**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.

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.
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.
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.

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.

```markdown
<table>
<thead>
<tr>
<th>Area Name</th>
<th>Area Description</th>
<th>School Name</th>
<th>Last Evaluation/Score Date</th>
<th>Status</th>
<th>Date Last Submitted</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training Test</td>
<td>Students on east side of Highway 55</td>
<td>ELEMENTARY SCHOOL</td>
<td>8/5/2009</td>
<td>Inactive</td>
<td>1/10/2011</td>
<td>Re-evaluate</td>
</tr>
</tbody>
</table>
```

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 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.

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