Vehicle Maintenance Training

“VEHICLE MAINTENANCE” IS THE AREA IN IBUS THAT ALLOWS USERS TO HOUSE AN INVENTORY OF SCHOOL BUSES AND IS THE GATEWAY TO MANAGE ALL INFORMATION ON EACH BUS.

VEHICLE MAINTENANCE

Current Fleet Vehicles – Details

- Request Vehicle Change
- Broken Odometer
- Update Vehicle Info
- Decommission Vehicle
- Retrofit Wheelchair Lift

Add Bus to Fleet

- Existing Used Bus
- Request New Bus Inspection

Pending Vehicle Requests – Details

- Request Detail

VEHICLE MAINTENANCE TRAINING

Log-in to IBUS to access your district’s home page. At this location, select Vehicle Maintenance to manage your bus fleet. The Vehicle Maintenance screen allows users to manage the current inventory of school buses. This is where users may view all history pertaining to a bus fleet, such as depreciation, accident reports, vehicle ownership history, and vehicle inspection history. Users will utilize the Vehicle Maintenance area primarily for managing and updating vehicle information. This is where users may add buses to a fleet and request changes to the current bus information: change bus number, take a bus out of service, or report a broken odometer.
This area contains a list of available reports. Select the link that corresponds with the training topic.

* Vehicle Maintenance

Filter
- VIN:
- Bus Number:
- Model Year:
- Status:

Search
Filter the list of buses to search for a specific bus or to refine the list.

Showing 1 - 20 of 20

<table>
<thead>
<tr>
<th>VIN</th>
<th>Bus Number</th>
<th>Model Year</th>
<th>Out Of Service Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1BAD5C5FBD379799</td>
<td>1231</td>
<td>2010</td>
<td></td>
<td>Assigned</td>
</tr>
</tbody>
</table>

This area contains a list of current in-service buses or those used during the current reporting fiscal year. Click "View" to see more information or to request any changes to a bus, i.e., change bus number, bus serial, or add a wheelchair lift. If a bus is missing from the list, click "Add Vehicle To Fleet."

Pending Vehicle Requests

<table>
<thead>
<tr>
<th>VIN</th>
<th>Request Type Task Type</th>
<th>Additional Info</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1DL7E12C0389808</td>
<td>Decommission Vehicle Decommission Vehicle</td>
<td>Reason: Transferred In-District</td>
<td>Pending SDE Processing</td>
</tr>
</tbody>
</table>

When you request a change to a bus, it posts the request in this area to show the status of the request. The pending change request will remain in this area until 14 days after SDE has completed the request.
The View screen is the gateway to managing all information on a specific bus. This is the area to report to SDE that a bus is sold or traded-in, an odometer is broken, or any other change that is needed.
Clicking “Request Vehicle Change” directs users to the Request Vehicle Change screen. There are four bus change request options:

1. Broken Odometer
2. Update Vehicle Info (any miscellaneous changes)
3. Decommission Vehicle (i.e. bus is no longer used for student transportation in your district and needs to be removed from your in-service bus fleet list)
4. Retrofit Wheelchair Lift
1. Broken Odometer

Enter information pertaining to broken odometer and new/replaced odometer. Broken odometers should be entered as they happen to ensure accuracy of the next June 30th odometer reporting period.

Broken Odometer details

- VIN: 1BAKFCKH07F241151
- Bus Number: 06-23
- Last Odometer: 69,794

This is the last date an odometer reading was reported

Start Date: 7/1/2010
Starting Odometer: 69,794
Date Broken: 
Broken Odometer: 0
New Odometer: 0

Submit  Cancel
2. Update Vehicle Info

VNL: 1FDPB70KSHVA35839
Bus Number: 1222

Enter any miscellaneous bus changes, i.e. change bus number, error on bus data.

Submit  Cancel
3. **Decommission Vehicle**

Decommissioning a vehicle means permanently removing a bus from your in-service fleet list.

Decommission details:
- Reason for decommissioning vehicle
  - Parked out
  - Traded-in
  - Transferred Out Of State
  - Transferred In-District
  - Sold

Enter the date permanently removed from service and the ending odometer reading. This information will connect to the applicable depreciation schedule and June 30th odometer report.

### Decommission Vehicle Form

- **Vehicle Number:** 1FDPB70KSHA35839
- **Bus Number:** 1222

**Effective Date:** [ ]

**Ending Odometer Reading:** [ ]

**Notes:** [ ]

- Submit
- Cancel
4. **Retrofit Wheelchair Lift**

Clicking “Add Vehicle To Fleet” (see screen shot of Vehicle Maintenance Training Manual) directs users to the Add Vehicle To Fleet screen allowing users to transfer ownership of used buses or to request a new or used bus inspection.
If the VIN has already been inspected into Idaho or used by another district, the following screen will appear with bus data; requesting the new bus number, purchase date, and odometer when new user took ownership.
If the VIN is new to Idaho, the Request Vehicle Inspection screen will appear to request a new or used bus inspection.

**Conclusion**

Current Fleet Vehicles and Pending Vehicle Requests can be managed by clicking on the Vehicle Maintenance link on your district’s home page.