



Montana
Office of Public Instruction
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Preparing a TR-35

1. Place your cursor over "Data Entry" and you will see the choices that are available to you. Click on "TR-35 Bus Driver Certification" to see all driver information in the state. You can retrieve driver data by searching for either the person's name or drivers' license number. Social Security Numbers should not be used so make sure that the drivers' license is not social security related.
2. The Bus Driver Certification Screen will allow districts to find a driver by typing the drivers "Last Name, First Name" in the "Name" cell. If the person is in the data file, it will show up in a yellow box followed by the City where the driver lives. The action buttons are "Edit, Delete, Assign to a School System (SS), Create an updated TR-35, Save or Cancel".
3. The bottom of the screen has the driver information including the expiration dates available to update. Check to make sure that everything is accurate, update as needed and click "Save".
4. To add a new driver, click "Add Driver" which will bring up a blank data entry screen. Make sure that all information is accurate. Always remember to "Save" any updates or additions to the Data File.
5. Additions of new drivers and changes to existing drivers will generate a report that goes to OPI to alert the county superintendent to watch for the paper copies of TR-35's.
6. To view the updated TR-35, just click the TR-35 Button.
8. To Print the Document, click the printer icon just under the word "Pupil".

For assistance, contact Donell Rosenthal at drosenthal@mt.gov or call 406-444-3024

THE ADMINISTRATIVE RULE REQUIRING DISTRICTS TO SUBMIT PAPER COPIES OF ALL COMPLETED AND APPROVED TRANSPORTATION FORMS HAS BEEN UPDATED. Once a document is printed and signed, please make copies for your file and the county superintendent.