

STEP-BY-STEP DIRECTIONS FOR VAN DRIVER CERTIFICATION

1. Drug Testing (Pre-Employment)

- All new van driver applicants must complete drug testing. Results take a few days to come back so start the process.
- If you also have bus drivers, van drivers cannot be added to the same testing pool as CDL holders because they are subject to testing by federal regulations and van drivers are subject to state regulations. Therefore, you need two (2) separate pools.

2. Background Checks (Fingerprinting)

- All applicants are required to have an FBI and BCI background check done. Results take a few days to come back so start the process.

3. Enter Driver Into Your Ohio Department of Workforce Development (ODEW) OH/ID SFPS Account

- You will need their driver's license and Social Security numbers to enter them.
- You need to run their BMV data on the "Maintain" page of each driver to make sure that your candidate is eligible to drive. If your driver has disqualifying hits on their BMV report, do not proceed with registering them for the course. [ORC Disqualification Chart](#)
- Once a driver is entered, it takes 24 hours for the system to process their driving record. After the BMV is processed in your SFPS account, you need to log back in, click on REFRESH BMV and then click on BMV DATA. Paper copies obtained through the BMV are not acceptable for Ohio licensed drivers – you need to go by the SFPS BMV data system.
- Exception for paper copies: If your driver has an out-of-state license, you will need to request a BMV report from the state where the license is issued. You need the report before you can proceed to the next step.

BMV Data

Refresh BMV

A certificate signed by the applicant is on file attesting to:

- ☒ Viewed training video
- ☒ Read and Studied workbook
- ☒ Completed the answer sheet attached to this application
- ☒ Driver's signature on file

The undersigned superintendent (or designee) affirms that each of the following requirements has been met for the driver named above, and records are on file to verify:

- ☒ Driving performance evaluation and review
- ☒ Current BCI check including state and federal information
- ☒ **Current motor vehicle abstract for the driver**
- ☒ Current T-8 physical for the driver
- ☒ Driver is of legal age
- ☒ Driver is insured by the district to operate a motor van

4. Register Your Driver for the Online Course [CLICK HERE](#)

- Cost is \$85⁰⁰ per driver payable by purchase order, school/company check made payable to the “Ashtabula County Educational Service Center”, or credit card on the ESC website (no personal credit cards). (<https://www.ashtabulaesc.org/school-bus-driver-information>).
- Scan a copy of your purchase order or receipt from the online credit card to laurie.powers@ashtabulaesc.org. Your driver will not be registered to take the class until payment confirmation is sent to Laurie. You need to do this step each time you register a driver.
- **Once your driver is registered, there are no credits, refunds, or switching out drivers with another driver. This is for auditing purposes for both the ESC and Schoology.**
- When entering your driver's email address, please double check the email address to make sure that there are no typing errors. If there is a typo and it is submitted by the ESC to Schoology, it is a cumbersome task to get this email revised and re-submitted to Schoology and then to the driver.
- Some schools/company emails do not allow for outside emails. If this is the case, please use the driver's personal email.
- The link to begin the course will be sent to Schoology. You need to allow three (3) business days for your driver to receive the link. It comes from “Online Course Information <noreply@ecoesc.org> – not from the ACESC.
- The link will contain directions on logging into the system. These directions need to be followed in order to enter the course. There is also a link they can click on for help. **If your driver is having problems logging in, please contact Lori or Laurie, not Schoology.**

Schoology Learning

Sign in to Schoology

All fields are required

Username:

Password:

School or Postal Code:

☐ Remember my School

[Log in](#) [Forgot your password](#) [SSO Login](#)

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Sign in to Schoology

All fields are required

Username:

Password:

School or Postal Code:

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School or Postal Code dropdown menu:

- Joseph Welty Middle School 104621055
New Philadelphia, OH 44663-1919
- Buckeye Career Center 11517145
New Philadelphia, OH 44663-9450
- New Philadelphia High School 15701599
New Philadelphia, OH 44663
- Quaker Digital Academy 2164312781
New Philadelphia, OH 44663
- New Philadelphia High School 50888883
New Philadelphia, OH 44663-1950
- East Central Ohio Educational Service Center 380027903
New Philadelphia, OH 44663
- East Central Ohio ESC 2664632022
New Philadelphia, OH 44663**

- The driver has 30 days to complete the course. The course includes reading the van manual, watching the video, and then taking the test online. This is an individual program - not a group program. Each person will have their own login credentials and must complete their own course. If the course is not completed within this timeframe, the district/company will need to complete the registration process again which includes paying for the driver again.
- Drivers will have two attempts to pass the test. Once they finish the test it will give them their overall score. They need an 80% or better to pass.
- Your drivers need to communicate with you that they have completed the course and passed the test so you can move forward with the next step. The Preservice Instructor does not notify supervisors.
- Schoology online course is checked one time per day by Lori Fanger to approve processing those that have completed and passed the course (Monday-Friday).
- Registrations are sent to Schoology one time per day for processing (Monday-Friday).
- You need to allow ample time for your driver to complete this course. The process can take 1-2 weeks to be completed start to finish so **plan accordingly. There is no “emergency” processing with this new online course.**

5. Additional Required Training

While your driver is taking the course they can also be working on all other required training:

- Bloodborne pathogens
- Transporting students with special needs
- Emergency procedure policies
- Local policies and procedures
- Non-routine trips
- PBIS

6. Driving Evaluation

- The driving evaluation needs to be completed **AFTER** the driver has taken the online course so they understand the expectations for driving students.
- After the course has been completed and your driver has passed, you need to schedule a driving evaluation with a certified On-Bus Instructor (OBI).
- OAC 3301-83-10(B)(1)(b) requires the driving evaluation to be conducted by a certified OBI or by another individual employed and designated by an ESC, school, or district. Van companies will need to contact their Educational Service Center or the school district they are transporting for to schedule driving evaluations.

- Once the driving evaluation is completed, you need to scan the completed driving evaluation to laurie.powers@ashtabulaesc.org - do not send to lori.fanger@ashtabulaesc.org or schoolbus@ashtabulaesc.org.
Your driver cannot be approved unless we have the road test evaluation.
- All elements of the driving evaluation must be completed (all areas, signatures obtained, mileage/time, total demerits, total time, etc.).
- The driving evaluation should take about 45 minutes to complete for each driver, which also includes reviewing the pre-trip inspection.
- If any of these items are not completed, your application will be denied and you will be asked to correct it and scan it back.

7. FINAL STEP

- Log in to your OH/ID SAFE account (<https://safe.ode.state.oh.us/portal>) and “add” a T-9 for the driver. This is how your application is submitted electronically to my office. Complete the form and then be sure to “Submit” it on the bottom of the last page.
- DO NOT SUBMIT THE T9 UNTIL ALL OF THE ABOVE STEPS HAVE BEEN COMPLETED. Failure to complete all requirements prior to submitting a T9 is falsification for state training records which is considered fraud.**

Driver Standing

Suspended
No

Valid Medical
Yes
Driver Medical

Valid Training
True
Driver Training

Total Crashes as of 9/1/2004
0
Crash Report

District In-Service
False
In-Service

T-9 Reports

0 years experience

Inactive Status

Driver Reports

Report Opened	Report Type	Report Approval Date	Print Certificate only if Approv
10/3/2025	TV		

Add

Certificate Approval

- Please allow a few days for processing.

If you have any questions, please feel free to email lori.fanger@ashtabulaesc.org.

[Ohio Department of Education and Workforce website for van driver information](#)

[Van Driver Evaluation Form](#)

[ORC Disqualification Chart](#)

[Pupil Transportation Operation and Safety Manual 2025](#)

[School Transportation Contractors Information](#)

[HB54 12 Passenger Vehicle Information](#)