

## **Safety Busing Training**

“Safety Busing Areas” is the location in IBUS where users request annual approval of safety busing areas with students living less than 1½ miles from the nearest appropriate school and receiving transportation services.

**\*\*\*DUE MARCH 31, 2016\*\*\***

### **SAFETY BUSING AREA MANAGEMENT**

- **Add New Areas**
  - **Validate ridership count with safety busing area riders**
- **Save and Submit**
- **Annual renewals and 3-year re-evaluation process**

## Safety Busing Training

Log-in to IBUS to access your district's home page. At this location, select Safety Busing Areas to access the reporting area.

The screenshot shows the top navigation bar with links: DIVISIONS, PROGRAMS, COMMUNICATION, RESOURCES, DATA COLLECTION, ADMINISTRATORS. Below this is the IDAHO State Department of Education logo and a red banner with 'Log Off', 'IBUS DEMO', and 'Idaw@edu.id'. The main content area is titled 'DISTRICT Home Page' and contains a 'Links' section with 'IBUS Home Page'. A blue text box states: 'This area contains a list of available reports. Select the link that corresponds with the training topic.' Below this, a red arrow points to the link 'Safety Busing Areas'. The footer contains contact information for the State Board of Education.

This link will lead to the main safety busing reporting area. This area contains a visual validation of the number of safety busing students reported on your district's ridership report with the number of students being reported within each safety busing area.

Click on Add New Area to enter a safety busing area.

The screenshot shows the 'DISTRICT Safety Busing Area Management' page. It features the same navigation and header as the previous screenshot. The main content area displays 'Safety Busing Students in Active areas: 0' and 'Safety Busing Students in last Ridership upload: 53'. Red text boxes provide explanations for these numbers. At the bottom, a button labeled 'Add New Area' is highlighted with a red arrow, and the text 'Click to begin' is displayed next to it. The footer contains the same contact information as the previous screenshot.

An "Area" may be a single school or an "Area" may consist of multiple schools nearby, as determined by the district. A consistent "Area" definition is most important. If an area consists of multiple schools, hold down the control (ctrl) button on the keyboard as you click on each location to highlight all application schools.

Enter the following data and click Save and Submit. If more than one school is in the safety busing area, select **all applicable schools** as described above. The evaluation date must be within the past three years. The board approval date must be during the current fiscal year of the request. The number of riders for the area must be actual riders tied to the latest ridership count week.

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**Add Safety Busing Area**

Area Name:

Select School (hold 'ctrl' to select multiple):

If more than one school, hold ctrl button and click each area

Area Description:

Evaluation/Score Date:  New evaluation required every 3 years.

Board Approval Date:  Approval in current fiscal year.

Rating Guide Score:

Total Area **Actual** Riders:

Grades Served:

Pre-K	K	1	2
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	4	5	6
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	9	10	11
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Click to submit and return to the main page.

Click to submit and continue to a new blank form.

The Safety Busing Area Management keeps a record of areas entered and if they are in "Active" status. The management area will roll over each year within IBUS. Take note of the data provided on this screen and click Add New Area to continue entering safety busing areas. If any area needs to be edited or removed, click on the Edit/Delete link.

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## DISTRICT

### Safety Busing Area Management

Safety Busing Students in Active areas: **13**

The last area entered had 13 riders. This number will continue to increase as active safety busing areas are added.

Safety Busing Students in last Ridership upload: 53

Number of safety based riders reported on ridership count.

Add New Area

→

Click to add additional safety busing areas

This is a list of all safety busing areas entered. Sort using the arrows. Edit or Delete if needed. Next fiscal year the areas will roll over to "Inactive" status to enter in the new year's data. Or, they may require a reevaluation if the 3 year score period is over.

Area Name	Area Description	School Name	Last Evaluation/Score Date	Status	Date Last Submitted	Actions
Training Test <a href="#">Detail</a> <a href="#">Edit/Delete</a>	Students on east side of Highway 55.	ELEMENTARY SCHOOL	8/5/2009	Active	1/10/2011	

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650 West State Street, PO Box 83720 Boise, Idaho 83720-0027  
Toll Free: (800) 432-4601 Local: (208) 332-6800 Fax: (208) 334-2228

Continue using the Add New Area process to enter all safety busing areas.

Any time a score expires (3 years), the system will move the safety busing area to Inactive status and contain a Re-evaluate link under the Actions column heading.

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**Safety Busing Area Management**

Safety Busing Students in Active areas: 13

Safety Busing Students in last Ridership upload: 53

[Add New Area](#)

After a three year period, a safety busing area will be marked for re-evaluation and an action link will appear next to that area. To enter the re-evaluation data, click on this link.

Area Name	Area Description	School Name	Last Evaluation/Score Date	Status	Date Last Submitted	Actions
Training Test <a href="#">Detail</a> <a href="#">Edit/Delete</a>	Students on east side of Highway 55.	ELEMENTARY SCHOOL	8/5/2009	Inactive	1/10/2011	<a href="#">Re-evaluate</a>

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#### Safety Busing Area Re-evaluation

Area Name: Training Test

School Name: ELEMENTARY SCHOOL

**Area and School can not be changed as they are the basis of the "Area." If it is a new area, do not re-evaluate, but enter a new safety busing area.**

Area Description:

Evaluation/Score Date:

Board Approval Date:

Rating Guide Score:

Total Area Actual Riders:

Grades Served:

Pre-K	K	1	2
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	4	5	6
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	9	10	11
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Update applicable information about the safety busing area and click Save and Submit.**

At the start of a new fiscal year, IBUS will roll all other safety busing areas to "Inactive" status.

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**Safety Busing Area Management**

Safety Busing Students in Active areas: 13

Safety Busing Students in last Ridership upload: 53

[Add New Area](#)

**Click this link to enter the annual renewal submission screen.**

Area Name	Area Description	School Name	Last Evaluation/Score Date	Status	Date Last Submitted	Actions
Training Test	Students on east side of Highway 55.	ELEMENTARY SCHOOL	8/5/2009	Inactive	1/10/2011	<a href="#">Detail</a> <a href="#">Edit/Delete</a> <a href="#">Submit</a>

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### Submit Safety Busing Area

Area Name: Training Test

Description: Students on east side of Highway 55.

School Name: RIVERSIDE ELEMENTARY SCHOOL

Board Approval Date:

Total Area Actual Riders:

**Enter the date the local board approved this area for the current school year and the total number of actual riders it contains for the current school year. Once you are done, press the submit button to complete the process.**

Continue entering renewals or re-evaluations until no safety busing area listed has a link in the actions column.