

# Safety Busing Training



IDAHO STATE DEPARTMENT OF EDUCATION  
STUDENT TRANSPORTATION

650 W STATE STREET, 2ND FLOOR  
BOISE, IDAHO 83702  
208 332 6800 OFFICE  
[WWW.SDE.IDAHO.GOV](http://WWW.SDE.IDAHO.GOV)

UPDATED 02/13/2023

## 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 1.5 miles from the nearest appropriate school and receiving transportation services.

## REPORT DUE DATE

**March 1, 2023**

### Safety Busing Area Management in IBUS

- Add New Areas
- Validate ridership count with safety busing riding areas
- Save and Submit
- Annual renewals and three year re-evaluation process

## SAFETY BUSING TRAINING IBUS SCREEN SHOTS

1. Log-in to IBUS to access your district’s home page. At this location select **Safety Busing Areas** to access the reporting page:

The screenshot shows the top navigation bar of the IBUS system with links for DIVISIONS, PROGRAMS, COMMUNICATION, RESOURCES, DATA COLLECTION, and ADMINISTRATORS. Below this is a header with the Idaho State Department of Education logo and the text 'IDAHO STATE DEPARTMENT OF EDUCATION'. To the right of the header are 'Log Off' and 'IBUS DEMO' buttons, and the email address 'Idaw@edu.id'. The main content area is titled 'DISTRICT Home Page' and contains a 'Links' section. Under 'Links', there is a link for 'IBUS Home Page' and a list of available reports. The report 'Safety Busing Areas' is highlighted with a red arrow. A text box above the list of reports states: 'This area contains a list of available reports. Select the link that corresponds with the training topic.'

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 the district's ridership report with the number of students being reported within each safety busing area.

2. Click on "Add New Area" to enter a safety busing area. Note: This area should be utilized only if there is an actual New Area from previous safety busing updates.

DIVISIONS PROGRAMS COMMUNICATION RESOURCES DATA COLLECTION ADMINISTRATORS

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IBUS Home Page

**Safety Busing Area Management**

Safety Busing Students in Active areas: **0**  
**This area reports the number of students across the safety busing areas entered. It will continue to increase as active areas are added.**

Safety Busing Students in last Ridership upload: **53**  
**This area validates the number of safety busing students obtained from the latest bus ridership report uploaded with the number of students reported in active safety busing areas.**

[Add New Area](#) **Click to begin**

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Toll Free: (800) 432-4601 Local: (208) 332-6800 Fax: (208) 334-2228

When adding a New 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, report all schools in the area description.

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

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COMMUNICATION
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### DISTRICT

**Add Safety Busing Area**

Area Name:

Select School:

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	7	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	9	10	11	12	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

↗
Enter required data and click to submit.

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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 date provided on this screen and select **Add New Area** to continue entering safety busing areas. If any needs to be edited or removed, click on the Edit/Delete link.

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**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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- Re-evaluating or submitting an update to the safety busing area. Anytime a score expires (Every 3 Years), the system will move the safety busing area to Inactive status and show a Re-evaluate link under the Actions column heading. Each year every safety busing area will need to be re-evaluated or submitted by March 1<sup>st</sup> deadline.



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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	7
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	9	10	11	12
<input type="checkbox"/>	<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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## DISTRICT

### 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 <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="#">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.



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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>