

**INSTRUCTIONS FOR COMPLETING THE
SCHOOL BUS DRIVER TRAINING COURSE
PRE-REGISTRATION FORM (Form 42-46A)**

The form is in PDF format and you may enter data online. However, you must print a copy of the form before you reset or close the form or all data entered will be lost.

**FIELD
NUMBER**

- (1) **Initial/Refresher** – Check the appropriate box.
- (2) **Capacity** – Enter the maximum capacity for the class.
- (3) **Date** – Enter the scheduled date for the class.
- (4) **Day of the Week** – Enter the day of the week the class is to be held.
- (5) **Time** – Enter the time the class is scheduled to begin.
- (6) **Location** – Enter the name of the facility where the class will be held.
- (7) **Address** – Enter the address of the facility where the class will be held.
- (8) **Instructor** – Enter the instructor's name.
- (9) **Name of Driver and Company** - Enter the name of the Driver and Company enrolled for the class.