

HOW TO GET TO THE REGION 16 TRANSPORTATION WEB PAGE

This site is somewhat hidden--here are the steps on how to find it.

1. Go to our website at www.esc16.net.
2. Hover over "Superintendent Resources" in the upper right-hand corner of the screen.
3. Move the cursor down and click on "Transportation" at the bottom left-hand corner of the list.

From here you can check on all bus driver classes currently scheduled and also register for the same. Click on the arrow next to the class you are interested in:

- 8-hour Bus Driver Recertification Course
- 20-hour Bus Driver Certification Course
- Online Bus Driver Recertification
- CDL Classes

From there you can check the schedules and details for all scheduled classes. You can also register for any scheduled class at this site by clicking on "click here to register" next to the class you are interested in.

HOW TO REGISTER FOR A BUS DRIVER CLASS

1. In the upper, middle part of the screen, click on the blue box "Register."
2. Click on "Checkout."
 - **If you already have an account**, fill in your email address and password. Click on "Login" and follow the prompts. Click on "Continue" and finish by clicking on "Complete Checkout."
 - **If you have never taken a workshop at Region 16**, you will need to create a new account. Click on "Create Account." Fill in all of the fields and then click on "Save Record." Follow the prompts and finish by clicking on "Complete Checkout."
 - You will be asked to enter your email address. If a driver does not have a work email address, a personal email address may be used. If they have neither a work or personal email address, then a fake email address will have to be used. DO NOT use someone else's email address.
 - The way our system works is that each person has to have a unique email address—that is how it recognizes one person from another by the email address. No email address can be used twice for 2 different people. The system will reject a duplicate email address.
 - Example of a fake email address: john.doe@fake.net. Use their first and last name in place of John Doe. It doesn't matter if the email address will work or not—our system will not know if it is a working address. This is for identification purposes only.
3. During the registration process you will also be asked for a credit card number or a PO number. For the purchase order number, fill in your district name and continue. Your district will be billed once the class is complete.

If you have any questions or need help, contact Jeanette at 806/677-5072