



### **TR-35 Bus Driver Certificate Instructions**

1. Login to the [OPI Secure Portal](#) with your registered username and password.
2. Go to “*Data Entry>Driver>TR35 Bus Driver Certification*”.
3. Enter the last name of the driver and click on the “*Apply Filter*” button. Click on the “*Edit*” button for the selected driver.
3. Enter the date of expiration for the updated document in the required field. Date must be entered as (00/00/0000). Before clicking on the on the “*Save*” button when information has been entered, change the “*Certificate Issued*” date to the day of the edit (today’s date). Once the information has been entered and saved, you can print the TR35 by clicking on the “*TR35*” button and print to PDF.
4. Check for accuracy. Board Chair must sign and date, driver must sign and date, and a copy is sent to the County Superintendent. NOTE: The driver must receive a copy and is required to carry the TR35 at all times when driving a school bus.
5. To add a driver: If you have done a search for a driver and there are no results, click on the “*Add Driver*” button.
6. Required fields include: Driver’s License number, Last Name, First Name, Address, City, State, Zip, select Gender, License Expiration Date, Medical Exam Expiration Date, First Aid Certificate Date, CPR Expiration Date, Certificate Issue Date (This is the date you are up-dating and issuing the certificate to the driver.) Click on the Five Years Licensed Driving check box. When all required information has been entered, click on the “*Save*” button.

### **Assigning a Driver**

1. Go to “*Data Entry>Driver>Assign Bus Driver to School System*”. Enter the last name, and click on the “*Apply Name Filter*” button. Click on the “*Select*” button for that driver.
2. Select the school system in the “*Select SS*” drop down box, enter the background check of the driver, then click on the “*Save Assignment*” button. NOTE: Background check date must be performed within a year and upon initial hire.

For assistance, contact Elsie Workman at [Elsie.Workman@mt.gov](mailto:Elsie.Workman@mt.gov) or call 406-444-2463.