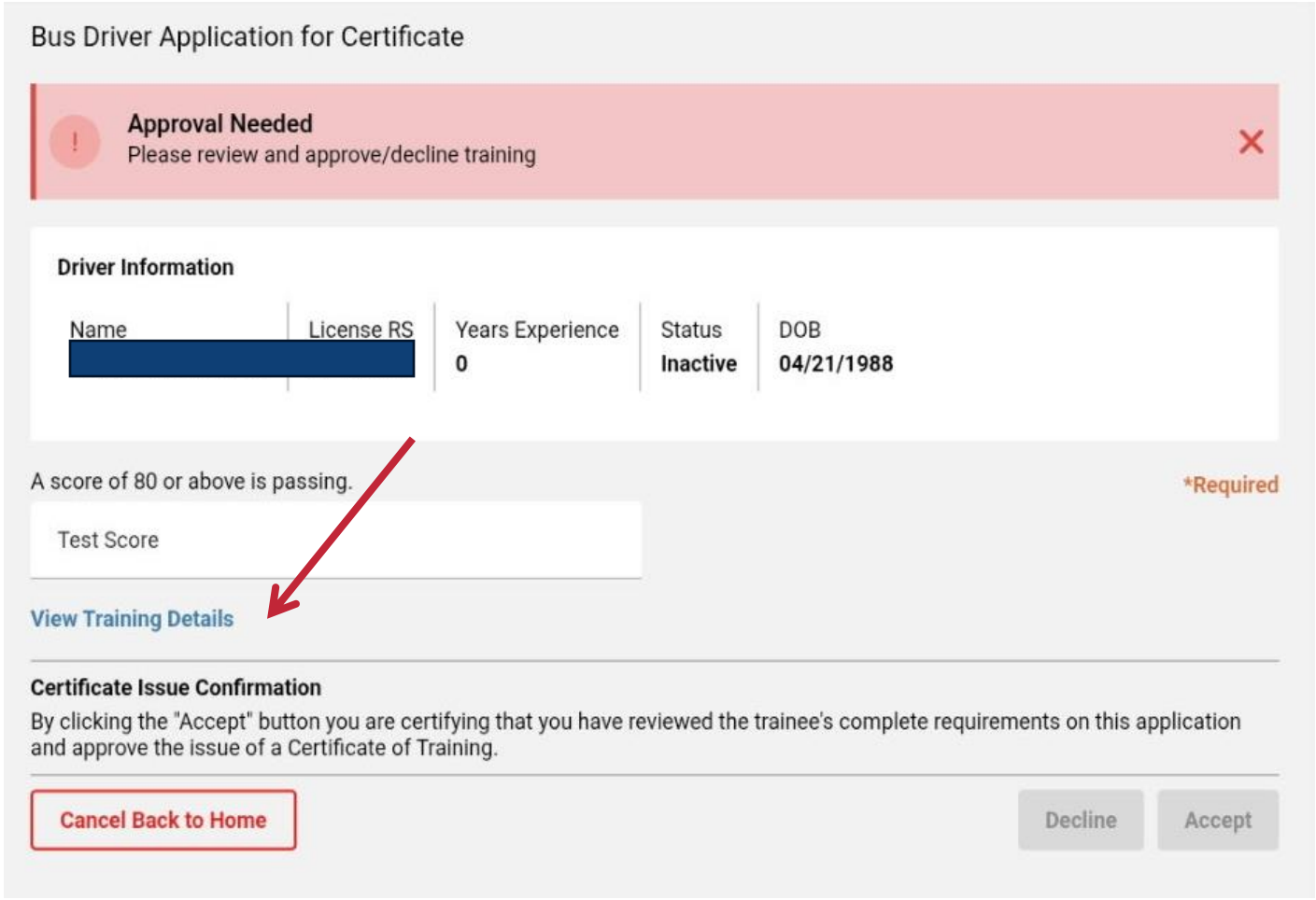


Duplicate Driver Name

- If a driver appears more than once, this may be a DRIVES glitch.
- Please email schoolbus@education.ohio.gov for technical assistance.

Step 6

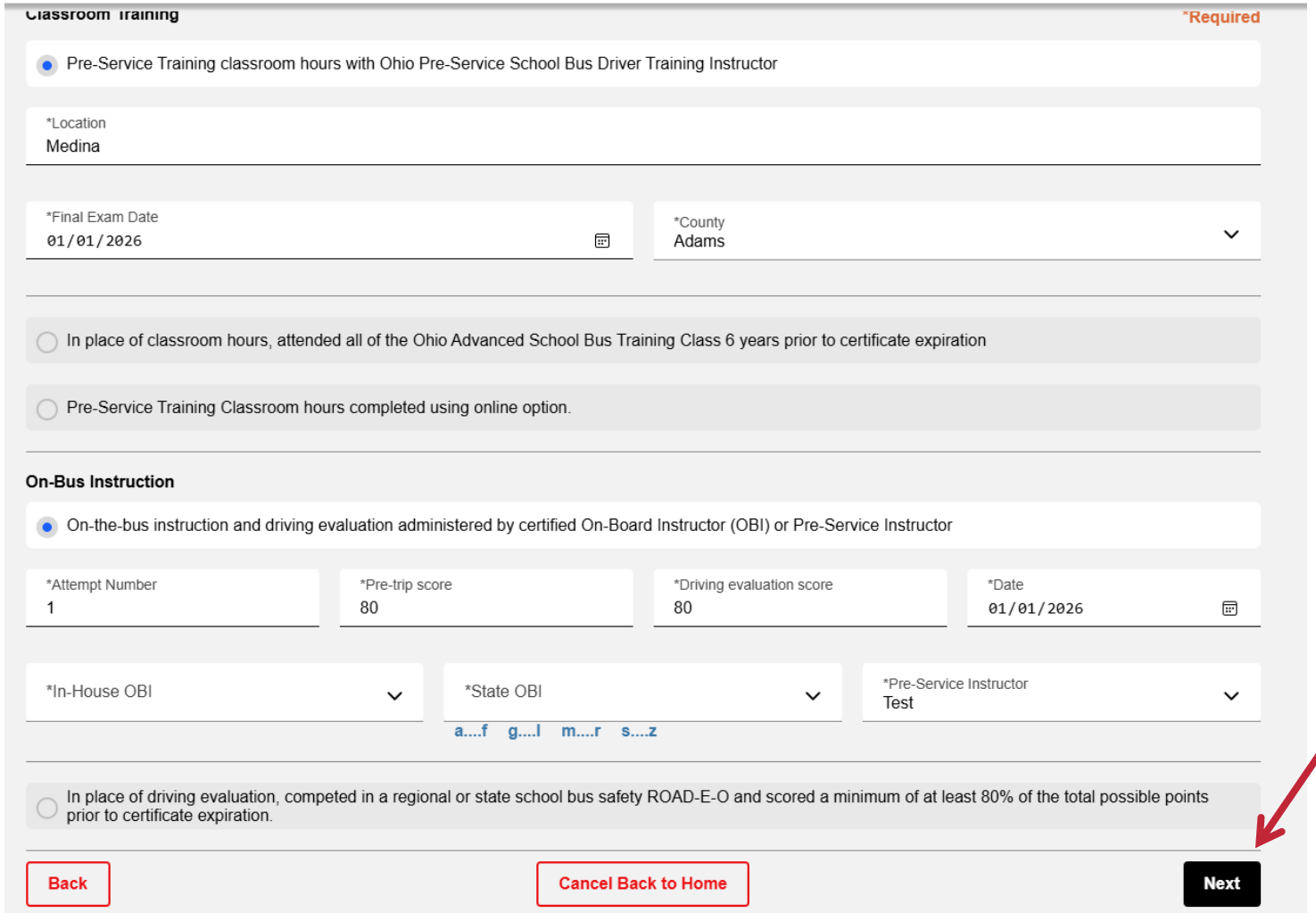
Must click “View Training Details" to see the drivers records



Step 7

The front page of all T9 documentation is on this page

Confirm details and click “NEXT”



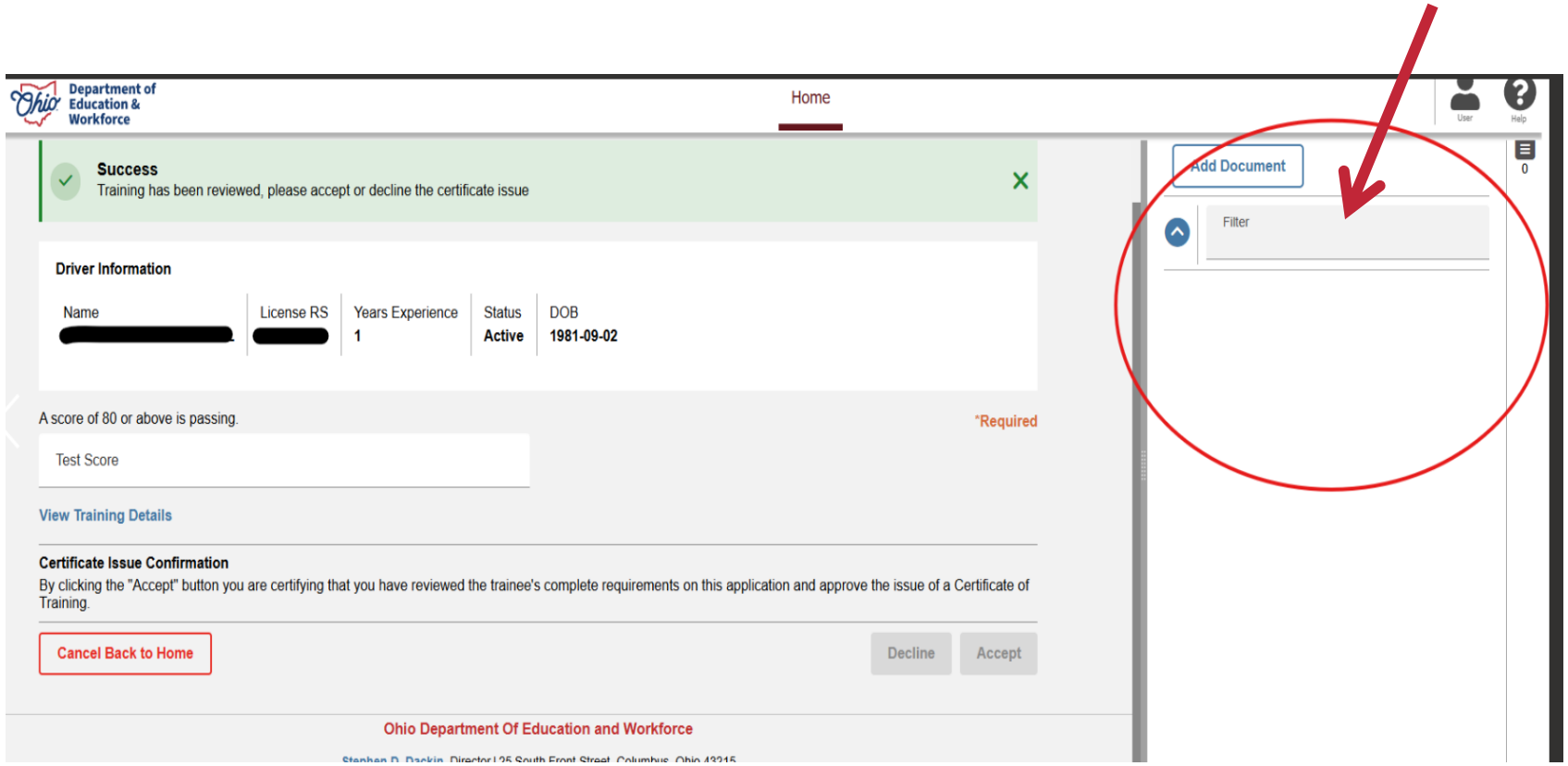
Step 8

This page will show all the checkboxes for the items the driver was trained.

Step 8 continued

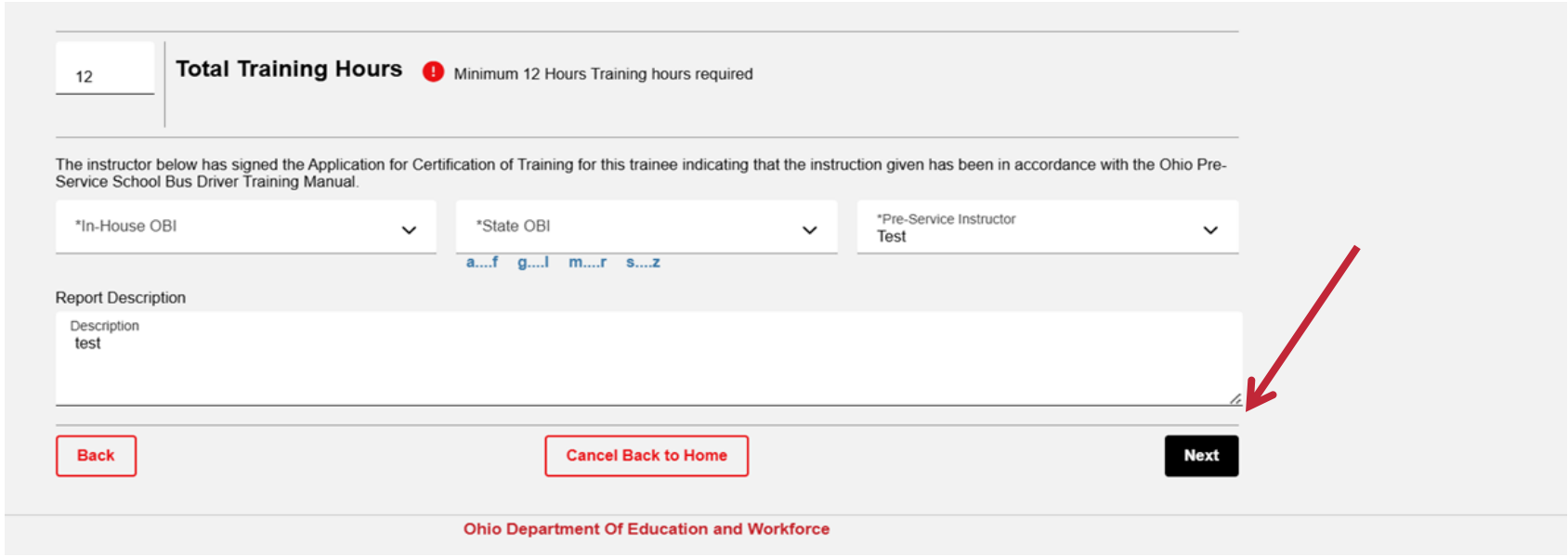
Uploaded documents will populate on the right-hand side.

Click on the document to view training records.



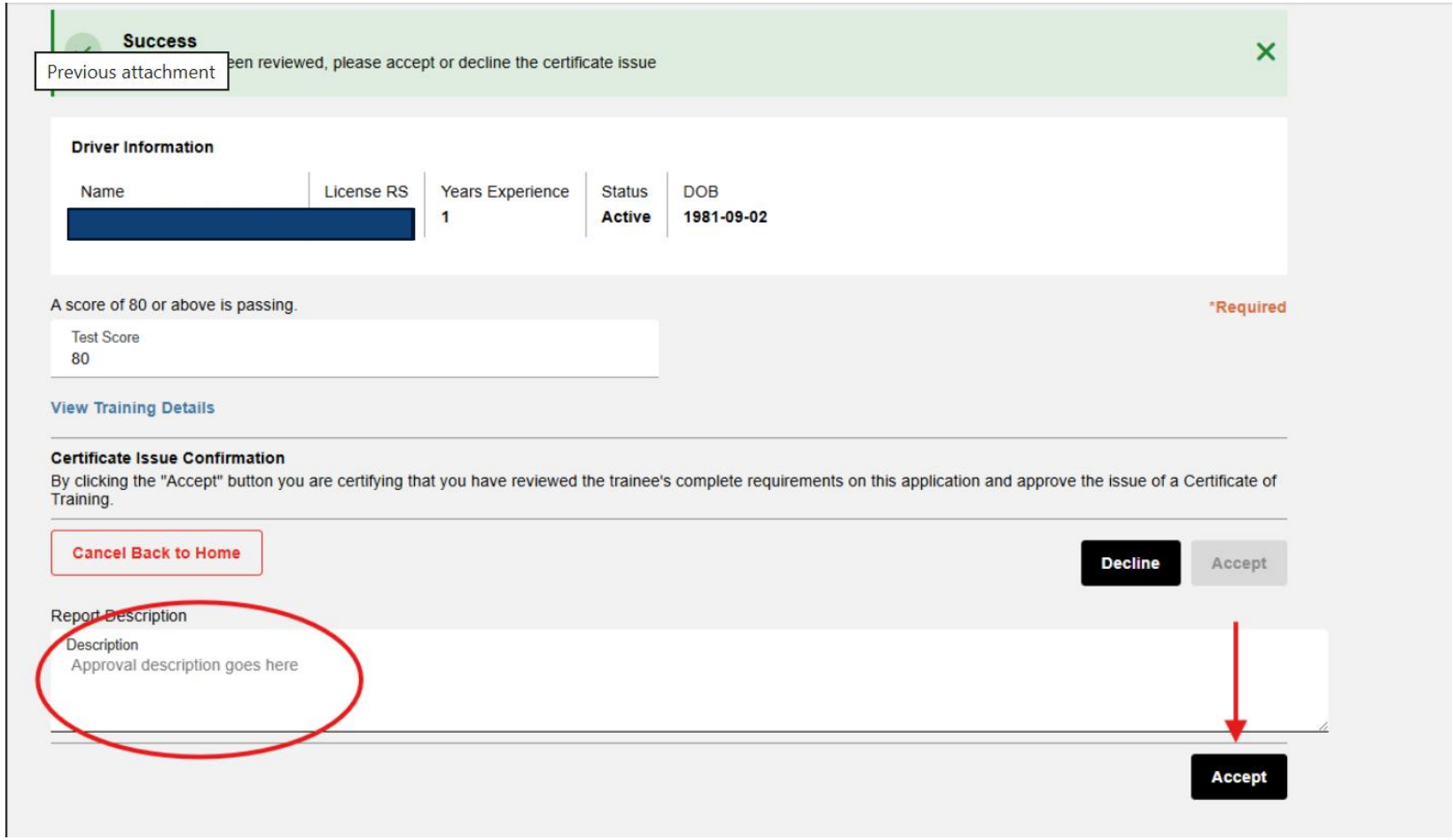
Step 9

ONCE CONFIRMED SCROLL TO THE BOTTOM AND CHOOSE ‘NEXT”



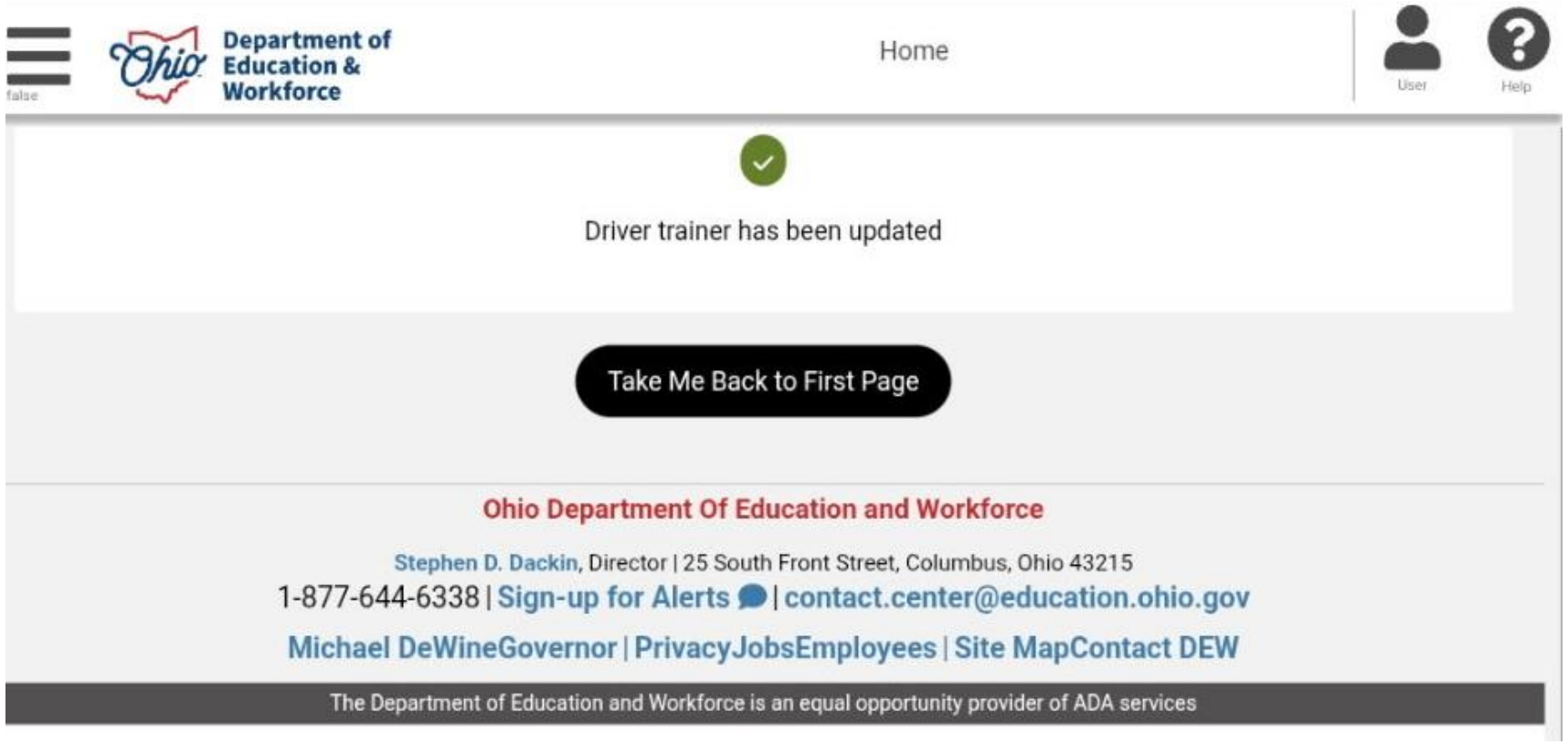
Step 10

Preservice will need to enter the written test score and a comment in the Report Description Box. Then click ‘ACCEPT’



Step 11

This is the final screen that should populate.



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