

Electronic Training Files for Pupil Transportation

Instruction Manual

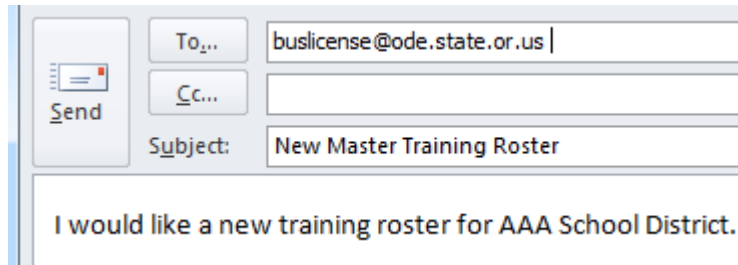
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Instruction Manual

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Requesting Your Master Training Roster

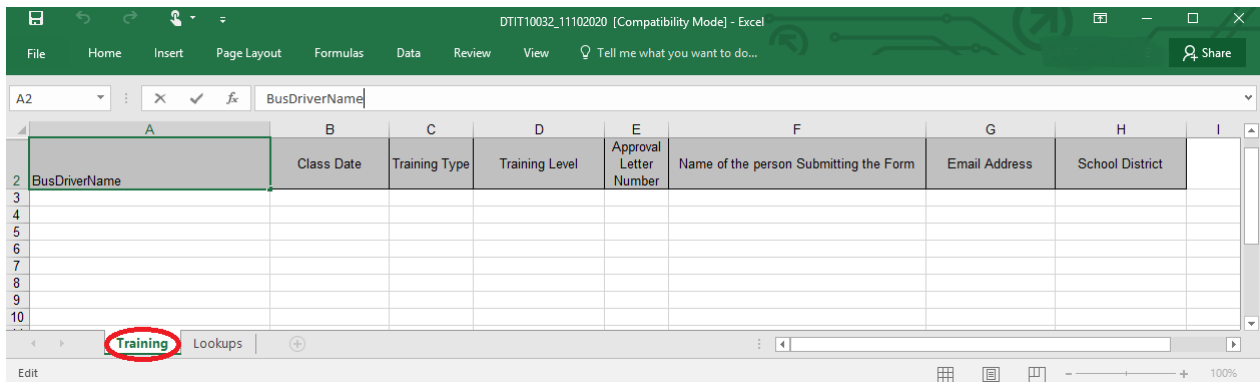
To request a new master training roster, send an email to buslicense@ode.oregon.gov with the name of your school district (and contractor if applicable) and the email address of the person who will be receiving the file.



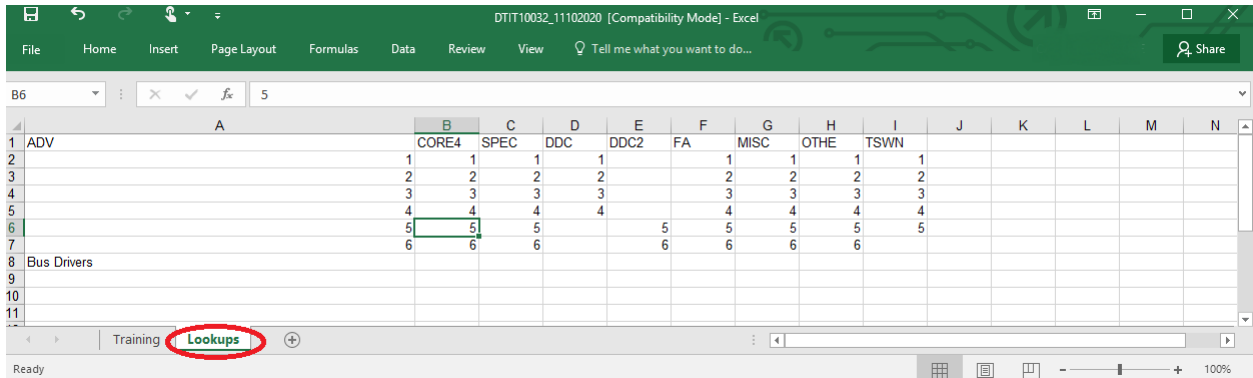
The training roster will then be sent to you as an Excel attachment. Save your file as a Master Template to your computer.

Entering Data into the Training Roster

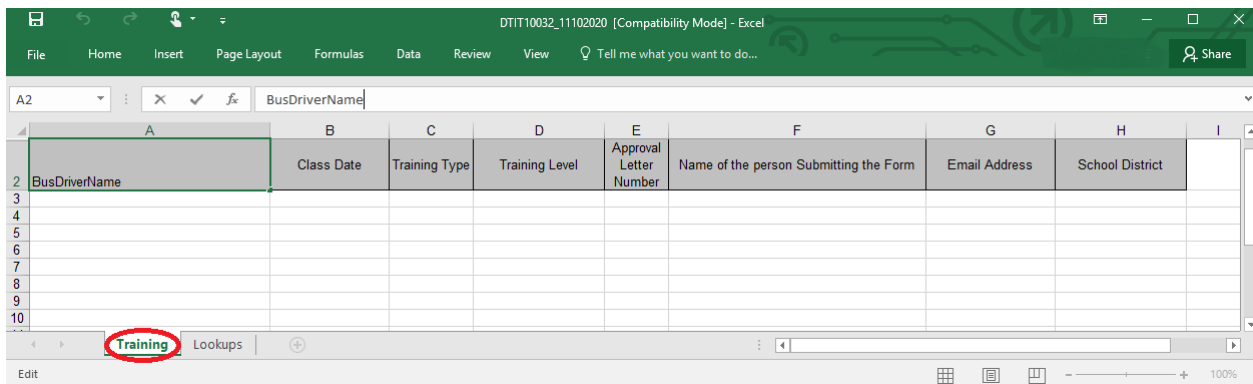
There are two worksheets in your training roster. The first sheet titled *Training* is where you will be entering your data.



The second sheet titled *Lookups* is where your information is stored for your drop down menus on the first sheet. Unless you are an advanced Excel user, **do not** change anything on this second sheet.



To enter the training information you wish to submit, please use the Training worksheet.



Begin by saving the file as something other than your Master Template in a location that is secure and that is easy to find.

Select your bus driver by clicking once on the drop down arrow under column A BusDriverName. While this drop down is showing the names, use your mouse to click on the name you wish to select. If your driver is not listed, this may be due to one of the following:

- The driver does not have a School Bus Driver Certificate/Permit,
- The driver only holds a Temporary approval
- The driver is not assigned to your location,
- You are using an outdated Excel Spreadsheet (missing new drivers).

If the driver is not listed, do not send in the training; It will not post.

	A	B	C	D	E
2	BusDriverName	Class Date	Training Type	Training Level	Approval Letter Number
3					
4	012345 - TEST , DRIVER A				
5					
6					

Next, type in the class date. It will auto format the date to m/d/yyyy. Be sure this date is correct. **The system does not catch incorrect or future dates.** The class date should be the date the class was taught.

	A	B	C	D	E
2	BusDriverName	Class Date	Training Type	Training Level	Approval Letter On File
3	01234567 - TEST, DRIVER A	1/1/2013			
4					

Enter the Training Type and Training Level. These refer to the Approved Classroom Training. This form shows the different course titles and unit numbers used by ODE for Pupil Transportation training.

APPROVED CLASSROOM TRAINING						
UNIT NO.	I	II	III	IV	V	VI
CORE COURSE 2004	Qualifications, Bus Construction Standards	Responsibilities & Regulations	Pupil Management	Emergency & Accident Procedures	Core Refresher 2004 (experienced drivers)	Core Refresher 2004 (experienced drivers)
	1 Hr.	2 Hrs.	2½ Hrs.	2½ Hrs.	2 Hrs.	2 Hrs.
FIRST AID	First Aid	First Aid	First Aid	First Aid	CPR	CPR
	2 Hrs.	2 Hrs.	2 Hrs.	2 Hrs.	2 Hrs.	2 Hrs.
DDC	Sessions 1 & 2	Sessions 3 & 4	Sessions 5 & 6	Sessions 7 & 8	DDC 4 - Sessions 1 & 2	DDC 4 - Sessions 3 & 4
	2 Hrs.	2 Hrs.	2 Hrs.	2 Hrs.	2 Hrs.	2 Hrs.
ADVANCES COURSES 2004	Laws & Liability	Special Driving Conditions	Pre-Trip	Field Trips	Brakes	Power Train
	2 Hrs.	3 Hrs.	2 Hrs.	2 Hrs.	2 Hrs.	2 Hrs.
OTHER****	Fire Prevention & Control	Miscellaneous	Body Fluid Containment & Personal Protection	Public Relations	Review of Laws & Regulations	Accident Prevention & Analysis
	2 Hrs.	2 Hrs.	2 Hrs.	2 Hrs.	2 Hrs.	2 Hrs.
MISC.****	Advanced Transportation of Special Needs	Advanced Pupil Management	Advanced Special Driving Conditions	Disaster Drills	TSWD	Advanced Reference Point Driving
	4 Hrs.	2 Hrs.	2 Hrs.	2 Hrs.	8 Hrs.	2 Hrs.
TSWSN	Familiarization	Terminology	Pupil Management	Lifts & Securement	Bus Emergencies	
	1.5 Hrs.	1 Hr.	2 Hrs.	2 Hrs.	1.5 Hrs.	
SPECIAL****	1 Hr.	1.5 Hrs.	2 Hrs.	2.5 Hrs.	3 Hrs.	4 Hrs.

**** Outline must be submitted prior to teaching the course. Then Approval Letter must be submitted with the Form 581-2243 (School Bus Driver Attendance Record).

Use the drop down arrow on the Excel spreadsheet to select the Training Type. This should correspond to the course titles listed on the Approved Classroom Training chart.

	A	B	C	D	E
	BusDriverName	Class Date	Training Type	Training Level	Approval Letter On File
2					
3	01234567 - TEST, DRIVER A	1/1/2013	▼		
4			ADV		
5			CORE4		
6			SPEC		
7			DDC		
8			DDC2		
9			FA		
10			MISC		
11			OTHE		

Use the drop down arrow to select the Training Level, which corresponds with the Unit Number on the Approved Classroom Training chart. The training level is not the number of hours the driver receives for this training. That information is not listed on this spreadsheet but is automatically calculated in the system.

	A	B	C	D	E
	BusDriverName	Class Date	Training Type	Training Level	Approval Letter On File
2					
3	01234567 - TEST, DRIVER A	1/1/2013	CORE4	▼	
4				1	
5				2	
6				3	
7				4	
8				5	
9				6	

If the training is an ODE training, you may leave the Approval Letter column blank. Otherwise, type the approval letter number into the cell to confirm that you have a letter from ODE authorizing this training. Misc, Special and Other classes are required to have an Approval Letter number in order to be accepted. If you do not have a letter, and this is not an ODE training, do not submit the training to ODE.

	A	B	C	D	E	F	G	H
	BusDriverName	Class Date	Training Type	Training Level	Approval Letter Number	Name of the person Submitting the Form	Email Address	School District
2								
3	012345 - TEST, DRIVER A	1/1/2011	MISC		654321			
4								
5								
6								
7								
8								
9								
10								
11								

Ensure that “Name of the person Submitting the Form”, “Email Address” and “School District” is completed. Missing information will be rejected and will need to be resubmitted in order to post training.

A	B	C	D	E	F	G	H
BusDriverName	Class Date	Training Type	Training Level	Approval Letter Number	Name of the person Submitting the Form	Email Address	School District
012345 - TEST, DRIVER A	1/1/2011	MISC	1	654321	John Smith	Jsmith@email.com	Oregon School District

When entering more than one Training Level for a class, you must enter the information on the next line and change only the Training Level number. For example, CORE training has levels 1, 2, 3, and 4. This requires four lines of data.

A	B	C	D	E
BusDriverName	Class Date	Training Type	Training Level	Approval Letter On File
01234567 - TEST, DRIVER A	1/1/2013	CORE4	1	
01234567 - TEST, DRIVER A	1/1/2013	CORE4	2	
01234567 - TEST, DRIVER A	1/1/2013	CORE4	3	
01234567 - TEST, DRIVER A	1/1/2013	CORE4	4	

Please do not put a blank row in between your data.

A	B	C	D	E
BusDriverName	Class Date	Training Type	Training Level	Approval Letter On File
01234567 - TEST, DRIVER A	1/1/2013	CORE4	1	
01234567 - TEST, DRIVER A	1/1/2013	CORE4	2	
01234567 - TEST, DRIVER A	1/1/2013	CORE4	3	
01234567 - TEST, DRIVER A	1/1/2013	CORE4	4	

You may submit as many drivers and trainings as you like on one spreadsheet.

	A	B	C	D	E	F
	BusDriverName	Class Date	Training Type	Training Level	Approval Letter On File	
2						
3	01234567 - TEST, DRIVER A	1/1/2013	CORE4		1	
4	01234567 - TEST, DRIVER A	1/1/2013	CORE4		2	
5	01234567 - TEST, DRIVER A	1/1/2013	CORE4		3	
6	01234567 - TEST, DRIVER A	1/1/2013	CORE4		4	
7	98765432 - EXAMPLE, DRIVER B	2/1/2013	MISC		1	
8	98765432 - EXAMPLE, DRIVER B	5/3/2013	FA		1	
9	98765432 - EXAMPLE, DRIVER B	5/3/2013	FA		2	
10	98765432 - EXAMPLE, DRIVER B	5/3/2013	FA		5	
11	98765432 - EXAMPLE, DRIVER B	5/3/2013	FA		6	
12	01234567 - TEST, DRIVER A	2/1/2013	MISC		1	
13	01234567 - TEST, DRIVER A	5/3/2013	FA		1	
14	01234567 - TEST, DRIVER A	5/3/2013	FA		2	
15	01234567 - TEST, DRIVER A	5/3/2013	FA		5	
16	01234567 - TEST, DRIVER A	5/3/2013	FA		6	

Drivers Not Listed on the Master Roster

If the driver you wish to select is not in your drop down menu, this may be due to one of the following:

- The driver does not have a School Bus Driver Certificate/Permit,
- The driver only holds a Temporary approval
- The driver is not assigned to your location,
- You are using an outdated Excel Spreadsheet (missing new drivers).

Rarely, drivers are listed incorrectly in our system, so they will not appear on your master. If you believe that a driver should be showing up and is not, please send an email to buslicense@ode.oregon.gov or call the Pupil Transportation section of ODE.

Trainings with the Same Type and Level on the Same Day

Trainings submitted for the same person on the same day with the same type and level will not be posted in our system. For example, if someone took two different classes that were both Misc. II types on the same day, only one would post.

If the driver is taking the same course twice in the same day, they will only be awarded the training once.

However, if the course is different but has the same type, or if the trainer is requesting credit for teaching the same course twice in the same day, ODE will accept that credit. In order to get through ODE's system, change the date on one of the trainings to the day before or after the actual training.

	A	B	C	D	E
	BusDriverName	Class Date	Training Type	Training Level	Approval Letter O File
2					
3	01234567 - TEST, DRIVER A	1/1/2013	MISC		2 Y
4	01234567 - TEST, DRIVER A	1/2/2013	MISC		2 Y
5					

Please document this kind of change with your records as well.

Submitting the Training Roster

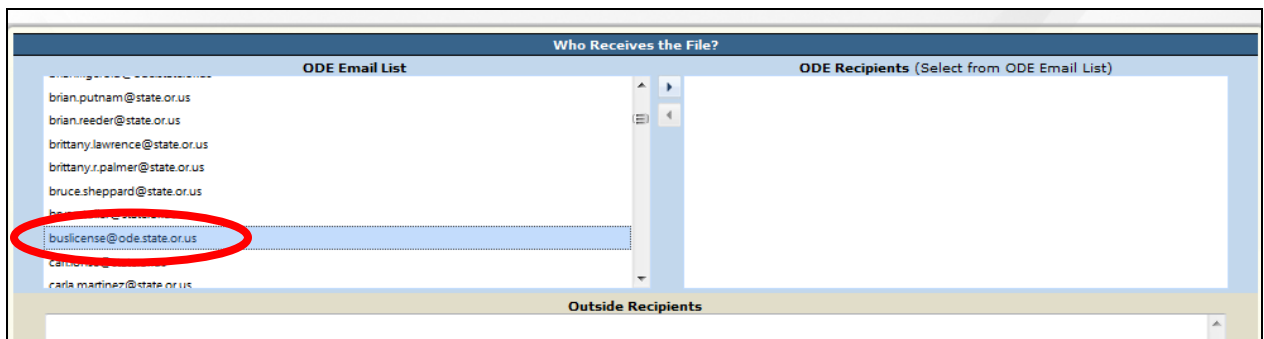
These spreadsheets **do not** contain personally identifiable information; therefore, they may be submitted as an attachment!

However, many locations opt to utilize our Secure File Transfer system. Below is a guide to assist you in that process:

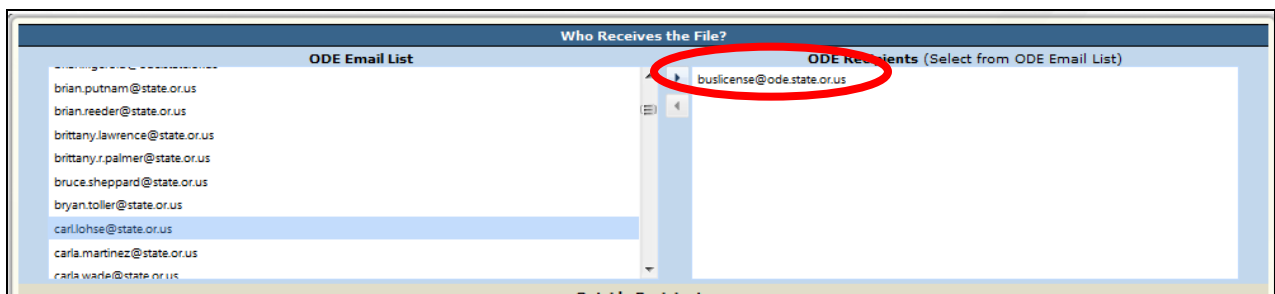
Once your roster is ready to submit, make sure it is saved in a location on your computer that you can find. Then, close the file.

Go to ODE's Secure File Transfer website at <https://district.ode.state.or.us/apps/xfers/>.

Start by selecting buslicense@ode.oregon.gov from the left side menu.



Double click it or drag it to move it over to the ODE Recipients list.



Then, type your email address into the Who is Sending the File section. Be sure to type it in correctly, as this is the email ODE uses to contact you regarding the results of your training file.

Who Receives the File?

ODE Email List

- brian.putnam@state.or.us
- brian.reeder@state.or.us
- brittany.lawrence@state.or.us
- brittany.r.palmer@state.or.us
- bruce.sheppard@state.or.us
- bryan.toller@state.or.us
- carl.lohse@state.or.us
- carla.martinez@state.or.us
- carla.ward@state.or.us

ODE Recipients (Select from ODE Email List)

- buslicense@ode.state.or.us

Outside Recipients

Either type the email address in the space provided or select email/s from ODE Email List to ODE Recipients listbox. If you are typing the emails in, separate each email address by either commas (,) or semicolons (;).

Who is Sending the File?

Enter your email address: beth.blumenstein@state.or.us

Next, click on the Browse button to find your file.

Who is Sending the File?

Enter your email address: beth.blumenstein@state.or.us

Locate your file to send:

Browse for your file:
(File size must be under 1 GB)

Browse...

Once you have selected your file, you may enter a message into the message area if you wish, but it is not required.

Who Receives the File?

ODE Email List

ODE Recipients (Select from ODE Email List)

Outside Recipients

Either type the email address in the space provided or select email/s from ODE Email List to ODE Recipients listbox. If you are typing the emails in, separate each email address by either commas (,) or semicolons (;).

Who is Sending the File?

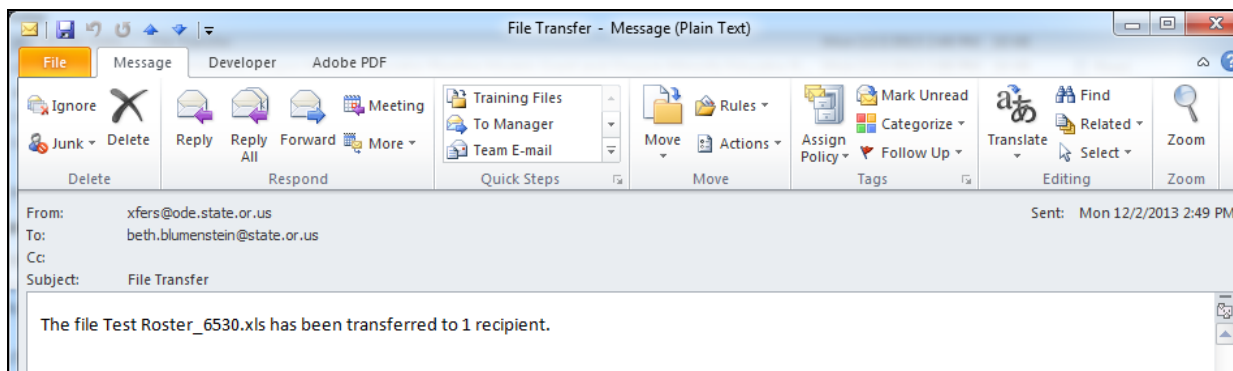
Enter your email address: beth.blumenstein@state.or.us

Locate your file to send:

Browse for your file: Browse...

Enter Your Message Here

Finally, press “Send” to submit the secure file transfer. Once it has been sent, you will see the words, “File transferred to 1 recipient,” at the top of your screen. You should also receive an email that states your file has been transferred. However, sometimes it can take up to 15 minutes for this email to appear.

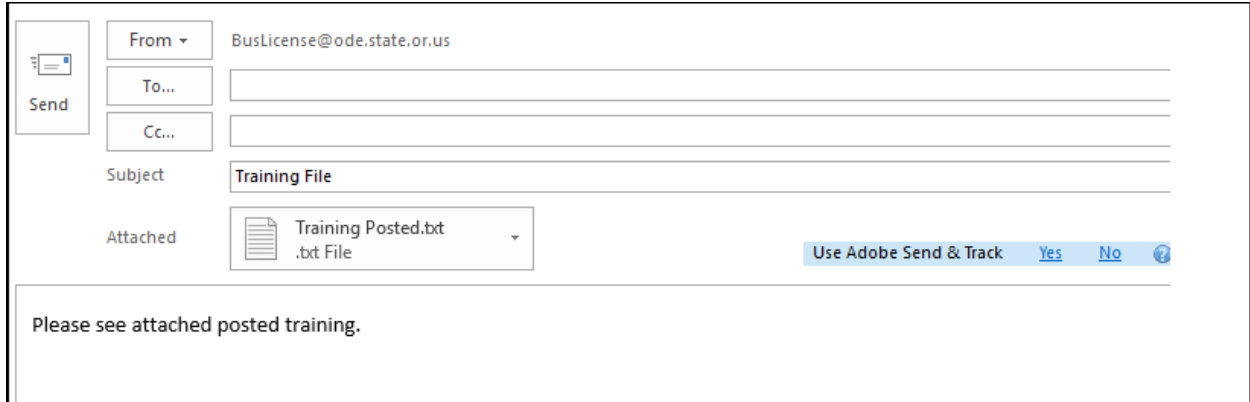


If you have any questions about whether or not a training file was received, please email buslicense@ode.oregon.gov or call the Pupil Transportation section of ODE.

Confirmation of the Training File Posted to ODE’s System

The training files are usually posted 1-2 business days, and you will receive a confirmation email regarding the status of your submission after it has been posted.

Once posted, you should receive an email that looks like the following:



The attachment to the email gives you detail as to what was submitted and if there are any errors. **Please review this document.**

For example, the attachment below shows that one driver's training was posted and the other driver's training was not.

The screenshot shows a text-based report window with a menu bar (File, Edit, Format, View, Help). The title is 'Pupil Transportation Section' and 'Oregon Department of Education'. The report content is as follows:

Driver	Date	Course	Level(s)	Reason
01234567	11/20/2013	CORE4	1	OK
01234567	11/20/2013	CORE4	2	OK
01234567	11/22/2013	CORE4	3	OK
01234567	11/22/2013	CORE4	4	OK
09876543	11/20/2013	CORE4	1	Rejected due to License Number not on File
09876543	11/20/2013	CORE4	2	Rejected due to License Number not on File
09876543	11/22/2013	CORE4	3	Rejected due to License Number not on File
09876543	11/22/2013	CORE4	4	Rejected due to License Number not on File

The last four rows of the table are circled in red.

Common Problems/Errors

The most common errors occur with the accuracy of the data. Be sure that the information you are submitting is correct. The picture below shows some common errors that are commonly received.

	A	B	C	D	E	F	G	H
	BusDriverName	Class Date	Training Type	Training Level	Approval Letter On File	Notes		
2								
3	01234567 - TEST, DRIVER A	1/2/2103	CORE4		1			
4	01234567 - TEST, DRIVER A	1/2/2013	CORE4		2			
5	01234567 - TEST, DRIVER A	1/2/2013	CORE4		2			
6	01234567 - TEST, DRIVER A	1/2/2013	CORE4		4			
7	98765432 - EXAMPLE, DRIVER B	Dec 1 2013	FA		1			
8	98765432 - EXAMPLE, DRIVER B	Dec 1 2013	FA		2			
9	0123456 - DRIVER, NEW A	1/2/2013	CORE4		1			
10	0123456 - DRIVER, NEW A	1/2/2013	CORE4		2			
11	0123456 - DRIVER, NEW A	1/2/2013	CORE4		3			
12	0123456 - DRIVER, NEW A	1/2/2013	CORE4		4			
13	01234567 - TEST, DRIVER A	1/2/2013						
14	01234567 - TEST, DRIVER A	1/2/2013						
15	01234567 - TEST, DRIVER A	1/2/2013						
16	01234567 - TEST, DRIVER A	1/2/2013						
17								
18	Submitted by BB							

In the example above, there are many errors, which will cause the training not to post or post incorrectly.

- The date on the first line shows the year 2103 instead of 2013.
- There is an extra column titled Notes. No new columns can be added.
- The first driver shows CORE4 1, 2, 2, and 4 instead of 1, 2, 3, and 4.
- The date on lines 7 and 8 are not in the correct format.
- The New Driver was added manually and only has 7 digits listed for the license number.
- Rows 13-16 are not complete. They are missing a Training Type and Training Level.
- No information other than the data required should be entered into this spreadsheet. That includes notes.

Another frequently received error is not showing the complete training. CORE4 has training levels 1, 2, 3, and 4. However, these may be completed as a standalone class be sure to mark them appropriately to receive full credit.

Additionally, First Aid usually has more than one level, depending on the length of the First Aid class. Some first aid programs are 2 or 3 hours in length. Credit is only received for each 2 hour session. You may **not** round up. A four-hour class with first aid and CPR would be listed as FA 1, 5. Be sure that you are submitting the complete training information for your drivers.

FA 3 is typically reserved for letters issued by ODE, or special situations. We are usually involved in those situations. If in doubt, call or email for guidance.

Incorrectly Posted Records

If you have sent in an incorrect file, please notify us **immediately** by emailing buslicense@ode.oregon.gov.

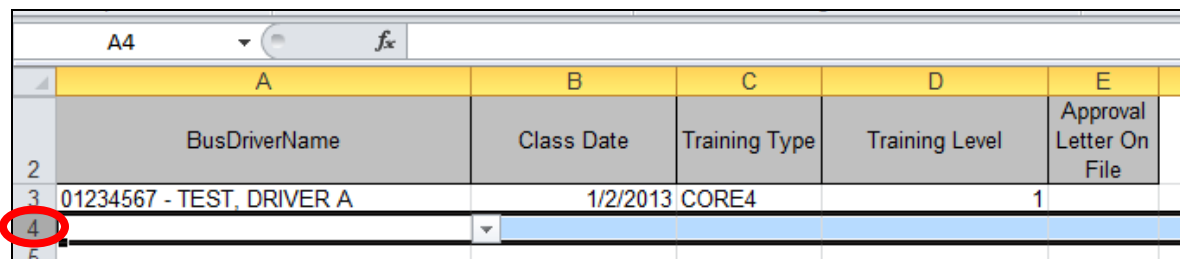
If the file has not yet been posted to ODE's system, ODE can simply delete the incorrect file, and you may resubmit the correct file.

If the file has been posted, ODE will need to change the records manually. This will take some time. Most likely, you will be required to inform ODE which records need to be deleted. Then, you may resubmit the correct file through the normal process.

Tips and Tricks in Excel

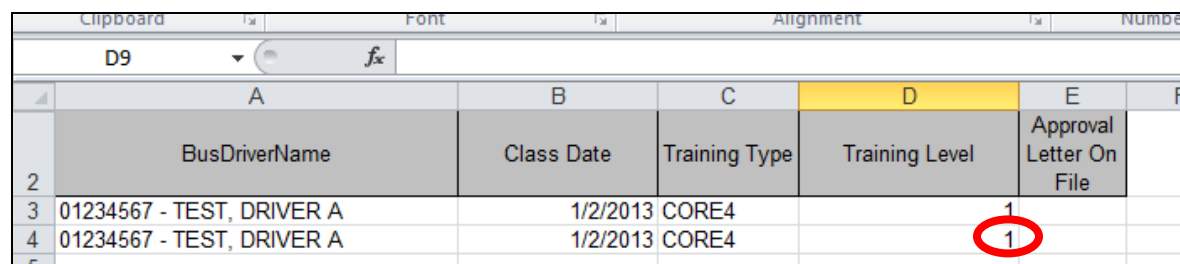
Since much of the information in Excel is repeated, here are some ways to make this process more efficient.

To copy a line to the line directly below, select the blank line you wish to copy to by clicking once on the far left row number.



	A	B	C	D	E
2	BusDriverName	Class Date	Training Type	Training Level	Approval Letter On File
3	01234567 - TEST, DRIVER A	1/2/2013	CORE4		1
4					
5					

Then, hold down your Ctrl button on your keyboard and press the letter D on your keyboard. The line will be repeated, so you will only need to change the training level.



	A	B	C	D	E	F
2	BusDriverName	Class Date	Training Type	Training Level	Approval Letter On File	
3	01234567 - TEST, DRIVER A	1/2/2013	CORE4		1	
4	01234567 - TEST, DRIVER A	1/2/2013	CORE4		1	
5						

To copy more than one line, select both lines by clicking once on the far left row number, holding down the shift key on your keyboard, and clicking once on the row directly below it.

A3 fx 01234567 - TEST, DRIVER A						
	A	B	C	D	E	F
	BusDriverName	Class Date	Training Type	Training Level	Approval Letter On File	
2						
3	01234567 - TEST, DRIVER A	1/2/2013	CORE4		1	
4	01234567 - TEST, DRIVER A	1/2/2013	CORE4		1	
5						

Then, drag down from the bottom left of the selection by clicking and holding the black square and dragging it down the number of rows you would like to repeat.

A3 fx 01234567 - TEST, DRIVER A						
	A	B	C	D	E	F
	BusDriverName	Class Date	Training Type	Training Level	Approval Letter On File	
2						
3	01234567 - TEST, DRIVER A	1/2/2013	CORE4		1	
4	01234567 - TEST, DRIVER A	1/2/2013	CORE4		1	
5						
6						
7						

Then, all you would need to do is change the training level.

F9 fx						
	A	B	C	D	E	F
	BusDriverName	Class Date	Training Type	Training Level	Approval Letter On File	
2						
3	01234567 - TEST, DRIVER A	1/2/2013	CORE4		1	
4	01234567 - TEST, DRIVER A	1/2/2013	CORE4		1	
5	01234567 - TEST, DRIVER A	1/2/2013	CORE4		1	
6	01234567 - TEST, DRIVER A	1/2/2013	CORE4		1	
7						

This approach can also be used to copy columns.

Please note that if you select only one row and copy it down multiple rows, the numbers will most likely advance to the following number. This is a default auto-format for Excel, so you need to use caution when dragging to copy.

	A	B	C	D	E
	BusDriverName	Class Date	Training Type	Training Level	Approval Letter On File
2					
3	01234567 - TEST, DRIVER A	1/2/2013	CORE4		1
4	01234567 - TEST, DRIVER A	1/3/2013	CORE5		2
5	01234567 - TEST, DRIVER A	1/4/2013	CORE6		3
6	01234567 - TEST, DRIVER A	1/5/2013	CORE7		4
7	01234567 - TEST, DRIVER A	1/6/2013	CORE8		5
8					