

## **IBUS Inspection Training**

This section will deal with performing 60 day and annual bus inspections through IBUS as well as viewing completed inspections and withdrawing and returning a bus to service.

### **LOGGING ON**

### **INSPECTIONS**

**Current Status**

**60 Day Inspections**

**Annual Inspections**

### **ACCESSING AN INDIVIDUAL BUS**

**Inspection History**

**Withdraw Individual Bus from Service**

**Withdraw Multiple Buses from Service for Summer Break**

**Return to Service**

## LOGGING ON

To Log onto IBUS go to <https://apps.sde.idaho.gov/ibus> and select the "Log On" button in the upper right-hand corner and follow the log on instructions displayed.



After selecting the appropriate organization, enter your user name and password. If you have lost your password or need to register a new account select the appropriate link.

Log On

Please enter your username and password. If you don't have an account and require access, you may create your account on the [Registration](#) page. There is also a page to assist you if you [lost your password](#).

## INSPECTIONS

Once you have logged into IBUS select your program name on the left-hand side of the screen. The next vehicle inspection due dates can be viewed either by the individual bus, or by your program's fleet as a whole. To view the fleet status, select "Pending Inspections" from your program's landing page.

## Current Status

The Pending Inspections screen allows users to view the date and amount of time remaining until the next 60 day and annual inspection is due, begin the inspection process, and view the current status of the vehicle.

All buses currently in the selected program's fleet will appear here allowing you to have an overall view of your fleet's inspection timeline. Upon the completion of an inspection, the system will automatically schedule the next 60 day and annual inspection. As before, annual inspections are only required to be completed by the end of the month the prior year's inspection was completed in (e.g. if an annual inspection was completed April 3<sup>rd</sup>, 2013, then next annual inspection would be due by April 30<sup>th</sup>, 2014) and the system will account for this when scheduling the next annual inspection.

60 Day Inspections will turn red 10 days before their due date and annual inspections will turn red the month before the inspection is due, in order highlight which inspections will be due next. Please keep in mind however that this is only the date by which the inspection must be completed. As always we encourage all programs to complete coming inspections several days before they are due to avoid any last minute problems which may put your inspection date out of compliance.

<u>DISTRICT</u>							
Fiscal year 2012-2013 Inspections							
Bus Number	Vin	Assigned To	Next 60-Day		Next annual		Status
19-00	<a href="#">1HVBGAAP1YA930480</a>		6/30/2013	<a href="#">26 Days Left</a>	6/30/2013	<a href="#">27 Days Left (6/2013)</a>	Assigned
7-12	<a href="#">1BAKGCPH0DF291923</a>		6/30/2013	<a href="#">26 Days Left</a>	6/30/2013	<a href="#">27 Days Left (6/2013)</a>	Assigned
25-03	<a href="#">4DRBRAAP83B951762</a>		6/30/2013	<a href="#">26 Days Left</a>	6/30/2013	<a href="#">27 Days Left (6/2013)</a>	Assigned
05-06	<a href="#">4UZAAXDD27CW81547</a>		6/30/2013	<a href="#">26 Days Left</a>	6/30/2013	<a href="#">27 Days Left (6/2013)</a>	Assigned
22-10	<a href="#">4DRBUAAP0BB309422</a>		6/30/2013	<a href="#">26 Days Left</a>	6/30/2013	<a href="#">27 Days Left (6/2013)</a>	Assigned
17-04	<a href="#">4DRBRAAP74B966142</a>		6/30/2013	<a href="#">26 Days Left</a>	6/30/2013	<a href="#">27 Days Left (6/2013)</a>	Assigned
20-09	<a href="#">4UZABRDU5ACAM2355</a>		6/30/2013	<a href="#">26 Days Left</a>	6/30/2013	<a href="#">27 Days Left (6/2013)</a>	Assigned
12-03	<a href="#">4DRBRAAP63B951761</a>		6/30/2013	<a href="#">26 Days Left</a>	6/30/2013	<a href="#">27 Days Left (6/2013)</a>	Assigned
11- 11	<a href="#">4UZABRDU4CCBC2017</a>		6/30/2013	<a href="#">26 Days Left</a>	6/30/2013	<a href="#">27 Days Left (6/2013)</a>	Assigned
9-08	<a href="#">4UZAAXDD46CV39375</a>		6/30/2013	<a href="#">26 Days Left</a>	6/30/2013	<a href="#">27 Days Left (6/2013)</a>	Assigned
03-00	<a href="#">1HVBGAAP5YA930479</a>		6/30/2013	<a href="#">26 Days Left</a>	6/30/2013	<a href="#">27 Days Left (6/2013)</a>	Assigned
8-12	<a href="#">1BAKBCPH0DF291922</a>		6/30/2013	<a href="#">26 Days Left</a>	6/30/2013	<a href="#">27 Days Left (6/2013)</a>	Assigned

**Because this is sample information all dates are identical. As inspections are completed on your current schedule these dates will change to match with the next vehicles due defaulting to the top of the screen.**

**NOTE: As this function is rolled out to each program, IBUS will become the document of record for the date of completion and information regarding each bus inspection. While a program may choose to keep paper files as well and then enter the data into IBUS, the date the information is entered into IBUS is considered the inspection's official completion date.**

## 60 Day Inspections

To begin a 60 day inspection, click on the link showing the number of days left until the inspection is due. This will take you to the inspection form to be filled out. The form will automatically fill out the appropriate VIN, bus number, model year, and district name. The person completing the form must enter the odometer reading at the top of the page.

Below this are the seven subsections required for a 60 day inspection. These can be completed in any order, but all must be filled out before the inspection can be completed. Because the system cannot separate all special needs vehicles from the fleet, the special needs portion must be filled out appropriately for all inspected vehicles.

**Vehicle Details**

VIN: \_\_\_\_\_

Bus Number: **10-8**

Model Year: **2009**

Owner: \_\_\_\_\_ **DISTRICT**

Odometer Reading:

**Odometer reading must be taken at time of inspection**

Section	Status	
Driver Compartment	Not Started	<a href="#">Edit</a>
Passenger Compartment	Not Started	<a href="#">Edit</a>
Lights	Not Started	<a href="#">Edit</a>
Exterior - General Appearance	Not Started	<a href="#">Edit</a>
Chassis	Not Started	<a href="#">Edit</a>
Engine Compartment	Not Started	<a href="#">Edit</a>
Special Ed. Vehicles	Not Started	<a href="#">Edit</a>

The person entering must then mark each item as either pass, maintenance (for items which need action) or N/A (for items which are not applicable to the bus being inspected). All items marked as maintenance must have a note explaining the deficiency included to the right.

Vehicle Details

VIN: 1BAKFCKH96F233077

Bus Number: 05-22

Model Year: 2006

Owner: \_\_\_\_\_ DISTRICT

Items marked "Maint." must have a description of the deficiency entered in this column.

Driver Compartment		Pass	Maint.	N/A	Note(s)
1	Registration / Insurance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2	Inside mirror	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3	Sun visor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4	Windshield / Windows	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
5	Wipers (High / Low / Delay)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
6	Windshield washer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
7	Service door (Hinge guard-heat bumper)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
8	Step well risers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
9	Grab handle - draw strings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

At the bottom of each page there are three buttons, one to clear the entire inspection to start over, one to continue to the next section of the form, and one to save everything currently entered on the form to be finished later. **NOTE: Saving a form without submitting does not mark the inspection as complete and therefore the system will not consider that the inspection's completion date.**

29	Annual / New Bus Inspection Sticker	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
30	Unlawful entry decal	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

In order to continue to the next section, all items on the current section must be completed.

If you find that you have entered data for an inspection on the wrong vehicle, or otherwise decide to reset the inspection entirely, you may press the "Reset Inspection" button. **NOTE: This will eliminate any completed sections PERMANENTLY and should only be used in cases where you wish to completely reset the inspection.**

Section	Status	
Driver Compartment	Completed	<a href="#">Edit</a>
Passenger Compartment	Completed	<a href="#">Edit</a>
Lights	Completed	<a href="#">Edit</a>
Exterior - General Appearance	Completed	<a href="#">Edit</a>
Chassis	Completed	<a href="#">Edit</a>
Engine Compartment	Completed	<a href="#">Edit</a>
Special Ed. Vehicles	Completed	<a href="#">Edit</a>

**Selecting this button will reset the entire inspection to the status it had before the link to begin the inspection was pressed.**

**This button will only appear once all sections are completed and the odometer reading is entered.**

After all inspection sections and the odometer reading have been completed a submit button will appear. Pressing this will take you to the inspection summary page.

Vehicle Details

VIN: 1GDHG31F1Y1225726

Bus Number: 00-16

Model Year: 2001

Owner: \_\_\_\_\_ DISTRICT

Odometer Reading: 150,000

Deficiencies: 0

Total Points: 136

Red Tagged: False

Overall Vehicle Inspection Observations

Any general notes you have may be entered here

Deficiency Summary

Any deficiencies and their notes will appear here

Technician Information

Technician's Name:  Enter the name of the technician that completed the actual inspection, not the person entering the data if different.

Certification

I hereby certify that the above inspection fully and accurately reflects the inspection completed by the technician identified here.

Certified Complete:  This box must be checked for the inspection to be completed

Back Complete Cancel

Click to complete. A completed inspection **CANNOT** be reopened.

**NOTE: Once an inspection is completed, it cannot be re-opened. Please double check that any defects found during the inspection show on the deficiency summary before continuing.**

Once you have completed the inspection, the next 60 day will be scheduled. If a spot inspection or annual inspection is conducted before the next 60 day is completed, a new 60 day inspection will be scheduled from that point as they count as a 60 day inspection. If the schedule needs to be changed, as with the current process you would need to inspect that bus early, which would change the next due date.

## Annual Inspections

To begin an annual day inspection, click on the link showing the number of days left until the inspection is due. This will take you to the inspection form to be filled out. The form will automatically fill out the appropriate VIN, bus number, model year, and district name. The person completing the form must enter the odometer reading at the top of the page.

Below this are the eight subsections required for an annual inspection. These can be completed in any order, but all must be filled out before the inspection can be completed. Because the system cannot separate all special needs vehicles from the fleet, the special needs portion must be filled out appropriately for all inspected vehicles.

**Vehicle Details**

VIN: \_\_\_\_\_

Bus Number: **10-8**

Model Year: **2009**

Owner: \_\_\_\_\_ DISTRICT

Odometer Reading:

[Save](#)

**Odometer reading must be taken at time of inspection.**

Section	Status	
Driver Compartment	Not Started	<a href="#">Edit</a>
Interior	Not Started	<a href="#">Edit</a>
Lights	Not Started	<a href="#">Edit</a>
Engine	Not Started	<a href="#">Edit</a>
Lube	Not Started	<a href="#">Edit</a>
Chassis	Not Started	<a href="#">Edit</a>
Body	Not Started	<a href="#">Edit</a>
Special Features	Not Started	<a href="#">Edit</a>



The person entering must then mark each item as either pass, maintenance (for items which need action) or N/A (for items which are not applicable to the bus being inspected). All items marked as maintenance must have a note explaining the deficiency included to the right.

Vehicle Details  
 VIN: 1BAKGC0H44F215146  
 Bus Number: 04-21  
 Model Year: 2004  
 Owner: DISTRICT  
 Odometer Reading:

Odometer reading must be taken at time of inspection.

Items marked "Main." must have a description of the deficiency entered in this column.

Driver Compartment		Pass	Maint.	N/A	Note(s)
1	Registration / Insurance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
2	Inside mirror	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
3	Sun visor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
4	Wipers (Motor/Arms/Blades)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
5	Window washers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
6	Instruments - Gauges	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
a.	Speedometer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
b.	Odometer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
c.	Voltmeter / Ammeter	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
d.	Oil pressure	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

At the bottom of each page there are three buttons, one to clear the entire inspection to start over, one to continue to the next section of the form, and one to save everything currently entered on the form to be finished later. **NOTE: Saving a form without submitting does not mark the inspection as complete and therefore the system will not consider that the inspection's completion date.**

10	RADIO	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
11	Horns	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

In order to continue to the next section, all items on the current section must be completed.

As with the current paper form, some fields will require a note stating the measurement taken even when the pass button is checked.

5	* DATE OF LAST ENGINE OIL/FILTER CHANGE	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
6	* DATE OF LAST FUEL FILTER CHANGE	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
7	* DATE OF LAST AIR CLEANER SERVICE	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
8	* DATE OF LAST TRANS. OIL/FILTER CHANGE	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
9	* DATE OF LAST AIR COMPRESSOR FILTER CHANGE	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

**The requested dates must be entered here.**

Save Clear Form Back Continue

16	BRAKES - Linings/Pads - Record in 32's	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
a.	* Left Front	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
b.	* Right Front	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
c.	* Left Rear	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
d.	* Right Rear	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
17	DRUM/ROTOR Dimensions - Record .000	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
a.	* Left Front	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
b.	* Right Front	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
c.	* Left Rear	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
d.	* Right Rear	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
25	TIRE TREAD DEPTH - Record in 32's	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
a.	* Front Left	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
b.	* Front Right	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
c.	* Rear Right Outside	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
d.	* Rear Right Inside	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
e.	* Rear Left Inside	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
f.	* Rear Left Outside	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

**The required measurements must be entered here.**

If you find that you have entered data for an inspection on the wrong vehicle, or otherwise decide to reset the inspection entirely, you may press the "Reset Inspection" button. **NOTE: This will eliminate any completed sections PERMANENTLY and should only be used in cases where you wish to completely reset the inspection.**

Section	Status	
Driver Compartment	Completed	<a href="#">Edit</a>
Interior	Completed	<a href="#">Edit</a>
Lights	Completed	<a href="#">Edit</a>
Engine	Completed	<a href="#">Edit</a>
Lube	Completed	<a href="#">Edit</a>
Chassis	Completed	<a href="#">Edit</a>
Body	Completed	<a href="#">Edit</a>
Special Features	Completed	<a href="#">Edit</a>

**Selecting this button will reset the entire inspection to the status it had before the link to begin the inspection was pressed.**

**This button will only appear once all sections are completed and the odometer reading is entered.**

After all inspection sections and the odometer reading have been completed a submit button will appear. Pressing this will take you to the inspection summary page.

Vehicle Details

VIN: 1BAKGCC0H44F215146

Bus Number: 04-21

Model Year: 2004

Owner:            DISTRICT

Odometer Reading: 150,000

Deficiencies: 0

Total Points: 122

Red Tagged: False

Overall Vehicle Inspection Observations

Any general notes you have may be entered here

Deficiency Summary

Any deficiencies and their notes will appear here


Technician Information

Technician's Name:  Enter the name of the technician that completed the actual inspection, not the person entering the data if different.

Certification

I hereby certify that the above inspection fully and accurately reflects the inspection completed by the technician identified here.

Certified Complete:  This box must be checked for the inspection to be completed

Back Complete  Cancel Click to complete. A completed inspection CANNOT be reopened.

**NOTE: Once an inspection is completed, it cannot be re-opened. Please double check that any defects found during the inspection show on the deficiency summary before continuing.**

Once you have completed the inspection, the next annual will be scheduled. This will also schedule a new 60 day inspection as the annual is considered to also be a 60 day inspection. If the schedule needs to be changed, as with the current process you would need to inspect that bus early, which would change the next due date.

## ACCESSING AN INDIVIDUAL BUS

To view a particular bus's inspection history or to take a bus out of service, click on the VIN number for that bus. This screen can also be accessed by going through the Vehicle Maintenance link on the main page

_____DISTRICT							
Fiscal year 2012-2013 Inspections							
Bus Number	Vin	Assigned To	Next 60-Day		Next annual		Status
19-00	<a href="#">1HVBGAAP1YA930480</a>		6/30/2013	<a href="#">26 Days Left</a>	6/30/2013	<a href="#">27 Days Left (6/2013)</a>	Assigned
7-12	<a href="#">1BAKGCPH0DF291923</a>		6/30/2013	<a href="#">26 Days Left</a>	6/30/2013	<a href="#">27 Days Left (6/2013)</a>	Assigned
25-03	<a href="#">4DRBRAAP83B951762</a>		6/30/2013	<a href="#">26 Days Left</a>	6/30/2013	<a href="#">27 Days Left (6/2013)</a>	Assigned
05-06	<a href="#">4UZAAXDD27CW81547</a>		6/30/2013	<a href="#">26 Days Left</a>	6/30/2013	<a href="#">27 Days Left (6/2013)</a>	Assigned
22-10	<a href="#">4DRBUAAP0BB309422</a>		6/30/2013	<a href="#">26 Days Left</a>	6/30/2013	<a href="#">27 Days Left (6/2013)</a>	Assigned
17-04	<a href="#">4DRBRAAP74B966142</a>		6/30/2013	<a href="#">26 Days Left</a>	6/30/2013	<a href="#">27 Days Left (6/2013)</a>	Assigned
20-09	<a href="#">4UZABRDU5ACAM2355</a>		6/30/2013	<a href="#">26 Days Left</a>	6/30/2013	<a href="#">27 Days Left (6/2013)</a>	Assigned
12-03	<a href="#">4DRBRAAP63B951761</a>		6/30/2013	<a href="#">26 Days Left</a>	6/30/2013	<a href="#">27 Days Left (6/2013)</a>	Assigned
11- 11	<a href="#">4UZABRDU4CCBC2017</a>		6/30/2013	<a href="#">26 Days Left</a>	6/30/2013	<a href="#">27 Days Left (6/2013)</a>	Assigned
9-08	<a href="#">4UZAAXDD46CV39375</a>		6/30/2013	<a href="#">26 Days Left</a>	6/30/2013	<a href="#">27 Days Left (6/2013)</a>	Assigned
03-00	<a href="#">1HVBGAAP5YA930479</a>		6/30/2013	<a href="#">26 Days Left</a>	6/30/2013	<a href="#">27 Days Left (6/2013)</a>	Assigned
8-12	<a href="#">1BAKBKCPH0DF291922</a>		6/30/2013	<a href="#">26 Days Left</a>	6/30/2013	<a href="#">27 Days Left (6/2013)</a>	Assigned

To view the vehicle's inspection history, go to the "Vehicle History" section and select "Vehicle inspections".

Actions

[Withdraw From Service](#)

Vehicle History

[Vehicle Depreciation](#)

[Vehicle Inspections](#)

[Accident Reports](#)

[Ownership History](#)

[Odometers](#)

Select to view all inspections conducted on this particular bus within the IBUS system. This includes all new bus, 60 day, annual, and spot inspections conducted within the IBUS system for the life of the bus.

Pending 60 day and annual inspections for the selected vehicle can be started from this page as well as from the pending inspections list.

To view previously conducted inspections, select the "View" or "Details" link next to that inspection. Closed inspections **cannot** be reopened.

**To begin an inspection of this bus, select "Inspect Now" under the appropriate type.**

### Local Inspections

Type	Status	Date Due	Date Complete	
Annual	Pending	6/30/2013		<a href="#">Inspect Now</a>
Sixty Day	Pending	8/6/2013		<a href="#">Inspect Now</a>
Sixty Day	Completed		6/7/2013	<a href="#">View</a>

**To view a previously conducted district inspection, select view**

### State Inspections

Inspection Type	Inspection Date	Status	Details
Spot Inspection	5/17/2011	Completed	<a href="#">Details</a>
Spot Inspection	4/16/2013	Completed	<a href="#">Details</a>

**To view a previously conducted state inspection, select details**

When viewing a completed inspection, an electronic copy can be created by clicking the "View Report" button in the upper left-hand side. This document can be saved by the transportation program for their own internal records.

### Sixty Day Inspection Details

**DISTRICT for Fiscal Year 2013-2014**

[View Report](#) **Click to create a saveable electronic copy of the inspection.**

Vehicle Details

VIN: \_\_\_\_\_

Bus Number: **98-17**

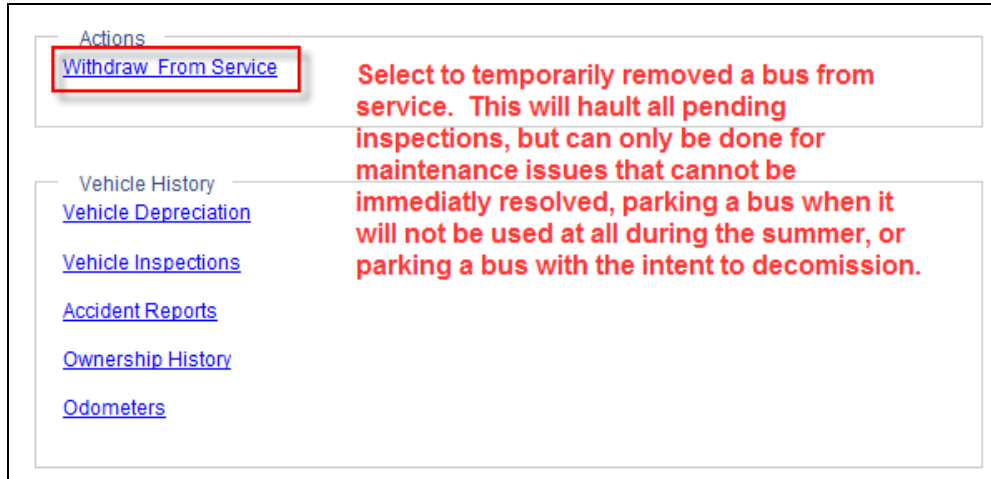
Model Year: **1998**

Owner: \_\_\_\_\_

Odometer Reading: **192,817**

## Withdraw Individual Bus from Service

To withdraw a bus from service, on the vehicle maintenance screen select the "Withdraw From Service" link.



**NOTE: Any bus withdrawn from service that would have a 60 Day or Annual Inspection due while it was out CANNOT be used to transport students until it is returned to service AND a new 60 day or Annual inspection is conducted in IBUS.**

A bus may only be withdrawn from service for one of three reasons:

1. Summer Break – This can only be used in cases where a bus will be parked for the summer and not used to transport students during that time. If later it is determined this vehicle must be used during the summer, it must be returned to service and have either a 60 day or annual inspection conducted in IBUS **before** any students may be transported on it.
2. Maintenance Issue – This can only be used in cases where a bus must be taken out of service for an extended period due to a maintenance issue that **cannot** be immediately addressed (e.g. the needed part is on extended backorder). This does not need to be filled out for short term removal from service (e.g. the bus is parked for a day or two while being worked on).
3. Park for spare bus or later decommission – This can only be used in cases where a spare bus is rarely used to transport students or where a vehicle is being parked with the intent of decommissioning the bus at a later date (only in cases where the vehicle will be parked for an extended period before the actual decommission process begins).

To remove the bus from service, select the reason from the drop-down box and enter the appropriate explanation as described on that page.

Withdrawal

**Please select the appropriate out of service explanation below:**

- Summer Break – Please enter the last day of school for the current year and first day of school for the next year.
- Maintenance Issue – Please specify the maintenance issue and why the bus must be taken out of service for it to be addressed.
- Park for spare bus or later decommission - Please only use this field for vehicles which are spare buses only and are not used for an extended periods of time, or for those vehicles intended at the current time to be decommissioned, but which will not be ready for decommissioning in the immediate future.

**Vehicles may not be marked as out of service for any reason other than those listed above.**

Reason:

Summer Break

**Select the reason for withdraw here**

Comment:

**Enter the explanation required above here**

Submit

**Read this section carefully to ensure you include the appropriate information**

A vehicle withdrawn from service will show a status of OutOfService and no 60 day or annual inspection will be due during this time.

Fiscal year 2012-2013 Inspections							
Bus Number	Vin	Assigned To	Next 60-Day		Next annual		Status
00-16	<a href="#">1GDHG31F1Y1225726</a>		8/6/2013	<a href="#">59 Days Left</a>			Assigned
99-14	<a href="#">1GDL7T1C6XJ513059</a>						OutOfService
08-25	<a href="#">1BAKFCPHX9F257854</a>		7/5/2013	<a href="#">27 Days Left</a>	6/30/2013	<a href="#">23 Days Left (6/2013)</a>	AwaitingInspection

**60 Day and Annual Inspections are not required while a bus is out of service.**

**NOTE: A bus may not be withdrawn from service for any reason other than those listed on the withdraw from service page, and cannot be removed with the intent of avoiding a pending 60 Day or Annual inspection occurring under otherwise normal circumstances.**



## Withdraw Multiple Buses from Service for Summer Break

If multiple buses are being withdrawn from service to be parked for summer break, this may be done by going to the vehicle maintenance page and checking the box on the right-hand side for each bus to be withdrawn. Once all desired buses have been selected on that page, press the "Update" button in the lower right-hand side and the selected buses will be marked as out of service for the summer.

Showing 1 - 2 of 2 **Checkmark the buses to be removed from service for the summer here.**

	VIN	Bus Number	Model Year	Out Of Service Date	Status	Withdraw for summer
<a href="#">View</a>	4UZAAWALX2CJ56251	07	2002		Assigned	<input type="checkbox"/>
<a href="#">View</a>	4UZAAWDD86CV24775	08	2006		Assigned	<input type="checkbox"/>

Showing 1 - 2 of 2 **When the appropriate buses have been selected, press "Update" to remove the group from service for the summer.**

**NOTE: Because individual buses will need to be inspected as part of the return to service process, each bus must be returned to service separately and cannot be returned as a group.**

## Returning to Service

To return a bus to service, go to its vehicle maintenance page by clicking on the VIN number and select "Return to Service" under actions.

**Actions**

[Return to Service](#) **Selecting this will begin the return to service process.**

**Vehicle History**

- [Vehicle Depreciation](#)
- [Vehicle Inspections](#)
- [Accident Reports](#)
- [Ownership History](#)
- [Odometers](#)

This will take you to a page showing the original reason and comment for the vehicle's withdraw from service and allow the comment to be updated to reflect any changes.

Clicking return to service will cause the 60 day and annual inspections to begin again. If no inspection came due while the vehicle was withdrawn from service, an inspection will not need to be completed before the bus transports students again. However, **if the annual or 60 day came due while the bus was withdrawn, it must be completed before students may be transported on the vehicle. If both came due during this time period, then only the annual must be completed.**

Withdrawal

**ATTENTION:** By clicking this button, you hereby certify that the bus being returned to service will have a 60 day or annual bus inspection performed and logged in the IBUS system **before** the bus is used to transport any students.

**Reason:** The original reason the bus was withdrawn from service will appear here.

**Comment:**

**The initial comment withdrawing the bus from service will appear here and can be updated with new information.**