

Bus Driver Class Procedures for 2022-23 School Year

PLEASE KEEP THIS INFORMATION FOR FUTURE REFERENCE!

New Driver Training

All **New Driver** correspondence goes to **Lori Hanze**.

E-mail: lahanze@dmacc.edu; Phone: 515-256-4910

Registration Procedures for the Online Portion

1. The tuition for this class is a statewide rate of \$100 per student. **This fee includes the Face to Face class.** There will be no refund once a driver has been issued a ticket/URL even if they decide not to complete the class.
2. **Enroll your drivers by completing the NEW registration spreadsheet (template emailed to you from Lori already) and email to the New Driver enrollments to Lori Hanze (lahanze@dmacc.edu) .**
 - **NO HANDWRITTEN** spreadsheets accepted.
 - **DO NOT ALTER REGISTRATION SPREADSHEET FORMAT.**
 - **All fields with * are required.**
 - Click on link in District Code column to find your District Code.
 - **Full SSN is still required by DMACC for system to match student with correct student record.**
 - **DMACC needs to have in writing that we have permission to bill the school for the tuition, so be sure to complete the top portion of the spreadsheet.**
 - When providing a list of drivers, please submit separate lists for the each class (CRN#).
 - Attach completed **EXCEL** spreadsheet for new driver enrollments (**NO GOOGLE DOCS ACCEPTED**) to your email and send to lahanze@dmacc.edu .
3. Lori will email the ticket/URL to access the online training to the transportation director. It is the school's responsibility to provide this to the driver. The best way to do this is to forward the email that Lori sends you to the driver so s/he can copy and paste the URL into the web browser. The URL is too long to accurately enter it manually.
 - **If you have problems logging in or experience any other technical difficulty, please contact School Training Solutions at 800-261-6248.** Unfortunately, DMACC is unable to help with these issues.
4. URL's need to be activated by driver logging in within 3 months of the date distributed to transportation director from DMACC. If not activated and code expires, an additional \$35 charge may apply to receive a 2nd code. (This change is from Smart Horizons who is the DOE supplier of URL's.)
5. After completing all of the online lessons, the driver must take an online final certification test. **It must be taken at the school and proctored by a school official.** A score of 80% or higher is passing. When the driver has passed, print the online completion certificate and have both proctor and transportation director sign.
6. After passing the test, the driver can be enrolled in a face-to-face class.

Registration Procedures for the Face-to-Face Portion

1. After passing the proctored online certification test, the driver needs to be enrolled in the face-to-face class. **The New Driver training is not complete until this class is taken.** There is no additional charge for this class. If your driver is enrolled in the online training through DMACC s/he must take the Face-to-Face class from DMACC.
2. Enroll your new drivers by completing the NEW registration spreadsheet and email to Lori (a reply email will be sent notifying enrollment "done"):
 - Class on Wednesday: Must be enrolled by 4:00 pm Monday.
 - Class on Saturday: Must be enrolled by 4:00 pm Thursday.Remember to include a signed copy of the Certificate of Completion.
3. If a driver is unable to attend, please email Lori to drop from the class **at least 2 business days before class.**



Annual Update Training

All Annual Update class correspondence goes to DMACC Registration

Phone: 515-964-6800 or toll-free, 1-800-342-0033; E-Mail: busdriving@dmacc.edu

Check for seat availability at ce.dmacctraining.com > Professional Licensure/Relicensure > School Bus Drivers.

Who Takes This Training?

- **NEW drivers need not attend the annual update training in the same school year they take the New Driver Training unless they were hired in a previous school year.** They must attend this class in the following years to keep current.
- All other drivers must attend this training every year in order to stay current. If they do not attend, they will need to re-take the New Driver training (Dept. of Ed. requirement).

Registration Procedures:

1. **Cost:** \$30. The course fee must be paid at time of enrollment.
2. **Class Size:** Class sizes are varied based on location.
3. **Pre-registration is required**
 - You are able to send your driver(s) to any class on the schedule as long as seats are available.
 - **You must pre-register your own drivers even if the class is held at your facility.** Register your drivers early as seats will not be held.
 - **If a driver comes to class and is not pre-registered, they will not receive credit for attending the class.**Registration closes 2 business days prior to the class:

Class on Monday:	Must be enrolled by 4:00 pm Thursday.
Class on Wednesday:	Must be enrolled by 4:00 pm Monday.
Class on Saturday:	Must be enrolled by 4:00 pm Thursday.
4. **Registration Information**
 - Please check our website at ce.dmacctraining.com > Professional Licensure/Relicensure > School Bus Drivers to check seat availability in the class you are wanting to register into before you submit your enrollments.
 - **Enroll your drivers by completing the NEW registration spreadsheet (template emailed to you from Lori already) and email annual update enrollments to DMACC Registration (busdriving@dmacc.edu).**
 - **NO HANDWRITTEN** spreadsheets accepted.
 - **DO NOT ALTER REGISTRATION SPREADSHEET FORMAT.**
 - **All fields with * are required.**
 - Click on link in District Code column to find your District Code.
 - **Full SSN is still required by DMACC for system to match student with correct student record.**
 - **DMACC needs to have in writing that we have permission to bill the school for the tuition, so be sure to complete the top portion of the spreadsheet.**
 - When providing a list of drivers, please submit separate lists for the each class (CRN#).
 - Attach completed **EXCEL** spreadsheet for annual update enrollments (**NO GOOGLE DOCS ACCEPTED**) to your email and send to busdriving@dmacc.edu .
 - Save copy of the blank registration spreadsheet for future use.
 - If the driver is paying, they need to call Registration (515-964-6800) to enroll and pay via credit card OR register and pay online at ce.dmacctraining.com > Professional Licensure/Relicensure > School Bus Drivers. They will need the CRN/Course # found on class schedule sheet to enroll.

Drop Policy

- If a driver is unable to attend, please email busdriving@dmacc.edu to request to drop them from the class **at least 2 business days before class**. You must include the CRN# of the class and the SSN# of the driver to complete the drop. They can be transferred to another class, but you must include the CRN# of the class in the email to busdriving@dmacc.edu.
- If a driver is registered by the school and does not attend the class or does not drop or transfer to another class at least 2 business days before class, **no refund** will be given and the school will still be billed.