



IMAGINING
the possibilities.
MAKING THEM HAPPEN.



**Indiana
Department of Education**

Glenda Ritz, NBCT

Indiana Superintendent of Public Instruction

DOE Online

Using Driver Data



Indiana Department of Education

Glenda Ritz, NBCT

Indiana Superintendent of Public Instruction

Presenters

Mike LaRocco

Director

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Carrie Glisson

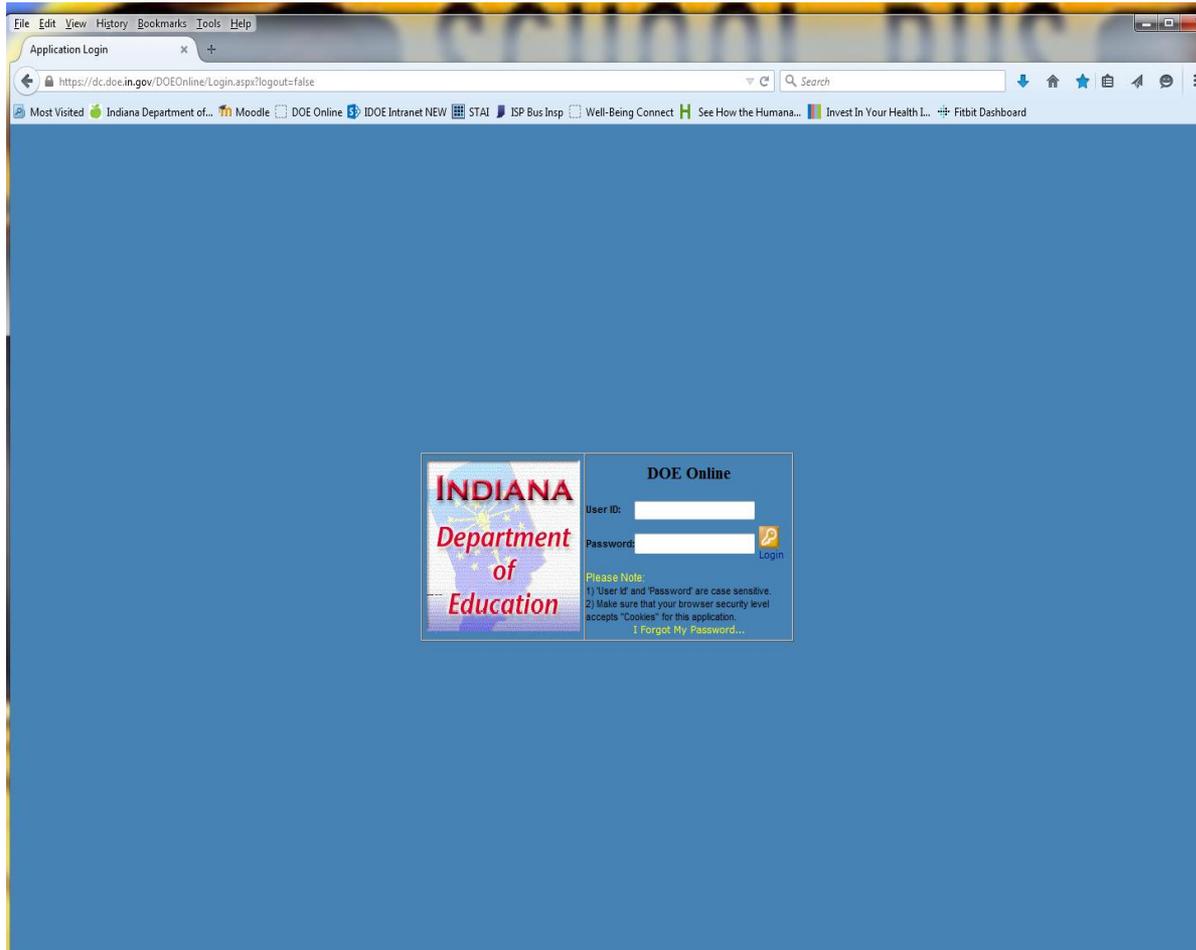
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Indiana Department of Education
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Contents

- Logging into DOE Online
- User Security
- Driver Search
- Printing Cards
- Annual Safety Meeting items
- Student Left On Bus Reporting
- Seat Belt Instruction and Bus Evacuation Drill Reporting

Logging Into DOE Online

Address = <https://dc.doe.in.gov/DOEOnline/Login.aspx?logout=false>



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Logging Into DOE Online

- Enter User ID:
- Enter Password:
- Hit Login or Press Enter
- Your User ID is generally your first initial followed by your last name (cglisson, mlarocco)
- If you forget your Password, please contact the Office of School Transportation (OST) and we can reset it for you
- Passwords are case sensitive
- If you have multiple logins for DOE Online, we suggest you use a Password like bus or transportation for the Traffic Safety section



User Security



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User Security

- Review current administrators and their Groups status
- Add new administrators
- Remove administrators
- Edit names and/or email addresses
- Advise the Office of School Transportation of any email address changes



User Security

Path: School Traffic Safety → Bus Drivers ↓ STS User Security

The screenshot shows the DOE Online website interface. The browser address bar displays <https://dc.doe.in.gov/DOEOnline/Main.aspx?pageld=6>. The page title is "DOE Online" and the header includes "Indiana Department of Education" and a welcome message for "Carrie Glisson". A navigation menu is visible on the left side, with "School Traffic Safety" expanded to show "Bus Drivers" and "STS User Security". A red arrow points to "School Traffic Safety" in the menu, and another red arrow points to "STS User Security". A large blue vertical bar is on the left side of the page.



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User Security

DOE Online x DOE Online x +

https://dc.doe.in.gov/DOEOnline/Main.aspx?pageid=169 Search

Most Visited Indiana Department of... Moodle DOE Online IDOE Intranet NEW STAI ISP Bus Insp Well-Being Connect See How the Humana... Invest In Your Health I... Fitbit Dashboard

DOE Online

Home | Logout

Indiana Department of Education
Welcome: Carrie Glisson
Server:

School Traffic Safety Administration eLearning

Corporation: 49DOEZ - DEPT OF EDUCATION

Username:

First Name:

Last Name:

Email:

Confirm Email:

Description:

STS Bus Corp User (Add/Edit Buses)
 STS Corp Admin (Add/Edit Corporation level users)
 STS Driver Corp User (View Bus Drivers)

Save Clear

Current users:

Name	Username	Email	Groups	Edit	Delete	Reset Pwd
Glisson, Carrie	cglisson1	cglisson@doe.in.gov	STS Corp Admin STS Driver Corp User			
LaRocco, Mike	mlarocco01	mlarocco@doe.in.gov	STS Corp Admin STS Driver Corp User			

User Security

DOE Online

https://dc.doe.in.gov/DOEOnline/Main.aspx?pageid=169

Most Visited Indiana Department of... Moodle DOE Online IDOE Intranet NEW STAI ISP Bus Insp Well-Being Connect See How the Humana... Invest In Your Health I... Fitbit Dashboard

DOE Online

Home | Logout

Indiana Department of Education

Welcome: Carrie Glisson
Server:

School Traffic Safety Administration eLearning

Corporation: 49DOEZ - DEPT OF EDUCATION

Username:

First Name:

Last Name:

Email:

Confirm Email:

Description:

STS Bus Corp User (Add/Edit Buses)

STS Corp Admin (Add/Edit Corporation level users)

STS Driver Corp User (View Bus Drivers)

Save Clear

Current users:

Name	Username	Email	Groups	Edit	Delete	Reset Pwd
Glisson, Carrie	cglisson1	cglisson@doe.in.gov	STS Corp Admin STS Driver Corp User			
LaRocco, Mike	mlarocco01	mlarocco@doe.in.gov	STS Corp Admin STS Driver Corp User			

EDIT (vertical arrow pointing down)

ADD NEW (horizontal arrow pointing left)

Driver Search



Driver Search

- Use this page to review a driver's:
 - Driver ID number (useful for ASM log in)
 - Card Type
 - E = Blue Card
 - S = Yellow Card
 - Check current card Expiration date
 - Check ASM Update status
 - Check Special Needs Certification status
- Sort data by Column Heading
- Print report with complete roster or export to Excel



Driver Search

The screenshot shows a web browser window with two tabs labeled "DOE Online". The address bar displays the URL <https://dc.doe.in.gov/DOEOnline/Main.aspx?pageId=6>. The browser's toolbar includes a search box and various navigation icons. Below the browser, the website header features the "DOE Online" logo on the left and the "Indiana Department of Education" logo on the right, which includes a map of Indiana. A user login area on the right says "Welcome: Carrie Glisson" and "Server:". A horizontal navigation menu is visible, with "Driver Search" selected and a dropdown menu open. The dropdown menu contains the following items: "ASM Preference", "Safety Belt/Bus Evac Drill", and "ASM Completions/Update to DOE". To the right of the dropdown menu, there is a notice: "Only authorized users are allowed, and all visits to this site are logged. If you are... and Privacy Act (20 U.S.C. Sec.1232g, as implemented through 34 CFR Part 99) and".



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Driver Search

File Edit View History Bookmarks Tools Help

DOE Online x DOE Online x +

https://dc.doe.in.gov/DOEOnline/Main.aspx?pageid=43

Most Visited Indiana Department of... Moodle DOE Online IDOE Intranet NEW STAI ISP Bus Insp Well-Being Connect See How the Humana... Invest In Your Health I... Fitbit Dashboard

DOE Online

Home | Logout

Indiana Department of Education

Welcome: Carrie Glisson
Server:

Driver Search

Corporation: 49DOEZ - DEPT OF EDUCATION

Last Four Digits of SSN:

Last Name:

First Name:

Driver ID:

Card Expiration Date: (MM/DD/YYYY)

Driver Type: (One-character driver type, example: S)

[View all drivers for DEPT OF EDUCATION](#) [Export to Excel](#)

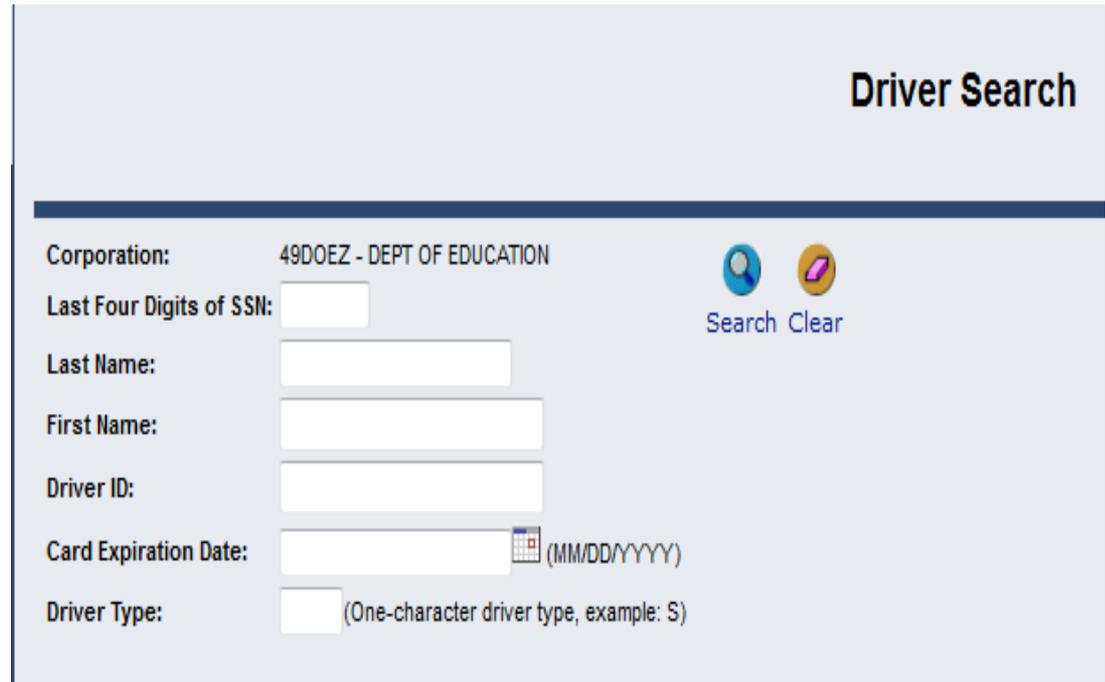
Driver ID	Last 4 Digits of SSN	First Name	Last Name	Corporation Name	Type	Expiration	ASM Update	Special Need Certified	Record ID
9441LARM49DOEZ00	9441	MICHAEL A.	LA ROCCO	DEPT OF EDUCATION	S	12/31/2015	PASS	Y	6875
7358WARJ49DOEZ00	7358	JOAN	WARD	DEPT OF EDUCATION	S	12/31/2013			12818
3101GLIC49DOEZ00	3101	CARRIE C	GLISSON	DEPT OF EDUCATION	S	12/31/2015	PASS	Y	39230



Driver Search – Find a Driver or List

- To find a specific driver you can search by:
 - SSN
 - Last Name
 - First Name
 - Driver ID

- To find a driver list search by:
 - Card Expiration Date
 - Driver Type



The screenshot shows a web form titled "Driver Search" with the following fields and options:

- Corporation:** 49DOEZ - DEPT OF EDUCATION
- Last Four Digits of SSN:**
- Last Name:**
- First Name:**
- Driver ID:**
- Card Expiration Date:** (MM/DD/YYYY) with a calendar icon
- Driver Type:** (One-character driver type, example: S)

On the right side of the form, there are two icons: a magnifying glass and a pencil. Below these icons are the labels "Search" and "Clear".

Driver Search - Uses

- Additions, deletions and revisions (name changes) must be done by the Office of School Transportation
 - Send email to Mike or Carrie
 - Include the driver's full name
 - Last 4 digits of their SSN
 - Requested transaction (blue card issue, removal, move from other district, name change etc.)
- Keep your driver roster current (you can always add the driver back onto your roster)



Driver Search - Reports

Create a pdf report showing all drivers or export the report to Excel

DOE Online

Home | Logout

Indiana Department of Education

Welcome: Carrie Glisson
Server:

Driver Search

Corporation: 49DOEZ - DEPT OF EDUCATION

Last Four Digits of SSN:

Last Name:

First Name:

Driver ID:

Card Expiration Date: (MM/DD/YYYY)

Driver Type: (One-character driver type, example: S)

[View all drivers for DEPT OF EDUCATION](#) [Export to Excel](#)

Driver ID	Last 4 Digits of SSN	First Name	Last Name	Corporation Name	Type	Expiration	ASM Update	Special Need Certified	Record ID
9441LARM49DOEZ00	9441	MICHAEL A.	LA ROCCO	DEPT OF EDUCATION	S	12/31/2015	PASS	Y	6875
7358WARJ49DOEZ00	7358	JOAN	WARD	DEPT OF EDUCATION	S	12/31/2013			12818
3101GLIC49DOEZ00	3101	CARRIE C.	GLISSON	DEPT OF EDUCATION	S	12/31/2015	PASS	Y	39230



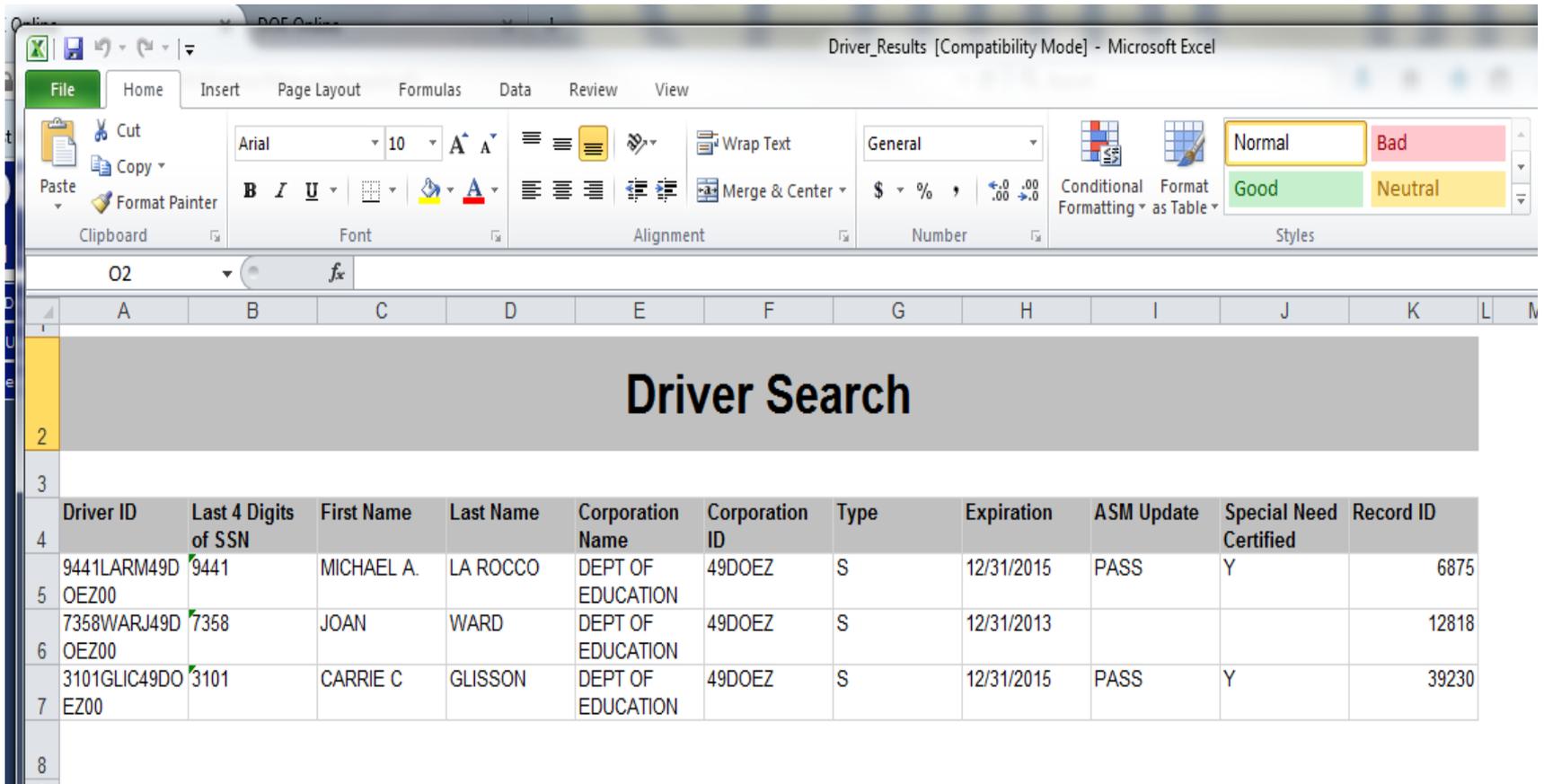
Driver Search - Reports

PDF Report of All Drivers by Corporation

Drivers by Corporation								
49DOEZ	DEPT OF EDUCATION GOVT CTR INDPLS, IN 46204							
Last Name	First Name	Driver ID	Card	Begin Date	Issue Date	Expiration	Workshop	ASM Update
GLISSON	CARRIE C	3101GLIC49DOEZ00	S		09/28/2014	12/31/2015	09324	PASS
LA ROCCO	MICHAEL A.	9441LARM49DOEZ00	S	08/19/1995	06/30/2014	12/31/2015	S541	PASS
WARD	JOAN	7358WARJ49DOEZ00	S		03/10/2013	12/31/2013	S525	

Driver Search - Reports

Excel Export Report of All Drivers by Corporation



Driver_Results [Compatibility Mode] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles

Normal Bad Good Neutral

Driver Search

Driver ID	Last 4 Digits of SSN	First Name	Last Name	Corporation Name	Corporation ID	Type	Expiration	ASM Update	Special Need Certified	Record ID
9441LARM49D OEZ00	9441	MICHAEL A.	LA ROCCO	DEPT OF EDUCATION	49DOEZ	S	12/31/2015	PASS	Y	6875
7358WARJ49D OEZ00	7358	JOAN	WARD	DEPT OF EDUCATION	49DOEZ	S	12/31/2013			12818
3101GLIC49DO EZ00	3101	CARRIE C	GLISSON	DEPT OF EDUCATION	49DOEZ	S	12/31/2015	PASS	Y	39230

Driver's Profile - Uses

- Use this page to see:
 - Issue and Expiration Dates for printing cards
 - Blue card Issue and Expiration Dates
 - Comments entered by OST/IDOE
 - Training history data
 - Driving Qualification Data
 - Preservice Workshop Data
 - ASM/Special Needs Certification History
 - Print previously issued yellow cards
- Use this page to enter:
 - Driver training data



Driver's Profile

Click on the Driver ID of the driver you want to select to see their Driver Profile

DOE Online

Indiana Department of Education

Welcome: Carrie Glisson
Server:

Driver Search

Corporation: 49DOEZ - DEPT OF EDUCATION

Last Four Digits of SSN:

Last Name:

First Name:

Driver ID:

Card Expiration Date: (MM/DD/YYYY)

Driver Type: (One-character driver type, example: S)

[View all drivers for DEPT OF EDUCATION](#) [Export to Excel](#)

Driver ID	Last 4 Digits of SSN	First Name	Last Name	Corporation Name	Type	Expiration	ASM Update	Special Need Certified	Record ID
9441LARM49DOEZ00	9441	MICHAEL A.	LA ROCCO	DEPT OF EDUCATION	S	12/31/2015	PASS	Y	6875
7358WARJ49DOEZ00	7358	JOAN	WARD	DEPT OF EDUCATION	S	12/31/2013			12818
3101GLIC49DOEZ00	3101	CARRIE C	GLISSON	DEPT OF EDUCATION	S	12/31/2015	PASS	Y	39230



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Driver's Profile

- Bus Drivers >
- STS User Security
- Student Left On Bus

Driver's Profile

 [Return to Search Results](#)

Driver ID: 3101-GLI-C-49DOEZ-00
Last 4 Digits of SSN: 3101
First Name: CARRIE C
Last Name: GLISSON
Corporation Name: DEPT OF EDUCATION
Corporation ID: 49DOEZ
Previous Corporation: 737350
Initial Certificate Date:
Date: 10/02/2014
Driver Performance Standard: Y
Special Need Certified: Y
Certificate Type: S
Issue Date: 09/28/2014
Expiration Date: 12/31/2015
Blue Card Issue Date: 09/14/2009
Blue Card Expiration Date: 03/14/2010
Second Blue Card Issue Date:
Second Blue Card Expiration Date:
Include in Daily Card Printing: D
90-Day Blue Card:
90-Day Blue Card Issue Date:
Comments:
ASM Update: PASS
Record ID: 39230

Driving Qualifications:

Date Submitted	Observation Hours	Driving Hours	Status	
11/4/2009	4.25	8.50	Approved	View

Workshops Attended:

ID	Corporation	Issue Date	Address	City	PERS
09324	FRANKLIN COMM. SCHOOL CORP.	9/28/2009	Franklin Comm. H.S.	Franklin	

ASM Update/ Special Need Certification:

ASM Updated	Year	Special Need Certified	Print Yellow Card
Yes	2014	Yes	Print
Yes	2013	No	Print
Yes	2012	No	Print
Yes	2011	No	Print
Yes	2010	No	Print



Driver's Profile – Enter Training Data

DOE Online x DOE Online x +

https://dc.doe.in.gov/DOEOnline/Main.aspx?pageid=45

Most Visited Indiana Department of... Moodle DOE Online IDOE Intranet NEW STAI ISP Bus Insp Well-Being Connect See How the Humana... Invest In Your Health L... Fitbit Dashboard

DOE Online Indiana Department of Education

Welcome: Carrie Glisson
Server:

Home | Logout

- Bus Drivers
- Buses
- STS Create Users
- STS User Security
- Student Left On Bus
- STS Email Lists

Driver's Profile

Driver ID: 0942-JOH-J-00000Z-00
 Last 4 Digits of SSN: 0942
 First Name: JERI
 Last Name: JOHNSON
 Corporation Name: UNKNOWN
 Corporation ID: 00000Z
 Previous Corporation: 928665
 Initial Certificate Date:
 Date: 01/26/2015
 Driver Performance Standard: Y
 Special Need Certified:
 Certificate Type: E
 Issue Date: 10/09/2014
 Expiration Date: 10/09/2015
 Blue Card Issue Date: 10/09/2014
 Blue Card Expiration Date: 10/09/2015
 Second Blue Card Issue Date:
 Second Blue Card Expiration Date:
 Include in Daily Card Printing: D
 90-Day Blue Card:
 90-Day Blue Card Issue Date:
 Comments: Removed from Whitley Co per Keith Kohut 1/26/15 CG
 ASM Update:
 Record ID: 49722

[Edit](#) [Return to Search Results](#)

Driving Qualifications:
 Driving qualifications have not been submitted for this driver.
[Submit Driving Qualifications](#)

Workshops Attended:

	ID	Corporation	Issue Date	Address	City	PERS
Delete	Edit	14401	M.S.D. SOUTHWEST ALLEN COUNTY	10/8/2014	Transportation Facility	Ft Wayne Mike LaRocco

ASM Update/ Special Need Certification:



Card Printing



Card Printing

The screenshot shows a web browser window with three tabs: 'DOE Online', 'DOE Online', and '50031-caxtons-printing-pr...'. The address bar shows the URL 'https://dc.doe.in.gov/DOEOnline/Main.aspx?pagelid=6'. The page header includes the 'DOE Online' logo, a search bar, and a navigation menu with items like 'Most Visited', 'Indiana Department of...', 'Moodle', 'DOE Online', 'IDOE Intranet NEW', 'STAI', 'ISP Bus Insp', 'Well-Being Connect', 'See How the Humana...', 'Invest In Your Health I...', and 'Fitbit Dashboard'. The main content area features a blue header with 'DOE Online' and 'Indiana Department of Education' logo. Below the header, there is a 'Home | Logout' link and a 'Welcome: Carrie Glisson Server.' message. A navigation menu is displayed with the following structure:

School Traffic Safety	Bus Drivers	Driver Administration	information to authorized Indiana educators. Only authorized users are allowed, and all visits to this site are logged. If you are
Administration	STS User Security	Cards	ated by the Family Educational Rights and Privacy Act (20 U.S.C. Sec.1232g, as implemented through 34 CFR Part 99) and
eLearning	Student Left On Bus		State of Indiana law.



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Card Printing

- Use this page to print
 - **Blue** Cards
 - **Yellow** Cards
- Print cards on colored card stock or colored paper
- Cut cards to business card size to fit in wallet or purse
- Cards can be laminated
- Use calendar tool to enter issue date
- Use date format mm/dd/yyyy for expiration date
- Find issue and expiration dates on Driver's Profile

Card Printing – Blue Card

DOE Online Indiana Department of Education 

Home | Logout Welcome: Carrie Glisson
Server:

Bus Drivers >

STS User Security

Student Left On Bus

Blue Card Search

Issue Date Range:

Begin Date:  End Date: 

  Search Clear

Card Printing – Blue Card

- Date Range Printing
 - Enter Range Begin Date
 - Use Calendar Tool to right of the date box
 - Enter Range End Date
 - Can type end date using MM/DD/YYYY format
 - Hit Search button on far right of page
 - This will create the download of all of the blue cards issued during this date range
- Single Date Printing
 - Enter Begin Date
 - Use Calendar Tool to the right of the date box
 - Enter the End Date
 - Use the same date as Begin Date
 - Can use the Calendar Tool or type in using the MM/DD/YYYY format
 - Hit Search button on far right of page
 - This will create the download of all the blue cards issued on this date
- Print the cards on BLUE card stock or paper and cut to wallet size
 - Cards may be laminated



Card Printing – Yellow Card

The screenshot shows a web browser window with the URL <https://dc.doe.in.gov/DOEOnline/Main.aspx?pageid=60>. The browser's address bar and search bar are visible. Below the browser, the page header includes the text "DOE Online" on the left and "Indiana Department of Education" on the right, with a welcome message: "Welcome: Carrie Glisson Server:". A navigation menu on the left lists "Bus Drivers", "STS User Security", and "Student Left On Bus". The main content area is titled "Yellow Card Search" and features two radio buttons: "Individual Cards" (selected) and "All Cards". Below these are input fields for "Issue Date:" and "Expiration Date:", each with a calendar icon. To the right of the input fields are "Search" and "Clear" buttons.



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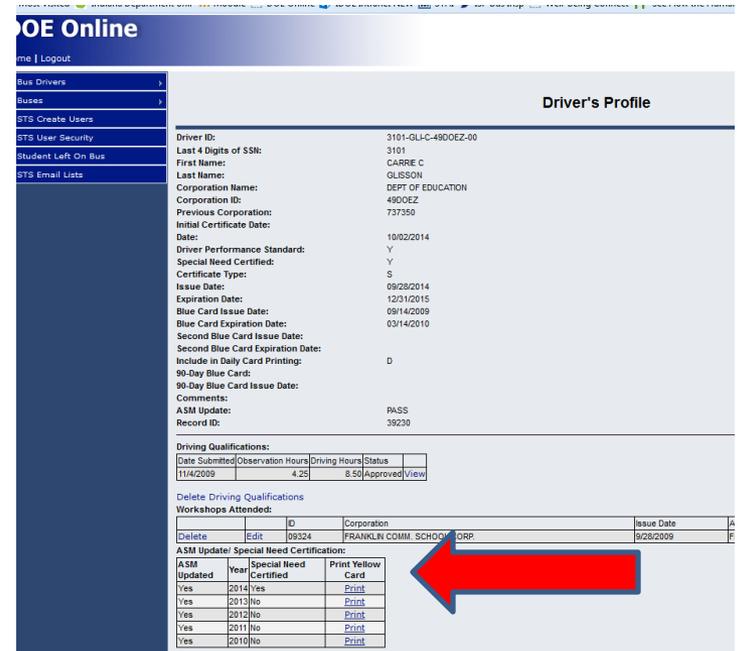
Card Printing – Yellow Card

- Printing Options
 - Individual Cards – prints all cards approved on date entered
 - All Cards – prints all cards in district with same expiration date
 - Single Driver Card – can print card for individual driver
- Individual Cards and All Cards
 - Enter Issue Date (date is listed in Driver Profile)
 - Use Calendar Tool to right of the date box
 - Enter Expiration Date
 - Can type end date using MM/DD/YYYY format
 - Hit Search button on far right of page
 - This will create the download of all of the yellow cards
- Print the cards on YELLOS card stock or paper and cut to wallet size
 - Cards may be laminated



Card Printing – Yellow Card

- Single Driver Card
 - Open Driver's Profile Page for selected driver
 - At the bottom of the page, select the year of card you wish to print
 - Hit the **Print** link and a copy of the card will be downloaded to print
 - Print the cards on YELLOW card stock or paper and cut to wallet size
 - Cards may be laminated
- NOTE – historical cards will not be accurate if the driver has changed school districts and/or employers



OE Online

me | Logout

Bus Drivers
Buses
STS Create Users
STS User Security
Student Left On Bus
STS Email Lists

Driver's Profile

Driver ID: 3101-GLL-C-4900EZ-00
Last 4 Digits of SSN: 3101
First Name: CARRE C
Last Name: GLISSON
Corporation Name: DEPT OF EDUCATION
Corporation ID: 4900EZ
Previous Corporation: 737350
Initial Certificate Date: 10/02/2014
Date: 10/02/2014
Driver Performance Standard: Y
Special Need Certified: Y
Certificate Type: S
Issue Date: 09/28/2014
Expiration Date: 12/31/2015
Blue Card Issue Date: 09/14/2009
Blue Card Expiration Date: 03/14/2010
Second Blue Card Issue Date:
Second Blue Card Expiration Date:
Include in Daily Card Printing: D
90-Day Blue Card:
90-Day Blue Card Issue Date:
Comments:
ASM Update: PASS
Record ID: 39230

Driving Qualifications:

Date Submitted	Observation Hours	Driving Hours	Status
11/4/2009	4.25	8.50	Approved View

Delete Driving Qualifications

Workshops Attended:

Delete	Edit	ID	Corporation	Issue Date
		09324	FRANKLN COMM SCHOOLS	9/28/2009

ASM Update Special Need Certification:

ASM Updated	Year	Special Need Certified	Print Yellow Card
Yes	2014	Yes	Print
Yes	2013	No	Print
Yes	2012	No	Print
Yes	2011	No	Print
Yes	2010	No	Print

Annual Safety Meeting



Moodle



Group View

Annual Safety Meeting

moodle
Indiana Department of Education

Home Log-in Help

Course categories

- Other**
 - 21stCCLC
 - IDOE Moodle Playground
- Data Collections**
 - DOE-ME
- Office of Educator Licensing & Development**
 - Indiana School Leaders' Self Assessment 2015
 - Indiana School Leaders' Self Assessment 2014
 - Indiana School Leaders' Self Assessment 2013
- Office of School Transportation**
 - School Traffic Safety Video Repository
 - Special Purpose Bus Driver Training
- Office of Student Services**
 - HIV/AIDS Education**
 - Mr. Teech Learns a Lesson
 - School Counselors & Social Workers**
 - Ethical Considerations for Indiana Educators - Part II
 - The School Counselor's Role with English Learner Programming
 - Ethical Considerations for Indiana Educators
 - Academic Remediation for Students
 - Career Development at the Elementary Level
 - Career Lessons at the Elementary Level
 - Career Planning from the Top Down
 - Conducting a High School Grief Group
 - Confidentiality and the Use of Technology: Implications for Student Service Providers
 - Counselors Closing the Achievement Gap
 - Ethical Boundaries in the New Age of Technology

Login

Username

Password

[Create new account](#)
[Lost password?](#)

Bus Drivers!

2014 Annual Safety and Special Needs Courses are now closed.

[Download Instructions Here.](#)

[Download FAQ Here](#)

[Request ASM Account Assistance](#)

Calendar

May 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



Annual Safety Meeting – Setting Preference

The screenshot shows a web browser window with the URL <https://dc.doe.in.gov/DOEOnline/Main.aspx?pageId=6>. The page header includes the "DOE Online" logo and the "Indiana Department of Education" name. A user is logged in as "Carrie Glisson". The navigation menu is expanded to show the following options:

- School Traffic Safety > Bus Drivers > Driver Administration > Driver Search
- Administration > STS User Security > Cards > ASM Preference
- eLearning > Student Left On Bus
- ASM Completions/Update to DOE

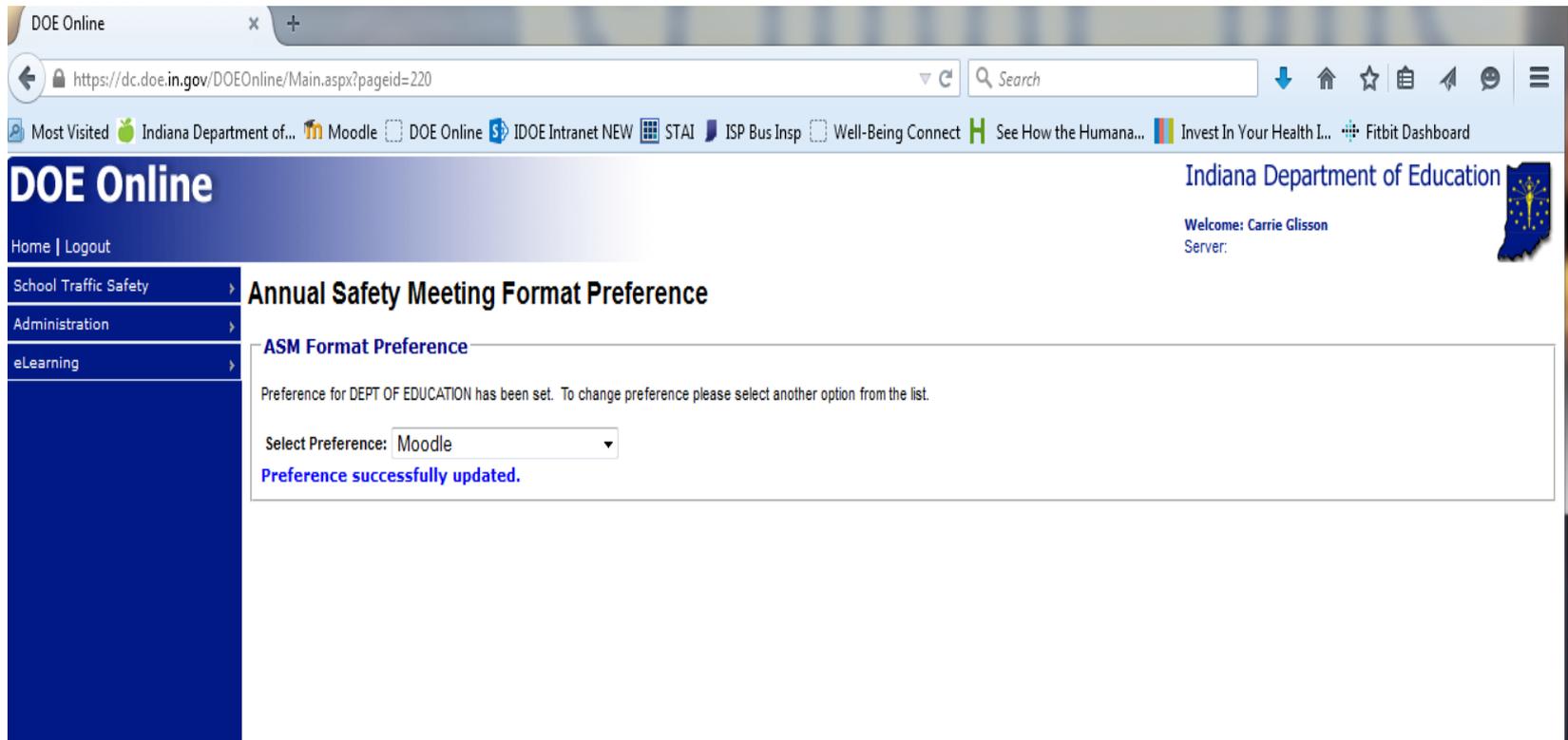
Additional text on the page includes: "Welcome: Carrie Glisson Server." and a privacy notice: "Only authorized users are allowed, and all visits to this site are logged. If you are not... Privacy Act (20 U.S.C. Sec.1232g, as implemented through 34 CFR Part 99) and Indiana".



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Indiana Superintendent of Public Instruction

Annual Safety Meeting – Setting Preference



DOE Online

https://dc.doe.in.gov/DOEOnline/Main.aspx?pageid=220

Most Visited Indiana Department of... Moodle DOE Online IDOE Intranet NEW STAI ISP Bus Insp Well-Being Connect See How the Humana... Invest In Your Health I... Fitbit Dashboard

DOE Online

Home | Logout

- School Traffic Safety
- Administration
- eLearning

Annual Safety Meeting Format Preference

ASM Format Preference

Preference for DEPT OF EDUCATION has been set. To change preference please select another option from the list.

Select Preference: Moodle

[Preference successfully updated.](#)

Indiana Department of Education

Welcome: Carrie Glisson
Server:



Glenda Ritz, NBCT
Indiana Superintendent of Public Instruction

Annual Safety Meeting – Group View Entering Completions

The screenshot shows a web browser window with the URL <https://dc.doe.in.gov/DOEOnline/Main.aspx?pageId=6>. The page header includes the "DOE Online" logo and the "Indiana Department of Education" name with a welcome message for "Carrie Glisson". A navigation menu is displayed with the following items:

- School Traffic Safety
- Administration
- eLearning
- Bus Drivers
- STS User Security
- Student Left On Bus
- Driver Administration
- Cards
- Driver Search
- ASM Preference
- Safety Belt/Bus Evac Drill
- ASM Completions/Update to DOE

Partial text on the right side of the page reads: "caters. Only authorized users are allowed, and all visits to this site are logged. If you are not d Privacy Act (20 U.S.C. Sec.1232g, as implemented through 34 CFR Part 99) and Indiana".



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Annual Safety Meeting – Group View Entering Completions

DOE Online

https://dc.doe.in.gov/DOEOnline/Main.aspx?pageid=224

Most Visited Indiana Department of... Moodle DOE Online IDOE Intranet NEW STAI ISP Bus Insp Well-Being Connect See How the Humana... Invest In Your Health I... Fitbit Dashboard

DOE Online Indiana Department of Education

Welcome: Carrie Glisson
Server:

Home | Logout

School Traffic Safety
Administration
eLearning

2014 Annual Safety Meeting Completions/Quiz Verification/Update to DOE

Instructions:

1. Place a check in the "ASM Completed" field for each driver who has successfully completed the 2014 Annual Safety Meeting.
2. Place a check in "Special Needs Certified" field for each driver who is certified for special needs.
3. Press the "Save" button at the bottom of the page.
4. Confirm updates.

***Notes:**

- Use the filter by last name begins with to quickly find drivers without paging through all drivers. Supports partial matching on last name (e.g. filter by 'b' to see all drivers whose last name begins with the letter B).
- If a driver was incorrectly marked as completing the ASM, their completion status can be revoked (by unchecking "ASM Completed") as long as their certification has not already been updated by the DOE.
- By default, drivers whose certification has been updated by the DOE are filtered out of the list of drivers. To include them, uncheck "Exclude Drivers with updated Certifications".

Last Name begins with: Exclude Drivers with updated Certifications

Last Name	First Name	Driver Id	Cert. Type	Cert. Exp. Date	Cert. Update Status	ASM Completed?	Special Need Certified?
GLISSON	CARRIE C	3101GLIC49DOEZ00	S	12/31/2015	Updated	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
LA ROCCO	MICHAEL A.	9441LARM49DOEZ00	S	12/31/2015	Updated	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WARD	JOAN	7358WARJ49DOEZ00	S	12/31/2013	Not Updated	<input type="checkbox"/>	<input type="checkbox"/>



Annual Safety Meeting – Group View Entering Completions

Please confirm selections:

Drivers marked ASM Completed:

WARD, JOAN ▲

Total: 1

Drivers marked Special Need Certified:

WARD, JOAN ▲

Total: 1

I certify under penalty of perjury that the above mentioned persons have completed the Annual Safety Meeting program, have passed all program quizzes with a grade of 80% or greater, and that this report is true and accurate in every respect to the best of my knowledge and belief.

Clicking the "Confirm" button indicates you have read, agree to, and understood the above statement. False reporting will invalidate a person's Standard Certificate.

Student Left on Bus Reporting



Student Left on Bus Reporting

IC 9-21-12-19 School bus; special purpose bus post trip inspection

Sec. 19. (a) A person who operates a school bus or a special purpose bus shall visually inspect each seat within the interior of the school bus or special purpose bus at the end of a trip during which students or passengers are transported to determine that no student or passenger has remained on the school bus or special purpose bus.

(b) The visual inspection required under subsection (a) must be conducted:

- (1) at the conclusion of each trip during which students or passengers are transported; and
- (2) before the operator exits the school bus or special purpose bus.

(c) A student or passenger is considered to have been left on a school bus or special purpose bus if:

- (1) the operator has reached the end of a trip during which students or passengers are transported and exited the school bus or special purpose bus; and
- (2) the student or passenger remains inside the school bus or special purpose bus.

(d) A school bus or special purpose bus owner shall report all instances of a student or passenger being left on the school bus or special purpose bus to the superintendent or the superintendent's designee immediately after the incident occurred.

(e) The superintendent or the superintendent's designee shall report all instances of a student or passenger being left on the school bus or special purpose bus to the department of education not later than five (5) working days after the incident occurred.



Student Left on Bus Reporting

The screenshot shows a web browser window with the URL <https://dc.doe.in.gov/DOEOnline/Main.aspx?pageId=6>. The page header includes the text "DOE Online" and "Indiana Department of Education". A welcome message reads "Welcome: Carrie Glisson" and "Server:". A navigation menu is visible on the left side of the page, with the following items:

- School Traffic Safety
 - Bus Drivers
- Administration
 - STS User Security
- eLearning
 - Student Left On Bus

Below the navigation menu, there is a disclaimer: "Indiana website designed to deliver information to authorized Indiana educators. Only authorized users are allowed, and all visits to this site are logged. If you are not immediately. Use of this site is regulated by the Family Educational Rights and Privacy Act (20 U.S.C. Sec.1232g, as implemented through 34 CFR Part 99) and Indiana. Any use violates federal and State of Indiana law."



Glenda Ritz, NBCT
Indiana Superintendent of Public Instruction

Student Left on Bus Reporting

DOE Online

https://dc.doe.in.gov/DOEOnline/Main.aspx?pageid=257

Most Visited Indiana Department of... Moodle DOE Online IDOE Intranet NEW STAI ISP Bus Insp Well-Being Connect See How the Humana... Invest In Your Health L... Fitbit Dashboard

DOE Online Indiana Department of Education

Home | Logout

School Traffic Safety >

Administration >

eLearning >

Students Left on Bus

Corp: DEPT OF EDUCATION

Person Reporting: Carrie Glisson

Date Reported: 5/11/2015

Date of Incident:

Student Age:

Student Grade: - Select One -

Student Type: Regular Pre-K Special Education

Vehicle Type: School Bus Special Purpose Bus

Vehicle Ownership: Corporation Owned Contractor Owned

Driver SSN Last 4: Search Drivers

Driver First Name:

Driver Last Name:

Trip Type: AM Route Athletic Event PM Route Extra Curricular Activity Mid-day Route Other Field Trip

Trip Other:

Description of Event:

Save & Close Cancel



Student Left on Bus Reporting

- An incident when a student is left on the school bus after the driver has exited the bus must be reported to the IDOE within 5 working days as required by statute
- Report the incident in DOE Online
- Complete each question completely
- Provide a brief, but complete, narrative of the event
- These records are considered Public Information and may be released upon request
- Disciplinary measures are a local district policy/procedure



Safety Belt/Bus Evac Drill Reporting



Safety Belt/Bus Evac Drill Reporting Statute

IC 20-27-3-6.5 Committee to adopt and enforce rules concerning proper fastening of safety belt on school bus passenger's body and conducting a school bus passenger evacuation drill

Sec. 6.5. The committee shall adopt and enforce rules under IC 4-22-2 to require that a school bus driver operating a school bus do the following at least one (1) time each semester:

(1) If the school bus is equipped with safety belts meeting the standards set forth in IC 9-19-10-2, provide instruction to the passengers on the school bus on the proper fastening of the safety belt about the passenger's body.

(2) Conduct a school bus passenger evacuation drill.



Safety Belt/Bus Evac Drill Reporting

575 IAC Rule – Safety Belt

575 IAC 1-10-1 Safety belt instruction

Authority: IC 20-27-3-6.5

Affected: IC 9-19-10-2; IC 20-27-8

Sec. 1. (a) A school bus driver operating a school bus that is equipped with safety belts meeting the standards set forth in IC 9-19-10-2, not including the driver's safety belt, shall at least once a semester provide instruction to the passengers on the school bus on the proper fastening of the safety belt.

(b) The instruction shall include the following:

(1) Proper position of the safety belt when fastened.

Indiana Administrative Code Page 55

STATE SCHOOL BUS COMMITTEE

(2) How tight the safety belt should be when fastened.

(3) Improper safety belt placement.

(4) Requirements for use of safety belts.

(5) Consequences of failure to use or improperly using safety belts.

(c) Documentation of the completed training for each bus shall be reported to the designated school corporation or private school representative.

(d) Documentation of the completed training for each district or private school shall be reported to the department of education by June 30 of each year. *(State School Bus Committee; 575 IAC 1-10-1; filed Aug 15, 2014, 10:06 a.m.: 20140910-IR-575130541FRA)*



Glenda Ritz, NBCT
Indiana Superintendent of Public Instruction

Safety Belt/Bus Evac Drill Reporting

575 IAC Rule – Evacuation Drills

575 IAC 1-10-2 Bus evacuation drills

Authority: IC 20-27-3-6.5

Affected: IC 20-27-8

Sec. 2. (a) A school bus driver operating a school bus shall at least once a semester conduct a school bus passenger evacuation drill.

(b) All school bus passenger evacuation drills shall meet the following minimum standards:

(1) Be completed in two (2) minutes or less.

(2) Be conducted within forty-five (45) school days of the beginning date of each semester.

(3) Use only emergency exit doors or service door for the passenger evacuation drill.

(4) Driver must be present at all passenger evacuation drills.

(c) At the completion of each school year, the bus passenger evacuation drills for each school corporation or private school shall have included the following:

(1) The use of all emergency exit doors and service door.

(2) One (1) drill with the school bus driver not directing the passenger evacuation drill.

(3) Each student receiving appropriate instruction for the passenger evacuation drill.

(d) Documentation of the bus passenger evacuation drill shall be reported to the designated school corporation or private school representative.

(e) Documentation of the bus passenger evacuation drill for each school corporation or private school shall be reported to the department of education by June 30 of each year.

(f) Any student exempted from physical participation in a passenger evacuation drill shall have documentation on file at the school. (*State School Bus Committee; 575 IAC 1-10-2; filed Aug 15, 2014, 10:06 a.m.: 20140910-IR-575130541FRA*)



Glenda Ritz, NBCT
Indiana Superintendent of Public Instruction

Safety Belt/Bus Evac Drill Reporting Reporting

- Enter the following data
 - School year – using the drop down menu
 - Person Reporting
 - Identify which semester you are reporting
 - Enter date your school district completed the process
 - Check if you have no buses equipped with Seat Belts
 - Check if you have a policy for Seat Belt Instruction and Bus Evacuation Drills
 - Hit Save & Close
- You can view previous entered data
 - Select School Year
 - Select Semester
 - Hit Search button



Safety Belt/Bus Evac Drill Reporting Reporting

The screenshot shows the DOE Online website interface. The browser address bar displays <https://dc.doe.in.gov/DOEOnline/Main.aspx?pageld=6>. The page header includes the text "DOE Online" and "Indiana Department of Education". A user is logged in as "Carrie Glisson". A navigation menu is visible with the following items:

- School Traffic Safety
- Administration
- eLearning
- Bus Drivers
 - STU User Security
 - Student Left On Bus
- Driver Administration
 - Driver Search
 - Cards
 - Safety Belt/Bus Evac Drill
 - ASM Completions/Update to DOE
- ASM Preference

Additional text on the page includes: "Welcome: Carrie Glisson", "Server:", and a privacy notice: "Only authorized users are allowed, and all visits to this site are logged. If you are not... Privacy Act (20 U.S.C. Sec. 1232g, as implemented through 34 CFR Part 99) and Indiana".



Glenda Ritz, NBCT
Indiana Superintendent of Public Instruction

Safety Belt/Bus Evac Drill Reporting Reporting

DOE Online

https://dc.doe.in.gov/DOEOnline/Main.aspx?pageid=307

Most Visited Indiana Department of... Moodle DOE Online IDOE Intranet NEW STAI ISP Bus Insp Well-Being Connect See How the Humana... Invest In Your Health I... Fitbit Dashboard

DOE Online

Home | Logout

School Traffic Safety

Administration

eLearning

Indiana Department of Education

Welcome: Carrie Glisson
Server:

Reporting Completion of Seat Belt Instruction and Bus Evacuation Drill

School Year: 2014 - 2015

Corp: DEPT OF EDUCATION

Person Reporting: *

Reported for Semester: July - December January - June

Completed Seat Belt Instruction: Date Completed: *

Completed Bus Evacuation Drill: Date Completed: *

No seat belt equipped school buses (not including the driver's seat belt):

We have a policy for Safety Belt Instruction and Bus Evacuation Drill:

* required field

Save & Close Cancel

