

Bus Driver Class Procedures for 2025-26 School Year

PLEASE KEEP THIS INFORMATION FOR FUTURE REFERENCE!

Upload all registration spreadsheets through your district secure link (Need link? Email Lori)

Questions: Lori Hanze at lahanze@dmacc.edu; Phone: 515-256-4910

New Bus Driver Online Portion

As of 7/1/25, the online training will be done through the AEA. **Questions can be directed to tom.simpson@iowa.gov or 515-336-3965.**

New Bus Driver STOP Face-to-Face Portion

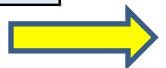
Changes:

1. The driver no longer has to wait until the online training is completed to take the face-to-face class. **The New Driver training is not complete until both the online (through the AEA) and Face-to-Face (through DMACC) have been taken.**
2. **Cost:** \$40. The course fee must be paid at the time of enrollment.
3. No certificate of completion from the online training is needed to enroll.

Annual Renewal Training

1. **Cost:** \$40. The course fee must be paid at time of enrollment.
2. **If you have an assigned class location**, please enroll the majority of your drivers at that location for renewal training as seats are available. Class location assignments help prevent districts having to travel more than approx. 30 min.

District Name	Assigned Class Location	District Name	Assigned Class Location
Adair Casey	Panora	Melcher-Dallas Comm	DMACC Southridge
ADM Comm	DMACC West	Nevada Comm	DMACC Hunziker
Ames - Durham	DMACC Hunziker	Newton CSD	DMACC Newton
Ankeny-First Student	DMACC Ankeny	Norwalk CSD	DMACC Southridge
Bondurant-Farrar CSD	DMACC Ankeny	Panorama Comm	Panora
Boone Comm	DMACC Hunziker	Prairie City Monroe CSD	DMACC Newton
Carlisle Comm	DMACC Southridge	Pella Comm.	Pella
Carroll CSD	DMACC Carroll	Perry Comm	Perry
Collins-Maxwell CSD	DMACC Hunziker	Pleasantville Comm	DMACC Southridge
Colo-NESCO CSD	DMACC Hunziker	Roland-Story	DMACC Hunziker
Coon Rapids Bayard CSD	Coon Rapids	Saydel-Durham Urbandale	DMACC Ankeny
Des Moines Public Schools	DMACC Urban	SE Polk CS	DMACC Southridge
Indianola CSD	DMACC Southridge	Urbandale-Durham	DMACC Ankeny
Johnston-STA	DMACC Ankeny	Van Meter Comm	DMACC West
Knoxville Comm	Pella	Waukee-Durham	DMACC West
Lynnville-Sully Comm	DMACC Newton	West Des Moines CSD	DMACC West
		Winterset Comm	DMACC West



Registration for New Driver Face-to-Face and Annual Renewal

Upload all registration spreadsheets through your district secure link (Need link? Email Lori)

Questions about enrollments? Email DMACC registration: busdriving@dmacc.edu, or call 515-964-6800.

Check for seat availability at ce.dmacctraining.com > Professional Licensure/Relicensure > School Bus Drivers.

Registration Procedures:

1. **Class Size:** Class sizes are varied based on location.
2. **Pre-registration is required**
 - **You must pre-register your own drivers even if the class is held at your facility.** Register your drivers early as seats will not be held.
 - **If a driver comes to class and is not pre-registered, they will not receive credit for attending the class.**
Registration closes 2 business days prior to the class:
Class on Wednesday: Must be enrolled by 4:00 pm Monday.
Class on Saturday: Must be enrolled by 4:00 pm Thursday.
3. **Registration Information**
 - Please check our website at [click here-New Driver](#) and [click here-Renewal](#) to check seat availability in the class you are planning to register into before you submit your enrollments. **New Driver Face-to-Face classes have been added to this website.**
 - **Enroll your drivers by completing the registration spreadsheet (current version in this year's July email to all districts from Lori) and upload through district secure link (Need secure link? Email Lori at lahanze@dmacc.edu.)**
 - **NO GOOGLE DOCS ACCEPTED.**
 - **NO HANDWRITTEN** spreadsheets accepted.
 - **DO NOT ALTER REGISTRATION SPREADSHEET FORMAT.**
 - **All fields with * are required.**
 - Click on link in District Code column to find your District Code.
 - **Full SSN is still required by DMACC for system to match student with correct student record.**
 - **DMACC needs to have in writing that we have permission to bill the school for the tuition, so be sure to complete the top portion of the spreadsheet.**
 - When providing a list of drivers, please submit separate files for each class (CRN#).
 - A generated reply email will be sent confirming enrollment completed for (driver name) and (CRN#).
 - Save copy of the blank registration spreadsheet for future use.
 - If the driver is paying, they need to call Registration (515-964-6800) to enroll and pay via credit card OR register and pay online at ce.dmacctraining.com > Professional Licensure/Relicensure > School Bus Drivers. They will need the CRN/Course # found on class schedule sheet to enroll.

Drop Policy

- If a driver is unable to attend, please email busdriving@dmacc.edu to request to drop them from the class **at least 2 business days before class**. You must include the CRN# of the class and the name of the driver to complete the drop.
- If a driver is registered by the school and does not attend the class and does not drop or transfer to another class at least 2 business days before class, **no refund** will be given and the school will still be billed.

DMACC reserves the right to cancel class based on enrollment.

Minor children are not allowed into classes or to be left unattended on DMACC property.