



Pupil Transportation

Transportation Records and Best Practices Guide

 Pupil Transportation

System Name: Year:

Data Collection: Status: New

2011 Transportation Records and Best Practices

This assessment instrument is designed to assist the local pupil transportation in maintaining appropriate records and documentation of tasks which are required by regulation and law. Also, the use of best practices as recommended by the Department of Education can be determined. This assessment shall be completed by the individual at the local system level who is responsible for pupil transportation and submitted to the Superintendent for their approval, by the end of the first full week in March on an annual basis. The Pupil Transportation consultants assigned to each area of the State will also conduct onsite assessments every five years using this format.

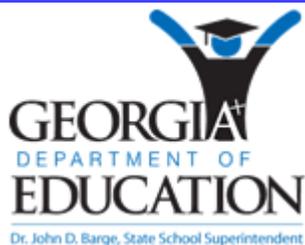
Transportation Director

Prefix First Name Last Name

Driver Training

1. How many hours of classroom training are provided?

2. Are classroom training hours documented? If No, explain. Yes No



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Transportation Records and Best Practices (TRBP)

About Transportation Records and Best Practices

The Transportation Records and Best Practices (TRBP) assessment instrument is designed to assist the local pupil transportation unit in maintaining appropriate records and documentation of tasks that are required by law. Also, the use of best practices as recommended by the Department of Education can be determined.

State Board Rule 160-5-3-.16 requires that this assessment shall be **completed** by the individual at the local system level who is responsible for pupil transportation **and submitted to the Superintendent for their approval**, by the end of the first full week in March on an annual basis. This report is located at the MyGaDOE portal and is to be submitted electronically. The pupil transportation consultants assigned to each area of the State will also conduct on-site assessments every five years using this format.

What's in this Module?

This module provides instructions about how to answer the questions in the assessment. This module provides two procedures:

- A procedure to help the Pupil Transportation Director enter and submit the Transactions Records and Best Practice form
 - [Completing/Submitting TRBP Data](#) (see page 7)
 - [Accessing/Editing TRBP Data that has not been Submitted](#) (see page 14)
 - [Viewing a Submitted TRBP Form](#) (see page 16)
 - [Editing a Submitted TRBP Form](#) (see page 18)
- Procedure to help Superintendents approve or request revisions (Reject) for a submitted Transportation Records and Best Practices form
 - [Approving or Requesting a Revision](#) (see page 20)

These procedures assume you have already [logged in](#) (see page 5).

Note: If you have trouble with any of the steps in this guide, please send an email to the Help Desk at: dticket@doe.k12.ga.us.

Logging in to Pupil Transportation

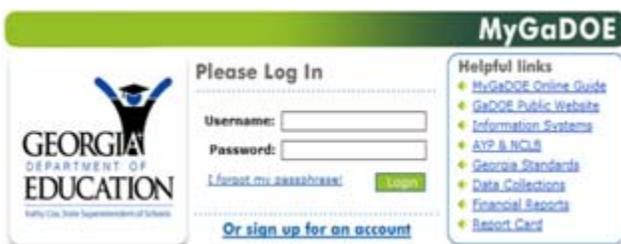
These procedures list the steps to access Pupil Transportation.

1. Browse to the **GaDOE website**: <http://public.doe.k12.ga.us/>.



2. Browse to the **Data Reporting** tab on the upper right-hand of the page and select “MyGaDOE Login”.

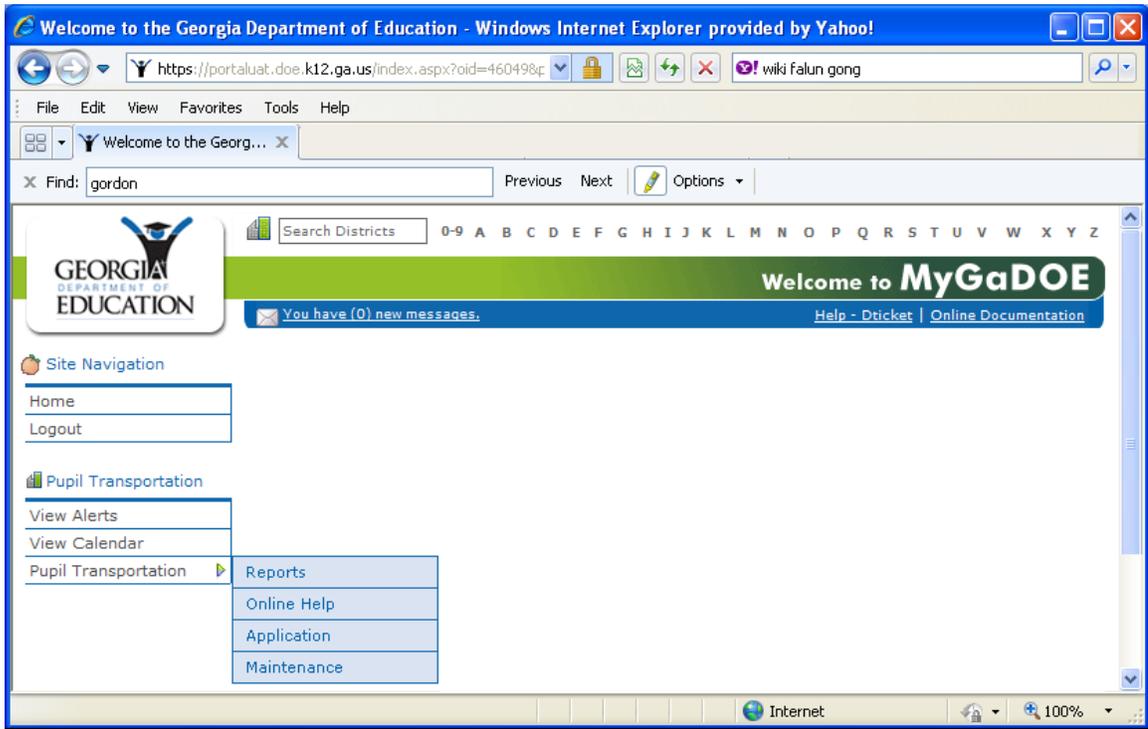
The Log In form appears.



3. Enter your email address into the **Username** field.
4. Enter your **Password**.

5. Select the **Login** button.

The MyGaDOE Home Page appears.



REMINDER: GaDOE Portal security is designed to time-out within approximately 20 minutes of inactivity (Inactivity is when the selection of the Save button is not performed).

Save often to assure that data entered is stored in the Pupil Transportation application.

Director's TRBP Procedures

Completing/Submitting TRBP Data

Who uses this procedure? Pupil Transportation Directors

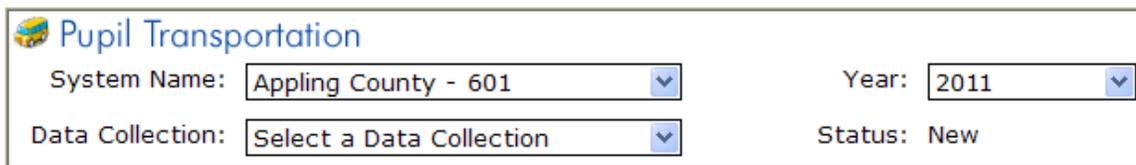
This procedure lists the steps to enter Transportation Records and Best Practices (TRBP) data and submit it to the Superintendent.

REMINDER: GaDOE Portal security is designed to time-out within approximately 20 minutes of inactivity (Inactivity is when the selection of the Save button is not performed). **Save often to assure that data entered is stored in the Pupil Transportation application.** See [Accessing/Editing TRBP Data that has not been Submitted](#) for instructions to retrieve saved data (see page 14 **Error! Bookmark not defined.**).

Note: The Print option is available at all times before and after submission of the TRBP form. Also, the Audit Trail tab displays transaction information.

1. Log into **MyGaDOE**. See [Login to Pupil Transportation](#) for instructions (see page 5).
2. Select **Application** from the Pupil Transportation main menu.

The Pupil Transportation page appears.



The screenshot shows the header section of the Pupil Transportation application. It features a title "Pupil Transportation" with a small icon to the left. Below the title are four fields: "System Name" with a dropdown menu showing "Appling County - 601", "Year" with a dropdown menu showing "2011", "Data Collection" with a dropdown menu showing "Select a Data Collection", and "Status" with the text "New".

3. Enter the fields at the top (header section) of the Pupil Transportation page:
 - a. Select a **System Name**.

Note: Pupil Transportation Directors will only see their system(s).

- b. Select a **Year**.

- c. Select **Transportation Records and Best Practices** from the Data Collection drop-down list.

The Transportation Records and Best Practices form appears.

The screenshot shows the 'Pupil Transportation' form. At the top, there are dropdown menus for 'System Name' (Rome City - 785), 'Year' (2011), 'Data Collection' (Transportation Records and Best Practices), and 'Status' (New). Below these are tabs for 'Data Collection' and 'Audit Trail'. A navigation bar contains 'Save', 'Submit', and 'Print' buttons. The main content area is titled '2011 Transportation Records and Best Practices' and contains a paragraph of text explaining the assessment instrument. Below this is the 'Transportation Director' section with fields for 'Prefix', 'First Name', and 'Last Name'. The 'Driver Training' section follows, with two questions: '1. How many hours of classroom training are provided?' (with a text input field) and '2. Are classroom training hours documented? If No, explain.' (with radio buttons for 'Yes' and 'No').

Note: The Status is New.

4. Read the Transportation Records and Best Practices section.
5. In the **Transportation Director** section:

This is a close-up of the 'Transportation Director' section. It features a blue header bar with the title 'Transportation Director'. Below the header are three input fields: 'Prefix' (a dropdown menu), 'First Name' (a text box), and 'Last Name' (a text box).

- a. Select a **Prefix**.
 - b. Enter a **First Name**.
 - c. Enter a **Last Name**.
6. Click the **Save** button.

7. In the **Driver Training** section:
- a. Enter a value for the question: **How many hours of classroom training are provided?**

Note: This is the number of school bus driver (non-CDL) training hours provided to new applicants.
 - b. Select either **Yes** or **No** for the question: **Are classroom training hours documented?** If No is selected, enter an explanation.
 - c. Enter a value for the question: **How many hours are spent driving a bus without students present?**

Note: This is the number of school bus driver (non-CDL) training hours provided to new applicants.
 - d. Select either **Yes** or **No** for the question: **Are the number of hours spent driving a bus without students documented?** If No is selected, enter an explanation.
 - e. Enter a value for the question: **How many hours are spent driving a bus with students present?**

Note: This is the number of school bus driver training hours provided to new applicants.
 - f. Select either **Yes** or **No** for the question: **Are the number of hours spent driving a bus with students documented?** If No is selected, enter an explanation.
 - g. Enter a value for the question: **How many hours spent attending the DOE Annual Safety Renewal Education Program?**

Note: This is a 2-hour program provided by a GaDOE Pupil Transportation Consultant.
 - h. Select either **Yes** or **No** for the question: **Are the number of hours spent attending the DOE Annual Safety Renewal Education Program documented?** If No is selected, enter an explanation.
 - i. Enter a value for the question: **How many hours spent attending the DOE Recommended Best Practices In-Service Meetings?**

Note: This is the number of staff development training hours you provide for existing bus drivers.
 - j. Select either **Yes** or **No** for the question: **Are the number of hours spent on other DOE Recommended Best Practices In-Service Meetings documented?** If No is selected, enter an explanation.
 - k. Select either **Yes** or **No** for the question: **Does each newly employed Bus Driver have DOE Recommended Best Practices Initial Written and Skill Examinations?** If No is selected, enter an explanation.

Note: The written tests cover the 31 regular and special needs units that follow the 12 hours of classroom and the two hands-on evaluations for new applicants that follow driving with and without students.
 - l. Select either **Yes** or **No** for the question: **Are the DOE Recommended Best Practices Initial Written and Skill Examinations documented for each newly employed Bus Driver?** If No is selected, enter an explanation.
8. Scroll up and click the **Save** button.

9. In the **School Bus Driver Training Certification** section:
- Enter a value for the question: **Number of Trainers certified by the Department of Education (DOE)?**

Note: This is the number of certified Instructor/Trainers who provide classroom instruction and who supervise hands-on training for new applicants.
 - Select either **Yes or No** for the question: **Has each certified trainer attended and successfully completed all DOE programs for certification renewal?** If No is selected, enter an explanation.

Note: There are no additional renewal requirements at this time. Answer Yes for those certified.
10. Scroll up and click the **Save** button.
11. In the **Employee Records** section:
- Select either **Yes or No** for the question: **Employment application on file?** If No is selected, enter an explanation.

Note: By "on file", this includes the application can be on file anywhere in the local system.
 - Select either **Yes or No** for the question: **Current Motor Vehicle Record (MVR) check on file?** If No is selected, enter an explanation.

Note: This applies to all CDL drivers.
 - Select Annual, Semi-Annual, or Other for the question: **Is the current Motor Vehicle Record Check Annual, Semi-Annual, or Other?** If Other is selected, enter an explanation.
 - Select either **Yes or No** for the question: **Record of current physical?** If No is selected, enter an explanation.

Note: This is the annual school bus driver physical as required by the GaDOE.
 - Select either **Yes or No** for the question: **Criminal Record Check policy?** If No is selected, enter an explanation.

Note: This is required for school bus drivers and other local system employees through Human Resources.
 - Select either **Yes or No** for the question: **Annual employee evaluation performed?** If No is selected, enter an explanation.

Note: This is required for school bus drivers and other local system employees through Human Resources.
 - Select either **Yes or No** for the question: **DOE Recommended Best Practices Annual Driving Skill Evaluation performed?** If No is selected, enter an explanation.

Note: The evaluation is hands-on (with documentation) for all regular and sub drivers.
 - Select either **Yes or No** for the question: **Copy of Current Driver's License for Each Employed Driver?** If No is selected, enter an explanation.

Note: This is for all CDL drivers.
12. Scroll up and click the **Save** button.

13. In the **Drug and Alcohol Test Records** section:

- a. Select either **Yes or No** for the question: **Certified Drug and Alcohol Supervisor(s)?** If No is selected, enter an explanation.

Note: This includes all persons designated to supervise CDL drivers trained and certified in the area of Reasonable Suspicion.

- b. Select either **Yes or No** for the question: **Drug and Alcohol Testing Records?** If No is selected, enter an explanation.

Note: This includes drug and alcohol records either maintained by your 3rd party administrator or maintained locally to meet audit requirements

- c. Select a prefix and enter a first and last name for the question: **Who is the Drug and Alcohol Testing Administrator?**

Note: This is the name of the individual or company/3rd party group who administers your Drug/Alcohol program (that is, the person who draws your names).

- d. Enter a name for the question: **What is the name of the Company or Group that Administers Test?**

Note: This is the name of the company/group who does your collections/tests.

- e. Select a prefix and enter a first and last name for the question: **Who is the Medical Review Officer?**

- f. Select either **Yes or No** for the question: **Written DOT Drug and Alcohol Testing Policy?** If No is selected, enter an explanation.

Note: This is the Local Board Policy as mandated by federal law.

- g. Select either **Yes or No** for the question: **Is all of the above documentation for all occasional drivers on file?** If **No** is selected, enter an explanation.

Note: This includes mechanics, bus drivers, substitutes, coaches, teachers, administrators, maintenance workers, other system employees, etc. that require a CDL.

14. Scroll up and click the **Save** button.

15. In the **Student Safe Riding Instruction** section:

- a. Select either **Yes or No** for the question: **Evacuation Drills Conducted?** If **No** is selected, enter an explanation.

Note: Click Yes if students receive instruction/training annually in emergency evacuation.

- b. Select either **Yes or No** for the question: **Evacuation Drills Documented?** If **No** is selected, enter an explanation.

Note: Click Yes if there is a procedure in place to receive and document with a check-off list to ensure all are received.

- c. Select either **Yes or No** for the question: **Classroom Curriculum Conducted?** If **No** is selected, enter an explanation.

Note: Click Yes if students received instruction annually in safe riding practices.

- d. Select either **Yes or No** for the question: **Classroom Curriculum Documented?** If **No** is selected, enter an explanation.

Note: Click Yes if this instruction is documented.

- e. Select either **Yes or No** for the question: **Is there a structured procedure for bus drivers to report unacceptable student behavior?** If **No** is selected, enter an explanation.
16. Scroll up and click the **Save** button.
 17. In the **Reporting** section, indicate if these reports have been completed on time and submitted to DOE as required:
 - a. Select either **Yes or No** for the question: **All School Bus Accidents Reported to DOE?** If **No** is selected, enter an explanation.
 - b. Select either **Yes or No** for the question: **Superintendent Transportation Annual Report?** If **No** is selected, enter an explanation.
 - c. Select either **Yes or No** for the question: **Report for Liability Insurance?** If **No** is selected, enter an explanation.
 - d. Select either **Yes or No** for the question: **Tabulation of School Bus Bids?** If **No** is selected, enter an explanation.
 18. Scroll up and click the **Save** button.
 19. In the **Bus Maintenance Records** section:
 - a. Select either **Yes or No** for the question: **Monthly Bus Inspection Forms up-to-date and filed?** If **No** is selected, enter an explanation.
 - b. Select either **Yes or No** for the question: **Annual Department of Public Safety Vehicle Inspections on file for each bus?** If **No** is selected, enter an explanation.
 - c. Select either **Yes or No** for the question: **Department of Public Safety Spot Inspection Form on file for each bus inspected?** If **No** is selected, enter an explanation.

Note: If no spot checks were performed, select No and comment, "No spot inspections were performed."
 - d. Select either **Yes or No** for the question: **Record of Repairs to each bus on file?** If **No** is selected, enter an explanation.

Note: Click Yes if current and past maintenance records are on file for repairs, preventative maintenance, etc. on *each* bus.
 - e. Select either **Yes or No** for the question: **Is there a DOE Recommended Best Practices Standardized method for drivers to report vehicle problems to the mechanical staff?** If **No** is selected, enter an explanation.

Note: Click Yes if there is a method for drivers to report defects/needs for repairs is in writing.
 - f. Select either **Yes or No** for the question: **State vehicle maintenance record retention in place (5 years) after sold or discarded?** If **No** is selected, enter an explanation.

Note: This is for the full life of the vehicle *plus* five years after the vehicle is sold or discarded.
 - g. Select either **Yes or No** for the question: **Are driver pre and post trip records up-to-date and on file?** If **No** is selected, enter an explanation.

Note: Click Yes if there is a procedure in place to receive and document records *with a check-off list* to ensure all records are received.

- h. Select either **Yes** or **No** for the question: **Is the DOE notified in writing or via email of any material or construction defect found in new school buses?** If **No** is selected, enter an explanation.

Note: When an on-site review is conducted by a consultant, a checklist and summary report of the assessment findings will be provided. If appropriate, recommendations concerning the system records will be included in this report.

20. Scroll up and click the **Save** button.

The Pupil Transportation application saves the data that has been entered/selected for the specified system and year. This only saves data entered while continuing to be active in the report mode.

Note: If you wish to exit after you saved, click the Logout link in the upper-left corner.

The screenshot shows the MyGaDOE website interface. At the top left is the Georgia Department of Education logo. A green banner at the top right says "Welcome to MyGaDOE". Below the banner, there is a message "You have (0) new messages." and links for "Help - Dtricket" and "Online Documentation". On the left side, there is a "Site Navigation" menu with "Home" and "Logout" (highlighted with a red box). Below that is a "Pupil Transportation" section with a sub-menu. The main content area is titled "Pupil Transportation" and contains several dropdown menus: "System Name" (set to "Appling County - 601"), "Year" (set to "2011"), and "Data Collection" (set to "School Bus Liability Insurance"). The "Status" is "New". At the bottom of this section, there are two tabs: "Data Collection" and "Audit Trail".

See [Accessing/Editing TRBP Data that has not been Submitted](#) for instructions to retrieve saved data (see page 14).

21. Click the **Submit** button when all questions have been answered.

The Pupil Transportation application submits the Transportation Records and Best Practices data to their Superintendent for review. Once the Pupil Transportation Director submits, no changes can be made.

Tips:

- Save early and often.
- Print: Prints the Pupil Transportation page.

Note: Click the Audit Trail tab for more detailed status information.

Accessing/Editing TRBP Data that has not been Submitted

Who uses this procedure? Pupil Transportation Directors

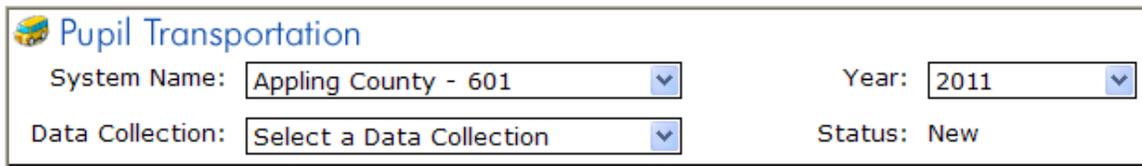
This procedure lists the steps to access a *saved* Transportation Records and Best Practices (TRBP) form that has *not been submitted*.

REMINDER: GaDOE Portal security is designed to time-out within approximately 20 minutes of inactivity (Inactivity is when the selection of the Save button is not performed). **Save often to assure that data entered in the TRBP form is stored in the Pupil Transportation application.**

Note: The Print option is available at all times before and after submission of the TRBP form. Also, the Audit Trail tab displays transaction information.

1. Log into **MyGaDOE**. See [Login to Pupil Transportation](#) for instructions (see page 5).
2. Select **Application** from the Pupil Transportation main menu.

The Pupil Transportation page appears.



The screenshot shows the header section of the Pupil Transportation application. It features a blue header with a bus icon and the text "Pupil Transportation". Below the header, there are four fields: "System Name" with a dropdown menu showing "Appling County - 601", "Year" with a dropdown menu showing "2011", "Data Collection" with a dropdown menu showing "Select a Data Collection", and "Status" with the text "New".

3. Enter the fields at the top (header section) of the Pupil Transportation page:
 - a. Select a **System Name**.
 - b. Select a **Year**.

- c. Select **Transportation Records and Best Practices** from the Data Collection drop-down list.

The Transportation Records and Best Practices form appears displaying the saved data. For example:

The screenshot shows a web form titled "Pupil Transportation". At the top, there are two rows of dropdown menus: "System Name" (Rome City - 785) and "Year" (2011) in the first row; "Data Collection" (Transportation Records and Best Pr) and "Status" (New) in the second row. Below these are two tabs: "Data Collection" (selected) and "Audit Trail". A navigation bar contains "Save", "Submit", and "Print" buttons. The main content area has three sections: 1. "2011 Transportation Records and Best Practices" with a descriptive paragraph. 2. "Transportation Director" with fields for Prefix (Mr.), First Name (Brian), and Last Name (Teets). 3. "Driver Training" with two questions: "1. How many hours of classroom training are provided?" (34) and "2. Are classroom training hours documented? If No, explain." (Yes selected).

Note: The Status will be New.

- 4. From here you can edit the fields and save or submit as described in [Completing/Submmitting TRBP Data](#) (see page 7).

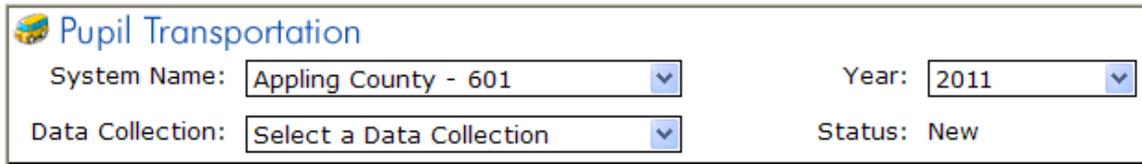
Viewing a Submitted TRBP Form

This procedure lists the steps to view a *submitted* Transportation Records and Best Practices (TRBP) form.

Note: The Print option is available at all times before and after submission of the TRBP form. Also, the Audit Trail tab displays transaction information.

1. Log into **MyGaDOE**. See [Login to Pupil Transportation](#) for instructions (see page 5).
2. Select **Application** from the Pupil Transportation main menu.

The Pupil Transportation page appears.



The screenshot shows the header section of the Pupil Transportation page. It features the title "Pupil Transportation" with a small icon to the left. Below the title are four fields: "System Name" with a dropdown menu showing "Appling County - 601", "Year" with a dropdown menu showing "2011", "Data Collection" with a dropdown menu showing "Select a Data Collection", and "Status" with the text "New".

3. Enter the fields at the top (header section) of the Pupil Transportation page:
 - a. Select a **System Name**.
 - b. Select a **Year**.

- c. Select **Transportation Records and Best Practices** from the Data Collection drop-down list.

The Transportation Records and Best Practices form appears displaying the submitted data. For example:

The screenshot shows a web form titled "Pupil Transportation". At the top, there are two rows of dropdown menus: "System Name" set to "Rome City - 785" and "Year" set to "2011"; "Data Collection" set to "Transportation Records and Best Practices" and "Status" set to "Submitted". Below these are two tabs: "Data Collection" (selected) and "Audit Trail". A "Print" button is visible on the right. The main content area has a blue header "2011 Transportation Records and Best Practices" followed by a paragraph of text explaining the assessment instrument. Below this is a section for "Transportation Director" with three input fields: "Prefix" (Mr.), "First Name" (Brian), and "Last Name" (Teets). The next section is "Driver Training" with two questions: "1. How many hours of classroom training are provided?" (34) and "2. Are classroom training hours documented? If No, explain." (Yes selected).

Note: Buttons on the page may differ depending on your access and role.

Editing a Submitted TRBP Form

Who uses this procedure? Pupil Transportation Directors

Prerequisite: [Completing/Submitting TRBP Data](#) (see page 7)

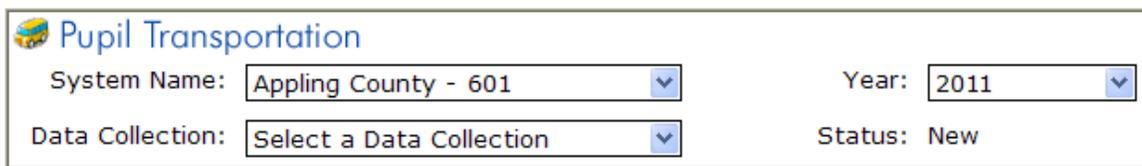
This procedure lists the steps to edit a Transportation Records and Best Practices (TRBP) form *after it has been submitted*.

REMINDER: GaDOE Portal security is designed to time-out within approximately 20 minutes of inactivity (Inactivity is when the selection of the Save button is not performed). **Save often to assure that data entered in the TRBP form is stored in the Pupil Transportation application.**

Note: The Print option is available at all times before and after submission of the TRBP form. Also, the Audit Trail tab displays transaction information.

1. Contact your assigned GaDOE Pupil Transportation Consultant and request that the Transportation Records and Best Practices form be editable for revision.
2. Once the GaDOE Consultant has opened the report for revisions, proceed to step 3.
3. Log into **MyGaDOE**. See [Login to Pupil Transportation](#) for instructions (see page 5).
4. Select **Application** from the Pupil Transportation main menu.

The Pupil Transportation page appears.



The screenshot shows the header section of the Pupil Transportation application. It features a logo on the left and several input fields on the right. The fields are: 'System Name' with a dropdown menu showing 'Appling County - 601', 'Year' with a dropdown menu showing '2011', 'Data Collection' with a dropdown menu showing 'Select a Data Collection', and 'Status' with the text 'New'.

5. Enter the fields at the top (header section) of the Pupil Transportation page:

- a. Select a **System Name**.

Note: Typically, you only have access to your system. Use the drop-down list to prevent misspelling the system.

- b. Select a **Year**.

- c. Select **Transportation Records and Best Practices** from the Data Collection drop-down list.

The Transportation Records and Best Practices form appears displaying the saved data. For example:

The screenshot shows a web form titled "Pupil Transportation". At the top, there are two dropdown menus: "System Name" set to "Rome City - 785" and "Year" set to "2011". Below these are "Data Collection" set to "Transportation Records and Best Pr:" and "Status" set to "Approved". There are two tabs: "Data Collection" (active) and "Audit Trail". A navigation bar contains "Request Revision" and "Print" buttons. The main content area has a blue header "2011 Transportation Records and Best Practices" followed by a paragraph of text. Below this is a section for "Transportation Director" with fields for Prefix (Mr.), First Name (Brian), and Last Name (Teets). The "Driver Training" section contains two questions: "1. How many hours of classroom training are provided?" with a text input field containing "34", and "2. Are classroom training hours documented? If No, explain." with radio buttons for "Yes" (selected) and "No".

Note: The status will be Revision Requested and the fields are editable.

5. Enter applicable revisions. For instructions, see [Completing/Subsubmitting TRBP Data](#) (see page 7).
6. Click the **Save** button.
7. Click the **Submit** button.

Superintendent's TRBP Procedures

Approving or Requesting a Revision for TRBP Data

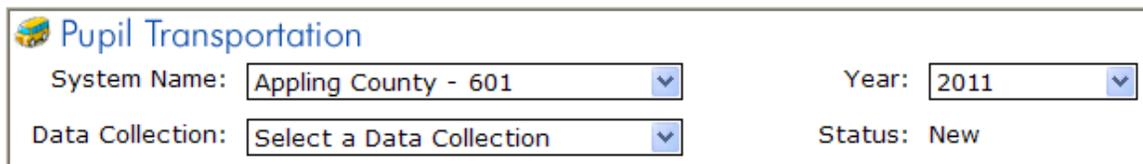
Who uses this procedure? Superintendent

This procedure lists the steps to approve or request revisions for Transportation Records and Best Practices data that was [submitted by the Pupil Transportation Director](#) (see page 7 **Error! Bookmark not defined.**).

Note: The Print option is available at all times before and after submission of the TRBP form. Also, the Audit Trail tab displays transaction information.

1. Log into **MyGaDOE**. See [Login to Pupil Transportation](#) for instructions (see page 5).
2. Select **Application** from the Pupil Transportation main menu.

The Pupil Transportation page appears.



The screenshot shows the header section of the Pupil Transportation page. It features a title "Pupil Transportation" with a small icon to the left. Below the title are four fields: "System Name" with a dropdown menu showing "Appling County - 601", "Year" with a dropdown menu showing "2011", "Data Collection" with a dropdown menu showing "Select a Data Collection", and "Status" with the text "New".

3. Enter the fields at the top (header section) of the Pupil Transportation page:
 - a. Select a **System Name**.

Note: Only the Superintendent will see their system's submitted report..

- b. Select a **Year**.

- c. Select **Transportation Records and Best Practices** from the Data Collection drop-down list.

The Transportation Records and Best Practices form appears.

Pupil Transportation

System Name: Rome City - 785 Year: 2011

Data Collection: Transportation Records and Best Practices Status: Submitted

Data Collection | Audit Trail

| Approve | Request Revision | Print |

2011 Transportation Records and Best Practices

This assessment instrument is designed to assist the local pupil transportation in maintaining appropriate records and documentation of tasks which are required by regulation and law. Also, the use of best practices as recommended by the Department of Education can be determined. This assessment shall be completed by the individual at the local system level who is responsible for pupil transportation and submitted to the Superintendent for their approval, by the end of the first full week in March on an annual basis. The Pupil Transportation consultants assigned to each area of the State will also conduct onsite assessments every five years using this format.

Transportation Director

Prefix: Mr. First Name: Brian Last Name: Teets

Driver Training

1. How many hours of classroom training are provided? 34

2. Are classroom training hours documented? If No, explain. Yes No

Note: The fields cannot be changed. The Status is Submitted.

4. Review the form.
5. EITHER:
 - Click the **Approve** button to approve the Transportation Records and Best Practices form. The form's Status will now be "Approved".
 - Click the **Request Revision** button to reject the Transportation Records and Best Practices form and enter comments in the data-entry text-box field. Click the Revise button below the comments after entering comments. Upon selection of "Revise", the form will return to the Pupil Transportation Director to make updates and resubmit the form back to the Superintendent. The form's Status will display "Revision Request".
 - The table in the Audit Trail tab indicates the records had a revision request.