

# **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**

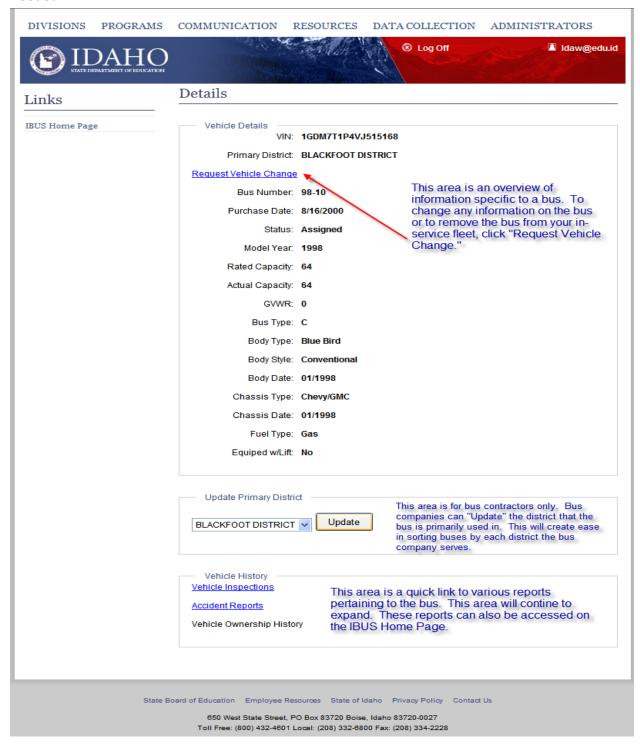
Log-in to IBUS to access your district's home page. At this location, select <u>Vehicle Maintenance</u> to manage your bus fleet. The Vehicle Maintenance screen allows users to manage the current inventory of school buses. This is where users may view all history pertaining to a bus fleet, such as depreciation, 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.







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



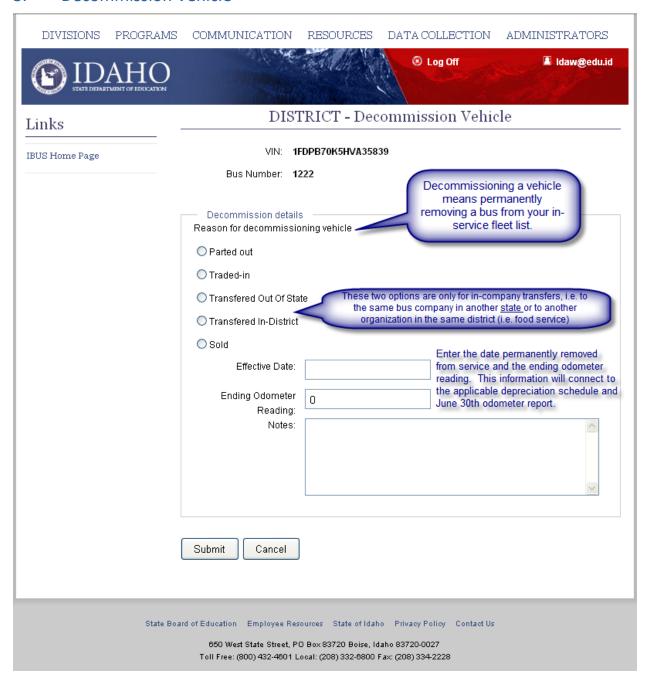
## 1. Broken Odometer

DIVISIONS PROGRAMS	COMMUNICATION	RESOURCES	DATA COLLECTION	ADMINISTRATORS		
IDAHO STATI DEPARTMENT OF EDUCATION			<b>⊗</b> Log Off	IBUS LDaw@edu.id		
Links	DISTRICT					
IBUS Home Page	Request Vehicle Change					
	VIN: 1 Bus Number: 0	BAKFCKH07F24115	odometer and ne odometer. Broke	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.		
	Last Odometer: 6		accuracy of the			
	Broken Odometer details Start Date: 7/1/2010 This is the last date an odometer reading was reported					
	Date Broken:					
	Broken Odometer:	0				
	New Odometer:	0				
Submit Cancel						
State Board of Education Employee Resources State of Idaho Privacy Policy Contact Us						
650 West State Street, PO Box 83720 Boise, Idaho 83720-0027 Toll Free: (800) 432-4601 Local: (208) 332-6800 Fax: (208) 334-2228						

### 2. Update Vehicle Info



### 3. Decommission Vehicle



### 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 a 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.