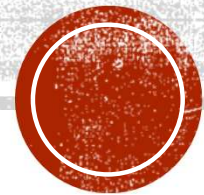




# IS IT OVER YET?

Staying Compliant  
2025 TAPT





## STAYING COMPLIANT:

- MVR's
- Background Checks
- Clearinghouse
- Random Drug Screening
- DOT Physicals
- S Endorsement Trainings

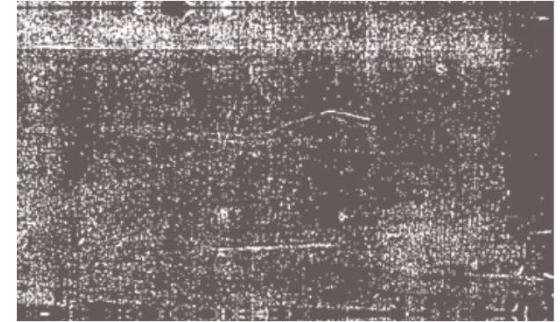




# MVR

# MVR: MOTOR VEHICLE REPORT

- What's included in an MVR?
  - Driving history
    - This includes all your driving violations, traffic tickets, accidents, and any suspensions or revocations of your license
- License Information
  - This will show your current license status, class, and any restrictions or endorsements
- Personal Information
  - Your name, date of birth, and other identifying details will also be on the record
- We need the MVR to ensure safe driving practices





## PRE-EMPLOYMENT MVR

- Applicant should bring in a current MVR





## PERSONNEL FILE

# MVR'S:

### Record Keeping:

- In Tennessee, school bus drivers are required to have their driving records (MVRs) reviewed **annually**, as outlined in 49 CFR 391.25, and these records must be kept in the driver's personnel file.

Keep your employee MVR list updated



# IT AIN'T OVER

- Choose a date on your calendar and pull MVR's the same time each year (easy way to remember them)
- Write a cover letter
- Mail to the State Tenn Dept of Safety and Homeland Security
  - 1150 Foster Ave.
  - Nashville Tn 37243
- The more records you are requesting the longer it takes
- Verify each one once received which means look at each and every one



## Driver Services

Driver Services Online

Driver Services Locations ▾

Regular Driver License ▾

Teen/Graduated Driver License ▾

REAL ID ▾

Commercial Driver License ▾

Motorcycle License ▾

Identification License

Reinstatements ▾

# Obtaining a Driving Record (MVR)

A Motor Vehicle Record, or MVR, is an official copy of your driving record. The MVR will show the past 3 or 10 years of your driving history.

To protect your privacy, the MVR does not display your address. The Federal Driver Privacy Protection Act prohibits the release of personal identifying information from driver license and vehicle registration records.

## Request Online

- Cost: \$5.00
- Pay by credit/debit card (Visa, MasterCard, American Express, Discover)
  - Prepaid cards are NOT accepted
- Required Information:



## IMPORTANT REMINDER:

Anytime you or a driver go to the DMV for ANYTHING at all regarding your license **CHECK YOUR LICENSE BEFORE YOU LEAVE!!!**

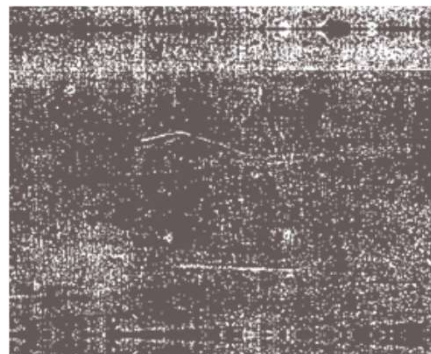
Is it correct? Class? Endorsements? Restrictions?

MINIMUM for you to drive a school bus:

Class B with P and S Endorsement

Check your license





# BACKGROUND CHECKS



- Background checks are conducted to help employers make informed hiring decisions and reduce risks associated with potentially unqualified or dangerous employees. They verify the accuracy of an applicant's information, screen for criminal records, and identify potential safety or liability issues
- Verifying Information and Credentials
- Screening for Criminal Records
- Reducing Workplace Risks (history of violence, theft or misconduct)
- Minimizing Negligent Hiring Liability
- Protecting Company Reputation
- Complying with Legal and Regulatory Requirements
- Fostering Customer and Public Trust



# BACKGROUND CHECKS:

- **Tennessee Law: Senate Bill 2014**
- Tennessee law mandates that anyone applying for a position as a teacher or **any other position that will work with school children** must pass a background check before being hired and undergo subsequent background screenings every **five years**.
- **Background Check Requirements:**
  - **Initial Check:** A background check is required before hiring.
  - **Subsequent Checks:** Subsequent background checks are required every five years after the initial check
- Make sure someone in your district is on top of this



# THE CLEARINGHOUSE

NOT THIS ONE



# WHAT IS THE CLEARINGHOUSE



**DRUG & ALCOHOL  
CLEARINGHOUSE**

- The Clearinghouse is a secure online database that gives employers, the Federal Motor Carrier Safety Administration (FMCSA), State Driver Licensing Agencies (SDLAs), and State law enforcement personnel real-time information about commercial driver's license (CDL) and commercial learner's permit (CLP) holders' drug and alcohol program violations
- The Clearinghouse contains records of violations of drug and alcohol prohibitions in 49 CFR Part 382, Subpart B, including positive drug or alcohol test results and test refusals. When a driver completes the return-to-duty (RTD) process and follow-up testing plan, this information is also recorded in the Clearinghouse



# Federal Motor Carrier Safety Administration DRUG & ALCOHOL CLEARINGHOUSE



## HOW TO PURCHASE A QUERY PLAN

### Why Purchase a Query Plan?

All employers of CDL drivers must purchase a query plan in the Clearinghouse. This query plan enables employers, and their consortia/third-party administrators (C/TPAs), to conduct queries of driver Clearinghouse records as required per §382.701.

### Purchasing a Query Plan

Query plans may only be purchased from the FMCSA Clearinghouse website by registered employers. Employers can choose a query plan that fits their business needs. C/TPAs cannot purchase query plans on behalf of an employer.

**Not sure which query plan to purchase?**  
Select a query plan large enough to cover the number of CDL drivers you currently employ. You can purchase additional query plans, as needed. Query plans are non-refundable.



1

### Go to the Query Purchase Page

Visit <https://clearinghouse.fmcsa.dot.gov>. Click **Log In** and access the Clearinghouse using your login.gov username and password.



Under **My Dashboard**, go to **Queries** and click **Purchase a Query Plan**.



- An employer is required to conduct **pre-employment** and **annual** queries for all drivers subject to drug and alcohol testing under 49 CFR Part 382.

The Clearinghouse offers employers a centralized location to query driver information and report drug and alcohol program violations incurred by their current and prospective employees holding CDLs and CLPs. **The employer must use the Clearinghouse to:**

- Conduct a full query of the Clearinghouse as part of each pre-employment driver investigation process.
- Conduct limited queries at least annually for every driver they employ.
- Request electronic consent from the driver for a full query, including pre-employment queries.
- Report drug and alcohol program violations.
- Record the negative return-to-duty (RTD) test results and the date of successful completion of a follow-up testing plan for any driver they employ with unresolved drug and alcohol program violations.
- Put a reminder in your calendar so you don't forget
- <https://clearinghouse.fmcsa.dot.gov>



# DASHBOARD

## PRE-EMPLOYMENT QUERIES 0



## ANNUAL QUERIES 0



## VIOLATION REPORTING

Time frame: Last 7 days

Violations reported by SUMNER COUNTY SCHOOL (USDOT# 2144564) - Employer Admin (last 7 days)



Report a Violation

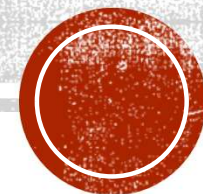
## RETURN-TO-DUTY REPORTING

Time frame: Last 7 days

RTD information reported by SUMNER COUNTY SCHOOL (USDOT# 2144564) - Employer Admin (last 7 days)



Report RTD Information



## Purchase a Query Plan



Query Balance: 174 remaining

[View Query Plan Summary](#)  
[Purchase a Query Plan](#)

[Conduct a Query](#)



You are currently on the official FMCSA Clearinghouse website. Query plans must be purchased from the FMCSA Clearinghouse only.

You must purchase a query plan before you, or your designated C/TPA, can conduct limited or full queries in the Clearinghouse. C/TPAs may not purchase query plans on behalf of employers. [Learn more about query plans and plan pricing.](#)

### INDIVIDUAL QUERY PLAN

# \$1.25

Flat per query rate (limited or full)

- ✓ Flat per query rate (\$1.25), for limited and full queries
- ✓ Bundles customized to meet your business needs
- ✓ Queries never expire
- ✓ Purchase additional query plans, as needed

Select Plan Size

[Continue to Pay.gov](#)

You will be directed to Pay.gov to process your payment.

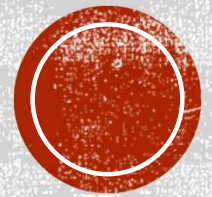
[Pay.gov](#) [VIEW PAYMENT OPTIONS](#)

Plan Size	Plan Cost
1	\$1.25
2	\$2.50
3	\$3.75
4	\$5.00
5	\$6.25
10	\$12.50
20	\$25.00
50	\$62.50
100	\$125.00
150	\$187.50
200	\$250.00
300	\$375.00
500	\$625.00
1,000	\$1,250.00
1,500	\$1,875.00
2,000	\$2,500.00
2,500	\$3,125.00
5,000	\$6,250.00
7,500	\$9,375.00

## LEARN MORE

- [How to Conduct a Limited Query \(Employers\)](#)
- [How to Conduct a Full Query \(Employers\)](#)
- [Bulk Upload Template File](#)

# PURCHASE A QUERY PLAN



## LEARN MORE

- [How to Conduct a Limited Query \(Employers\)](#)
- [How to Conduct a Full Query \(Employers\)](#)
- Bulk Upload Template File

# NEED HELP





# **RANDOM DRUG TESTING**



Random drug testing for CDL and school bus drivers is a requirement under the Federal Motor Carrier Safety Administration (FMCSA) regulations

- These tests are unannounced and conducted throughout the year, with a minimum annual random testing rate of 50% for CDL drivers. School bus drivers are also subject to random drug and alcohol testing, with tests being conducted on dates reasonably spread throughout the year





- Once notified to report for testing, a CDL driver must report to the collection site immediately (For additional information on the collection, please refer to: [www.transportation.gov/odapc](http://www.transportation.gov/odapc))
- DOT drug testing only recognizes urinalysis as a valid means for drug testing. If problems are identified, a driver may be required to retest under direct observation. A driver is only permitted three hours to produce a urine specimen. Leaving the collection site before the process has been completed may be declared a “refusal.” In addition, if unable to provide a specimen as required, a driver is subject to the “shy bladder” evaluation that can result as a refusal due to the absence of a medical condition as deemed by the medical review officer (MRO)
- Once tested, the laboratory will report the analysis to a MRO. If the analysis indicates a positive result, the MRO will contact the driver to determine whether there are circumstances that would explain the positive result. If there are none, the MRO will report a positive result to the employer.





## DOT Agency

### **Federal Motor Carrier Safety Administration [FMCSA]**

**The random rates did not change for 2025. Because the random rates did not change, FMCSA is not required to publish a notice in the Federal Register. The rate last changed in 2020.**

2025 Random  
Drug Testing  
Rate

**50%**

2025 Random  
Alcohol  
Testing Rate

10%



# REMEMBER:

Unannounced and Unpredictable:

Employees or individuals subject to random drug testing are not given advance notice of when they might be tested.

This element of surprise is intended to deter drug use by creating a sense of uncertainty and the possibility of being tested at any time.

Random Selection Process:

A fair and impartial method is used to select individuals for testing.

Often, computer programs or other systems are used to generate a random selection of individuals from a pool of eligible people.

Equal Probability:

In a truly random system, each eligible individual has an equal chance of being selected for testing.

This ensures that no one is unfairly targeted or singled out for testing



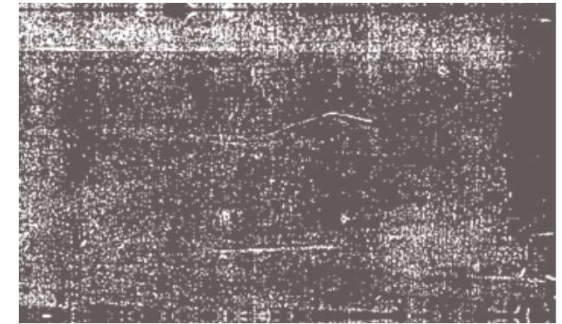


**DOT PHYSICALS**

# DOT PHYSICALS

- The Federal Motor Carrier Safety Administration (FMCSA) regulations require all CDL drivers operating a CMV to have a pre-employment drug and alcohol screen
- **A Department of Transportation (DOT) physical examination must be conducted by a licensed "medical examiner" listed on the Federal Motor Carrier Safety Administration (FMCSA) National Registry.** The term includes, but is not limited to, doctors of medicine (MD), doctors of osteopathy (DO), physician assistants (PA), advanced practice nurses (APN), and doctors of chiropractic (DC).
- A DOT physical exam is valid for up to 24 months. The medical examiner may also issue a medical examiner's certificate for less than 24 months when it is desirable to monitor a condition, such as high blood pressure.

## INCREASE YOUR PHYSICAL ACTIVITY



"Can I buy a vowel, Pat?"





“But Tracey.....the doctor gave me a 2 year certification. I don’t have to go yet. Look at my card. It says from June 2, 2025- June 2, 2027

Why do we go yearly and not every 2 years?



Record Keeping

Do you leave it up to the driver?

Do you remind the driver?

How many times?

How do you keep up with it?



REMINDER

Our driver information  
is in a computer  
program where we  
enter:

- License Expiration
- DOT Expiration
- S Endorsement  
Training Expiration

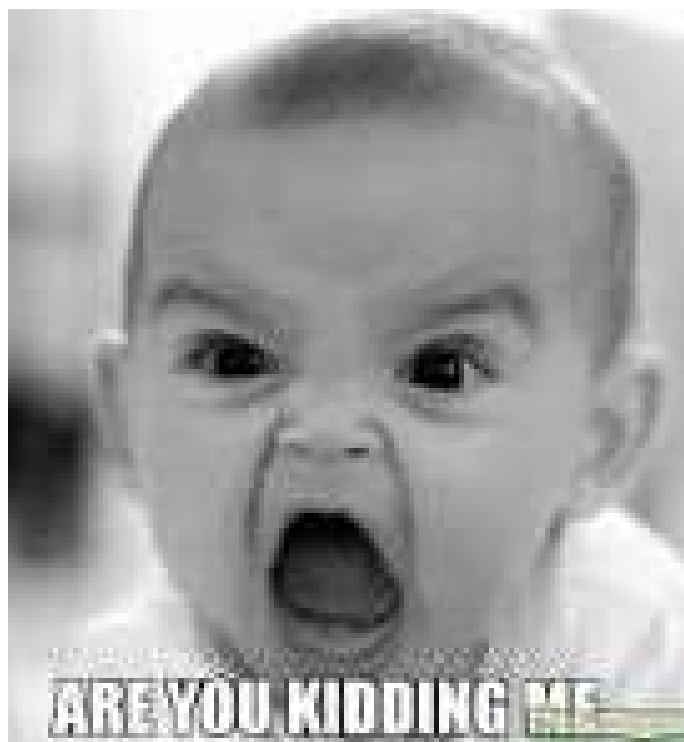
Set for 60  
days out

Driver knows  
60 days from  
the next one  
due

Be aware of  
the 3 month  
cards....Enter  
the correct  
date

# WHAT WE USE:



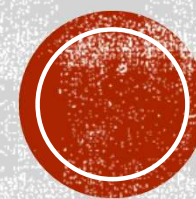


**YOU FORGOT TO GET YOUR PHYSICAL?**

**ARE YOU KIDDING ME?**

**OF COURSE WE ARE TRANSPORTATION!!!!!!!!!!**

**RUN AROUND AND FIND SOMEBODY TO DRIVE**





**Tennessee Department of Safety and Homeland Security  
Commercial Driver License Division**

**CDL Holder Self-Certification Affidavit**

In order to comply with 49 C.F.R. §383.71 and 49 C.F.R. §383.73, the Tennessee Department of Safety and Homeland Security requires all commercial driver license holders to certify the type of driving they engage in and provide a copy of their medical examiner's certificate (Form MCSA-5876) to the Department.

NAME OF DRIVER: \_\_\_\_\_ CDL (Driver License Number): \_\_\_\_\_

PHONE NUMBER (Required): \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

INITIAL BELOW (choose only 1): **IMPORTANT-All Applicants must certify to Item 1, 2, 3, or 4 whichever is applicable.**

- ☐ 1. **Non-Excepted Interstate** - I certify that I operate or expect to operate in **interstate** commerce, and meet the qualification requirements under Title 49, Code of Federal Regulations, (C.F.R) Part 391, operating in interstate commerce and I am required to obtain a medical examiner's certificate by §391.45 of this chapter;
- ☐ 2. **Excepted Interstate**- I certify that I operate or expect to operate in **interstate** commerce, but engage exclusively in transportation or operations excepted under Title 49 C.F.R. §390.3 (f), §391.2, §391.68, or §398.3 from all parts of the qualification requirements of Title 49 C.F.R. part 391, and therefore I am not required to obtain a medical examiner's certificate by Title 49 C.F.R. §391.45 of this chapter;
- ☐ 3. **Non-Excepted Intrastate** - I certify that I operate or expect to operate only in intrastate commerce, and I am subject to the State of Tennessee driver qualification requirements for operating a commercial vehicle.
- ☐ 4. **Excepted Intrastate** - I certify that I operate in intrastate commerce but engage exclusively in transportation or operations excepted from all or parts of the State of Tennessee's driver qualification requirements for operating a commercial vehicle per Tennessee Comprehensive Rules and Regulations, 1340-1- 13 (2008). I further certify that I am not required to have the Passenger, School bus, or Hazardous Materials endorsement.

I hereby certify under penalty of perjury that the information provided in this affidavit is correct and true to the best of my knowledge. I understand that supplying false information may result in the suspension of my driving privilege and may subject me to prosecution under state law (see TCA §55-50- 601 et seq.). My signature below represents consent to release my driving record information.

Driver Signature \_\_\_\_\_

Date \_\_\_\_\_

Please send this affidavit along with a copy of your medical examiner's certificate (Form MCSA-5876) to the Tennessee Department of Safety and Homeland Security, CDL Division, PO Box 945, Nashville TN, 37202-0945. You may also upload

**DRIVER  
BRINGS:**

**SIGNED COPY OF SELF-  
CERTIFICATION AND  
AFFIDAVIT  
AND COPY OF MEDICAL  
CERTIFICATE**



# WE ENTER DOT'S FOR OUR DRIVERS

## [DL.SAFETY.TN.GOV](https://dl.safety.tn.gov)



Driver Services  
Division


 e-Services



### Important: System Upgrade June 13, 2025 5:00pm CST - June 16, 2025 6:00am CST

The Department will be performing a scheduled system upgrade to ensure consistent functionality, and to improve user experience. During this time e-Services will be temporarily unavailable.



 What are you looking for?



#### Login

Verify your identity and view all available online services for your account.



#### Non-Commercial Driver License

Obtain or manage your Non-Commercial Driver License, Permit, or ID.



#### Commercial Driver License

Apply for or manage your Commercial Driver License or Permit.





## Commercial Driver License

Apply for or manage your Commercial Driver License or Permit.

- > [Duplicate a License](#)
- > [Renew a License](#)
- > [Upload CDL Self-Certification Affidavit and Medical Examiner's Certificate](#)

### Upload Medical Certificate

#### Upload Medical Certificate



#### Submitter Identification

Please select if you are submitting this for yourself or on behalf of another person.

☐ Self \*

☐ Other \*

Cancel



**THIS IS VERY  
BENEFICIAL TO BOTH THE  
DEPARTMENT AND THE  
DRIVER**



"The bus driver makes your stomach upset? Tell me about it -- he's my husband."



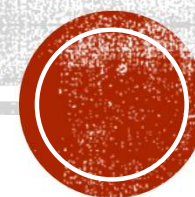
TOO CUTE NOT TO SHARE





**SCHOOL BUS  
"S"**

**ENDORSEMENT  
TRAINING:**





**DO YOU REMEMBER?**

**TROOPERS OR  
"TRAINERS" TAUGHT  
CLASS**





**OR .....MS.  
NORMA FRADY**



**GO THROUGH THE  
LITTLE STUDY BOOK**

**TAKE THE TEST**

**GET THE LITTLE CARD**





# Certified Bus Driver

**PASS THE  
TEST AND  
BECOME  
CERTIFIED**





## THEN:

- There were several counties who were allowed to teach their own "S" class each year for quite a few years
- Drivers still had to take the test
- Still received the card once the state received driver's names on the list
- THEN



# INFINITI-I WORKFORCE SOLUTIONS:

---



[Forgot your password? Reset here.](#)

Login



Training Complete Reminder If you have been assigned the Mandatory School Bus Training for the month of May 2025, this training must be completed by May 31st, 2025. If the assigned May 2025 training is not completed, a license downgrade will occur on June 1st, 2025.

Be aware that the classroom has 2 pages. Make sure you expand the 1st page, or go to the 2nd page.

Please make sure to complete training in Chrome, Firefox, or Microsoft Edge. Do not use Internet Explorer as it may not display the training platform correctly.



**From  
Classroom  
to  
Computer  
Classes**





You will get reminder emails, or texts



Always make sure you keep your information updated with the state (email address and phone numbers)



If you want your S to stay on your license so you can continue to drive a school bus, you **MUST** do these assignments every year



# THIS IS HOW IT WORKS:

---

Assigned a training  
month

Yearly assignment  
due by end of that  
training month

“S” drops off if you  
don’t complete the  
assignment

If this happens, you  
will have to go to the  
DMV with certificates





## Assignments

Assignment Management 

New Assignment

Tags

Status

Active/Draft/Started

Type

Enter a date range

MM/DD/YYYY - MM/DD/YYYY

Search



								Items per page: 10	1 - 10 of 10	<	>
View	Name	Description	Tags	Start Date ↓	End Date	Status & Type	Status				
								Items per page: 10	1 - 10 of 10	<	>



Package Catalog

Search



All



Course Name



Content Name



Content Desc

Search



	Course Name	Library	Length (HH:MM:SS)	Content #	Course ID	Date
+	001 Infinit-I Guide - Getting Started	OPERATIONS	00:01:00	1	8533	03/01/2022 01:01:21 PM
+	A1.1 Basic Operation	COMPLIANCE	02:02:50	17	3708	03/23/2022 02:19:18 PM
+	A1.2 Safe Operating Procedures	OPERATIONS	01:14:09	12	8471	10/19/2023 11:11:40 AM
+	A1.3 Advanced Operating Practices	OPERATIONS	00:40:44	6	8472	01/24/2022 03:58:08 PM
+	A1.4 Vehicle Systems and Reporting Malfunctions	OPERATIONS	00:32:07	4	8473	01/24/2022 04:00:14 PM
+	A1.5 Non-Driving Activities	OPERATIONS	02:02:24	25	8474	01/28/2022 12:47:12 PM
+	American School Bus Council	OPERATIONS	00:03:09	2	4491	11/01/2023 03:40:14 PM
+	B1.1 Basic Operation	OPERATIONS	01:53:05	15	8502	01/28/2022 01:00:36 PM

We use  
Infinit-i and  
BTW  
combined for  
retraining

Print the  
certificates  
and file





## **Certificate of Training**

Mandatory School Bus Training 2024-2025

Completion Date: May 8th 2025

Awarded To

TRACEY RICHARDSON



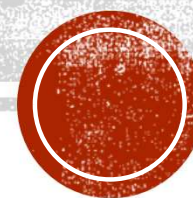
Vertical Alliance Group, Inc. products and services are not accredited or certified by any federal, state, local or professional organization.  
This certificate only serves as confirmation that the named user has comprehended the materials assigned by the named company to its unique standards of completion.





# WE MUST STAY COMPLIANT:

Organization is the key



*Thank You*  
**BUS DRIVERS!**



**THANK YOU,  
SCHOOL TRANSPORTATION  
STAFF!**

