



**OKLAHOMA**  
Education

## Bus Driver Certification System



## OSDE School Bus Driver Certification System District User Guide

# Contents



**OKLAHOMA**  
**Education**

## **Bus Driver Certification System**

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# Accessing the System

In order to use the Bus Driver Certification System you must have access to the State Department of Education Single Sign On (SSO) application. Go to the SSO page at this address <https://sdeweb01.sde.ok.gov/SSO2/Signin.aspx> .

Choose “Are you a New User? Click here to create an account.”

The screenshot shows the SSO2 Signin page. On the left is a navigation menu with links: Home / Applications, About This Site, Links And Docs, and Sign In. The main content area features a green notification box stating "You have successfully signed out of your SSO2 account." Below this is a welcome message and a warning icon with text: "If you are having trouble signing in please click the link below to recover your username or password. If you need assistance please contact the OME S Help Desk at (405) 521-2444 or at (866) 521-2444." The sign-in form includes fields for Username and Password, and a Sign In button. A link "Are you a New User? Click here to create an account." is highlighted with an orange box. Other links include "Username problems? Click here to recover your username." and "Password problems? Click here to recover your password."

Complete the form with your information.

The screenshot shows the "Create A User Account" form, Step 1 of 4. The form title is "Create A User Account - Step 1 of 4". The instructions are: "Use this form to create an account. Please enter the information below and click the Next button." The form fields are: User Name (NotReal), Password (masked with dots), Confirm Password (masked with dots), First Name (John), Last Name (Doe), Primary Email Address (John.Doe@omes.ok.gov), 2nd Email Address (optional), Town of Birth (Oklahoma City), and Date of Birth (Feb 2 1981). A legend indicates that an asterisk (\*) denotes a Required Field. The form has "Cancel" and "Next" buttons at the bottom right.

## Create A User Account

[Home](#) > Create A User Account

### Create A User Account - Step 2 of 4

Use this form to create an account.

Please enter the information below and click the Next button.

Secret Question 1:	<input type="text" value="What is your father's middle name?"/>	*
Secret Answer 1:	<input type="text" value="Smith"/>	*
Secret Question 2:	<input type="text" value="What town were you born in?"/>	*
Secret Answer 2:	<input type="text" value="Oklahoma City"/>	*
Secret Question 3:	<input type="text" value="What is the name of your first pet?"/>	*
Secret Answer 3:	<input type="text" value="Dog"/>	*

**Note:** These questions will be used to verify your identity if you ever need to reset your password.

\* Required Field

[Cancel](#) [Previous Step](#) [Next](#)

## Create A User Account

[Home](#) > Create A User Account

### Create A User Account - Step 3 of 4

Use this form to create an account.

Please enter the information below and click the Next button.

Would you like to access your Oklahoma certification records? If so, provide your Teacher Number or SSN.

I do NOT want to access my Oklahoma certification records.

I DO want to access my Oklahoma certification records.

**Note:** Teacher Number or Social Security Number is required. \*

Teacher Number:

Social Security Number:

\* Required Field

[Cancel](#) [Previous Step](#) [Next](#)

Create A User Account - Step 4 of 4

**New User Account Summary Page**  
Please enter the information below and click the Submit button.

**User Name:** NotReal  
**Password:** \*\*\*\*\*

**First Name:** John  
**Last Name:** Doe

**Primary Email Address:** John.Doe@omes.ok.gov  
**2nd Email Address:**

**Phone:**  
**Phone Extension:**  
**Fax:**

**Secret Question 1:** What is your father's middle name?  
**Secret Answer 1:** Smith  
**Secret Question 2:** What town were you born in?  
**Secret Answer 2:** Oklahoma City  
**Secret Question 3:** What is the name of your first pet?  
**Secret Answer 3:** Dog

**Town of Birth:** Oklahoma City  
**Date of Birth:** 2/2/1981

**Teacher Number:**  
**Social Security Number:**

\* Required Field

[Cancel](#) [Previous Step](#) [Submit](#)

Once you have finished creating your User ID, your superintendent or District Logon Administrator will need to give you access to Bus Driver Certification Application and associate you to the district.

## Roles

There are two district level roles, superintendent and supervisor, available in this application. For the superintendent role, the school superintendent will need to call the SDE or OMES helpdesk to add/manage the role. For the supervisor role, the user will need to work with their District Logon Administrator to have the role added. Either district role has the ability to create new driver applications and manage renewals.

## Navigating the System

Navigation in the Bus Driver Certification System is accomplished by using a drop down menu located on the far right of the title bar. This bar will be visible at the top of all screens.

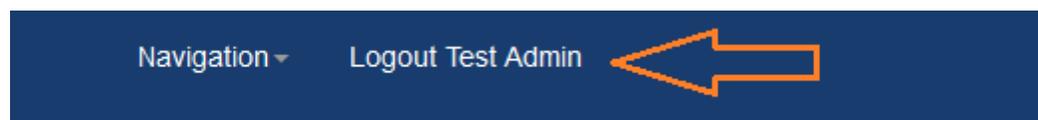


Clicking on “Navigation” will open the navigation menu

- Driver Search
- New Driver Application
- Reports
- Admin
- Help

You can move from screen to screen using these links.

To exit the application and return to SSO click on the link that says “Logout”. This link will also show the name of the person who is logged into the system.



# Driver Search Screen

This is the first screen you will see when you enter the application. Using this screen you can search for a driver by District Name, County District Code, CDL License Number, First Name, Last Name and/or Date of Birth. To search for a driver enter the information you want to search for, adding additional information narrows the number of possible matches. The *Open Applications Only* checkbox shows the applicants that have not been approved by the superintendent. The *Inactive Drivers* checkbox shows the drivers whose certifications have expired in the last 12 months. Once all the information has been entered click the Search Button and a list of results will display.

### Driver Search

Search Filters

Districts	Code (County / District Code)	CDL Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name	Last Name	DOB
<input type="text"/>	<input type="text"/>	<input type="text"/>

Open Applications Only  
 Inactive Drivers

NOTE: Before entering a new driver in the system, run a search to check other districts' records and previously denied applications as certification requirements may be different for first time drivers.

## Search Results

1 results

Last Name	First Name	Birth Date	City	SS	CDL Number	
test123	test	01/01/1989		***-**-1111		<input type="button" value="View Applications"/> <input type="button" value="Edit Driver"/>

If the system finds multiple matches for the given search criteria use the information displayed to determine the correct entry. To see all of the previous applications/certifications for a driver, click the *View Applications* button to the right of the driver listed.

# Applications

This screen lists all applications for a driver. Depending on the status of the most recent application, you have several actions available. To reach the Driver Renewal Screen choose the Renew Certification button. To reach the District Review Screen choose the District Review button. To edit an already submitted but not reviewed application or renewal choose the Edit button.

## Driver History

### Driver Info

<b>Driver</b>	test test123	<b>SSN</b>	***-**-1111	<a href="#">Renew Certification</a>
<b>Address</b>		<b>CDL</b>		
<b>City</b>		<b>State</b>		
<b>Zip</b>				

### Applications

District	Application Date	Type	Status	Cert Exp	
ADA	10/17/2018	Standard	Submitted		<a href="#">Edit</a> <a href="#">District Review</a> <a href="#">SDE Review</a>

# New Driver Application

When a driver has not applied with or been certified with the State Department of Education they will have to be added using the New Driver Applications page. Select the *New Driver Application* option from the Navigation Menu. You must enter all fields that the State Department of Education deems mandatory. To save an application, there must either be a Social Security Number or a CDL number listed.

## New Application

<b>Certificate Type</b>	<b>District</b>
Standard	--Select District--

### Driver Info

<b>First Name</b>	<b>MI</b>	<b>Last Name</b>
<b>Date of Birth</b>	<b>Gender</b>	<b>SSN</b>
__/__/____	--Select Gender--	
<b>Address</b>		
<b>City</b>	<b>State</b>	<b>Zip</b>
<b>CDL #</b>	<b>CDL Class</b>	<b>CDL State</b>
	--Select CDL Class--	
<b>Endorsements:</b>	<b>CDL Expiration Date</b>	
P <input type="checkbox"/> S <input type="checkbox"/>	__/__/____	

### Training Info

#### Classroom Training

<b>Instructor Name</b>	<b>Instructor Email</b>	<b>Instructor Phone</b>	<b>Instructor Cert #</b>
<b>Classroom Start</b>	<b>Classroom End</b>	<b>Classroom Location</b>	
__/__/____	__/__/____		

#### Online Training

<b>Course Through</b>
--Select Provider--

#### On The Road Training

__/__/____ <span>+ Add Date</span>	<b>Total OTR Hours</b>
<b>Dates:</b>	

## Finalize

---

I hereby certify the information is true and documentation is available at the school site. (47 O.S. §15-109)

### Acceptance

Accepted

Acceptance Date

03/05/2020

### Documentation

Documentation on File

### Administrator Information

Administrator Name

Administrator Title

Administrator Phone

Administrator Email

Today's Date

03/05/2020

### Extra Notes

Note Type

Note

Submit Application

Cancel

## Fields on the New Application Screen

- Initial Information
  - Certification Type – There are two options available, Standard and Emergency. Emergency certifications removes the waived training documentation from the screen.
  - District – This will default to the district you are associated with.
- Driver Info – Enter the driver’s information in these fields.
  - First Name, Middle Initial, and Last name
  - Date of Birth
  - Gender
  - SSN (Social Security Number)
  - Address
    - Street, City, State and Zip (a driver’s address state must match the state of their CDL).
  - CDL – Commercial Driver’s License
    - Number, Class, State, Endorsement and Expiration Date.
- Training Info (Required only for Standard Certificate Type).
  - Classroom Training – If the driver attended a driving school or instruction course.
    - Instructor Name, Instructor Email, Instructor Phone, Instructor Certification Number, Classroom Start Date, Classroom End Date, Classroom Location.
  - Online Training – If the driver received their training through an online course.
    - Course Through, Tech Center Name (if the course was through a Tech Center).
  - On the Road Training
    - Enter the OTR Dates: you can add as many dates as necessary and they will display in a row below.
    - Total OTR Hours – Enter the total number of OTR training for this driver.
- Finalize – This information indicates who from the district approved this driver.
  - Acceptance – Indicates the district accepts responsibility for this driver.
    - Acceptance of Responsibility, Acceptance Date (will auto populate for you).
  - Documentation
    - Documentation on File (indicates you have all required documentation on file in the district)
  - Administrator Information
    - Administrator Name, Administrator Title, Administrator Email, Today’s Date (this will be populated for you).
  - Extra Notes
    - Note Type (choose the type that best describes the note you would like to enter)
    - Note (please type any extra information as needed).
- Submit Application – This submits the driver’s application for review by the appropriate District Reviewer.
  - Cancel deletes the information entered and takes you back to the Main Screen.

Emergency Certifications are very similar to the Standard Certification. The biggest difference is that when an emergency certificate is being entered, the training fields are not displayed because training is not required or documented for an emergency certification.

## New Application

Certificate Type	District
<input type="text" value="Emergency"/>	<input type="text" value="--Select District--"/>

### Driver Info

First Name	MI	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth	Gender	SSN
<input type="text" value="__/__/__"/>	<input type="text" value="--Select Gender--"/>	<input type="text"/>
Address		
<input type="text"/>		
City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>
CDL #	CDL Class	CDL State
<input type="text"/>	<input type="text" value="--Select CDL Clas--"/>	<input type="text"/>
Endorsements:	CDL Expiration Date	
P <input type="checkbox"/> S <input type="checkbox"/>	<input type="text" value="__/__/__"/>	

### Finalize

I hereby certify the information is true and documentation is available at the school site. (47 O.S. §15-109)

#### Acceptance

Accepted <input type="checkbox"/>	Acceptance Date
	<input type="text" value="03/08/2020"/>

#### Documentation

Documentation on File

#### Administrator Information

Administrator Name	Administrator Title	Administrator Phone	Administrator Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Today's Date			
<input type="text" value="03/08/2020"/>			

#### Extra Notes

Note Type	Note
<input type="text" value="Regular"/>	<input type="text"/>

# Driver Renewal Screen

To get to the Driver Renewal Screen simply search for the driver and click the Renew Certification button located to the right of the driver's information. This screen is used when a driver has previously been certified to drive for any district in Oklahoma. You will only be able to access this screen when the driver's certification is already expired or will expire in the next month. The screen may look slightly different depending on the original type of certification (Standard or Emergency) and the length of time the certification has been expired (less than 12 months or more than 12 months).

## Driver History

### Driver Info

Driver	test test123	SSN	***-**-1111		<a href="#">Renew Certification</a>
Address					CDL

Below is the standard certification, expired less than 12 months.

## Renew Application

### Driver Info

District  
(ILC) CHOCTAW NATION  Code 07 K002

First Name  M.I.  Last Name

DOB  Gender   SSN

Address

City  State  Zip

CDL #  CDL Class   CDL State

Endorsements: P  S  CDL Exp Date

Self Certification

## Verifications

### MVR

MVR on File

3 Year Summary Date

### Citations and Convictions

DWI Citation

Citation Description

Has passed a driving record check, and no certificate shall be issued to any person who, within the preceding three (3) years:  
(i) Has had a license suspended or revoked, canceled or withdrawn pursuant to the Implied Consent Laws at 47 O.S. § 751 et seq.;  
(ii) Has a conviction for a violation of 47 O.S. § 11-902 which includes driving, operating or being in actual physical control of a vehicle while under the influence of alcohol or any intoxicating drug;  
(iii) Has been convicted or plead guilty to a violation of 47 O.S. § 761, operating a motor vehicle while impaired by consumption of alcohol;  
(iv) Has been convicted of any municipal violation of driving under the influence of alcohol or drugs or operating a motor vehicle while impaired or being in actual physical control of a motor vehicle while impaired;

More than 3 traffic convictions

Violation Description

(v) Has had four (4) or more traffic violations (excluding parking violations);

Felony conviction in past 10 years

Verification Report on file

### Health Certificate

Health Certificate on file

Cert Provider

Date

Has driver completed a course of instruction that included topics on:\*

- Railroad Crossings
- Emergency Evacuation Procedures
- Mirror Placement
- Pick Up and Drop Off Procedures
- Sound Driving Practices
- Accident Procedures

Supporting Documentation is on file

Name of Instructor or School Official

*\* Only required if driver certification has been expired for more than a year.  
\* Documentation supporting the training has been provided and is on file at the district*

### Drug and Alcohol Testing

Pre-Employment drug test on file

Enrolled in Random Testing

Testing Company

Testing Contact

# Finalize

---

## Administrator Information

Name	<input type="text"/>	Title	<input type="text"/>
Email	<input type="text"/>	Phone	<input type="text"/>
Date	<input type="text" value="3/9/2020"/>		

## Acceptance

I hereby certify the information is true and documentation is available at the school site. (47 O.S. §15-109)

Date

## Extra Notes

Note Type	Note
<input type="text" value="Regular"/> ▼	<input type="text"/>

## Fields on the Renew Application Screen

- Driver Info – This will be populated from the original application, but can be updated as needed with the following limitations.
  - Social Security Number (SSN) cannot be changed.
  - You cannot change both the first name and last name.
- Verifications
  - MVR
    - MVR on File
    - 3 Year Summary Date
  - Citations and Convictions
    - DWI Citation
    - More than 3 traffic convictions
  - Felony conviction in the past 10 years
    - Verification report on file
  - Health Certificate
    - Health Certificate on File
    - Health Certificate Provider
    - Expiration Date
  - “Has driver completed a course of instruction that included topics on:\*”
    - Railroad Crossings
    - Emergency Evacuation Procedures
    - Mirror Placement
    - Pickup and Drop Off Procedures
    - Sound Driving Practices
    - Accident Procedures
    - Supporting Documentation is on file
    - Name of Instructor or School Official
  - Drug and Alcohol Testing
    - Pre-Employment drug test on file
    - Enrolled in Random Testing
    - Testing Company
    - Testing Contact
- Finalize
  - Administrator Information
    - Name
    - Title
    - Email
    - Date
  - Acceptance
    - Acceptance of Responsibility
    - Date
  - Extra Notes
    - Note Type
    - Note
- Submit Application/Cancel

There are two times when this screen will appear differently. When a driver who received an emergency certification initially and is attempting to renew and a driver who's certification expired more than 12 months ago. The driver who is renewing from an emergency certification will need to provide the training documentation that was waived in the initial certification and you will see the following extra fields. These fields are described as part of the new application.

## Training Info

---

### Classroom Training

Instructor Name	Instructor Email	Instructor Phone	Instructor Cert #
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Classroom Start	Classroom End	Classroom Location	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

### Online Training

Course Through

### On The Road Training

Enter OTR Dates:	Total OTR Hours
<input type="text" value="Select"/> <input type="button" value="+ Add Date"/>	<input type="text"/>

Dates:

Note: Drivers whose certification has been expired for more than 12 months must also meet specialized training criteria and will have extra fields on their renew application. Below are the fields specific to drivers whose certifications expired more than 12 months

### Has driver completed a course of instruction that included topics on:\*

<input type="checkbox"/> Railroad Crossings	<input type="checkbox"/> Supporting Documentation is on file
<input type="checkbox"/> Emergency Evacuation Procedures	<input type="text" value="Name of Instructor or School Official"/>
<input type="checkbox"/> Mirror Placement	
<input type="checkbox"/> Pick Up and Drop Off Procedures	
<input type="checkbox"/> Sound Driving Practices	
<input type="checkbox"/> Accident Procedures	

*\* Only required if driver certification has been expired for more than a year.  
\* Documentation supporting the training has been provided and is on file at the district*

# District Review Screen

All applications and renewals require District Review. This is where you will provide any required documentation and verify that you are following all applicable policies. All answers submitted for District Review will be subject to RAO confirmation. To view the district review screen simply search for a driver and click the District Review button located to the right of the active application/renewal.

## Applications

District	Application Date	Type	Status	Cert Exp	
ADA	10/17/2018	Standard	Submitted		<input type="button" value="Edit"/> <input type="button" value="District Review"/> <input type="button" value="SDE Review"/>



Below shows what the District Review Screen looks like.

## District

New Standard Application Review for test test123

## Driver Info

First Name	test	CDL Class #	
Last Name	test123	Exp	
SSN	***-**-1111	CDL Copy on File	<input type="checkbox"/>
DOB	01/01/1989	Driver Is Instructor	<input type="checkbox"/>
District	ADA	62	1019

## Requirements

### Background Check

Background Check  Date Completed

### Health Cert

Provider  Health Cert  No file selected. No Health Cert Uploaded  
Exp Date

### MVR

MVR  No file selected. No MVR Uploaded

### Training

Instructor Training Cert  No file selected. No Training Cert Uploaded  
Phone  
Email  
Cert #

### Classroom Training

Location Start 01/01/2019 End 01/04/2019

### Online Training

---

Course  
Through

### On The Road Training

---

OTR Dates:

### Employment Checks

---

Pre-Employment Drug and Alcohol Test

Random Drug Screen Enrollment

Previous Employment Testing

### Violations

---

4 or More Driving Citations

Impaired Conviction

### Notes

---

Note Type

Regular

Notes

### Submit

---

## Fields on the District Review Screen

- Driver Info – This will be populated from the original application
  - CDL Copy on File – Check if you have a copy of the driver’s CDL on file in your district office.
- Requirements
  - Background Check
    - Background Check – Check the box to indicate that you have the background check results on file in your district office.
    - Date – Enter the date the background check was completed.
  - Health Certificate
    - Provider – Choose which Health Certification document was used.
    - Exp Date – Enter the date the Health Certification will expire.
    - Health Certification Upload – Upload a copy of the Health Certificate.
  - MRV
    - MRV Upload – Upload a copy of the MRV
  - Training
    - Display the training information entered on the application or renewal
      - Classroom
      - Online
      - On the Road
    - Training Certification Upload – Allows upload of any certificates.
  - Employment Checks
    - Pre-Employment Drug and Alcohol Test – Check if done.
    - Random Drug Screen Enrollment – Check if done.
    - Previous Employment Testing – Check if done.
  - Violations
    - 4 or More Driving Citations – Check if the driver has 4 or more moving citations
    - Impaired Conviction – Check if the driver has an impaired conviction
- Notes
  - Note Type
  - Note
- Submit
  - Submit for Certification – Submits the application or renewal for SDE Review

## Application Submission

Once the application has been submitted and reviewed by the district, you will receive a pop-up notification with the status of the application. Whenever possible the system has been set to certify or deny the request automatically. There are some situations which require further review and those will continue to display the status as 'pending' until it has been reviewed by the State Department of Education and a decision is made. You can periodically check the status by searching for the driver. You will be able to see the current status of request on the application screen