



# Memo

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**TO:** Superintendents, Business Managers, Transportation Supervisors, and Bus Contractors

**FROM:** Derek Newland, Director Student Transportation

**DATE:** January 31, 2019

**RE:** Overview of Phase One IBUS Updates

This Memorandum is to inform you of upcoming IBUS updates and how the updates will affect your district and current processes in IBUS. The updates will be released in two phases. The first phase release will be **February 4, 2019**, and the second phase release within the next few months. Your district will be notified prior to phase two release.

These updates will cause minimal or no disruption in your daily activities in IBUS and we are available to answer questions that may arise from this update.

Phase One IBUS Updates will affect the following procedures:

**1. Reimbursement Claim Audit Report**

- a. The reimbursement claim audit report will now include a description of line number. For example, Line 1 now reads "Line 1." The update with the description will now read "Line 1 – Bus Drivers."

**2. Pre-Approval Form**

- a. Will now have a link to attach backup documentation supporting your request. Examples of this documentation might include but would not be limited to, bids from possible vendors and a product description of items to be purchased.

**3. Bus Inspection Notification Emails**

- a. Districts and Contractors will begin receiving emails alerting of upcoming inspection due dates. This feature is designed to help eliminate sixty (60) day inspections not being completed or completed past the sixty (60) day time frame. It may require districts and contractors notifying the Student Transportation Department if they are not receiving notifications as an update to contact information may be needed.

We ask for your patience and understanding as this update is implemented and any changes or "bugs" are fixed during this process. Please feel free to contact our office with questions regarding this update.

Sincerely,

Derek Newland,

Director Student Transportation