SCHOOL BUS DRIVER AUTHORIZATION SYSTEM

Iowa Department of Education

USER GUIDE AND INSTRUCTIONS ***(Revised 3/29/07)***

OVERVIEW:

The School Bus Driver Authorization System (DAS) is an electronic method for authorizing persons to drive a school bus in the State of Iowa. Its advantages are many, including ease of operation, fast and easy access to important information concerning a school district's school bus driving staff, and the ability to quickly add and authorize new drivers to the staff. Combined, this makes for a smooth and easy process to get drivers authorized to drive a school bus in the State of Iowa. It's more economical because it eliminates the use of paper and speeds up the entire process by eliminating the lag time normally encountered when using a paper system.

HANDY FEATURES INCLUDE:

- User friendly operation
- Easy to follow instructions
- Ease of going from page to page
- Functions employing "Error" messages include clear and concise instructions for correcting those errors
- Various "Sort" options are available with just a click of the mouse
- Updating from year to year will involve entering very little or no new information
- This system is available 24/7 for adding new drivers to your staff

INFORMATION YOU WILL NEED TO KEEP ON FILE:

- A copy of each driver's state issued driver's license.
- A copy of each driver's Medical Examiner's Certificate.

STEP #1 / Log On

Log onto the Department of Education applications website at www.edinfo.state.ia.us using the password issued to your particular district. The password will change from time to time, so check with your district representative (business manager, superintendent) in the event your password does not work. Push "Enter" and this will take you to the "Application Menu" page.

STEP #2 / Application Menu

Under the "Application Menu", click on the button labeled "Driver Authorization". This will take you to the "Driver Authorization – List" page. This page will serve as a summary page for your entire driving staff. If adding a NEW driver, go to Step#5 now.

NOTE: Initially this page will list all the drivers you have had on staff for the past 5 years. ALL drivers, including your current staff, will show a red "Medical Expire" date. They MAY show other expired dates as well. All expired information will ALWAYS show up in red. You will need to update each current driver and remove the drivers no longer on your driving staff.

STEP #3 / Removing A Driver From Your List

If a driver is no longer on your staff, click the "Remove" button next to that driver's name to remove them from your list. However, this driver will remain in the state database for a period of up to 5 years allowing you or a new district to simply type in that driver's social security number to bring up that driver's information. This will allow for quick and easy addition of this driver either back on to your driving staff or on to a new district's school bus driving staff.
NOTE: If you remove a driver by mistake, simply click on the "Add Driver To List" button which will take you to our query system. Enter that driver's social security number in the box provided, click on "Query", and that driver will once again appear on your driver's list.

STEP #4 / Updating A Current Driver

To update a current driver, click on the "View" button next to that driver's name. This will take you to the "Driver Authorization – Driver" page. Now click on the "Edit Driver Detail" button. This will take you to an editable "Driver Authorization – Driver" page. You can now update this driver's information as needed.
NOTE: For updating current drivers, go to Step #8 and continue as needed from there.
NOTE: Most of the information for each current driver will be current and correct.

STEP #5 / Adding A New Driver To Your List

Click on "Add Driver to List". This will take you to a new "Driver Authorization – List" page.

STEP #6 / Social Security Number

Enter the social security number of the driver to be added. Use no "dashes" or "spaces".

STEP #7 / Query

Click on the "Query" button. This will take you to the "Driver Authorization – Driver" page.
NOTE: Once you have a database built, if you enter the social security number of an existing driver on your staff, you will receive a message stating "This Driver Is Already On Your List".
NOTE: If this is a driver who already exists in the state database, but is not currently on your staff, you will get a message stating "Add Successful". He will now appear on your driving staff list, but IS NOT authorized to drive in your district until you actually create an authorization using Step #23. If you are only wanting to view this driver's information and not keep them on your driving staff, first click "View", then "Return To List", then "Remove".

STEP #8 / Last Name

Click on the box next to "Last Name" and enter the driver's last name.
NOTE: The "Social Security Number" is set at this point and can not be changed from this page. If you entered the wrong social security number, you will need to click on the "Abandon" button. This will return you to step #5.

STEP #9 / First Name

Click on the box next to "First Name" and enter the driver's first name.

STEP #10 / Middle Name

Click on the box next to "Middle Name" and enter the driver's middle name OR middle initial. This system will accept either.

STEP #11 / Birth Date

Click on the box next to "Birth Date" and enter the driver's birth date.
NOTE: This function will accept the birth date information in many formats. The preferred format is mm/dd/yy. Be sure to use "/" and not "-".

STEP #12 / Gender

Click on the "Please Select" drop down arrow beside the box next to "Gender" and click on the appropriate choice.

STEP #13 / Driver's License Number

Click on the box next to "Driver's License Number" and enter the driver's license number.
NOTE: This number will be found on the driver's state issued driver's license.

STEP #14 / Driver's License Type

Click on the "Please Select" drop down arrow beside the box next to "Driver's License Type" and click on the appropriate selection.
NOTE: The type, or class, will be found on the driver's state issued driver's license.

STEP #15 / Passenger Endorsement?

Click on the "Please Select" drop down arrow beside the box next to "Has P (passenger) Endorsement?" and click on the appropriate choice.
NOTE: This question can be answered by looking at the "Endorsements" area of the driver's state issued driver's license. A "P" must be present in this area to answer "Yes" to the question.

STEP #16 / School Bus Endorsement?

Click on the "Please Select" drop down arrow beside the box next to "Has S (school bus) Endorsement?" and click on the appropriate choice.
NOTE: This question can be answered by looking at the "Endorsements" area of the driver's state issued driver's license. A "S" must be present in this area to answer "Yes" to the question.

STEP #17 / Driver's License State of Issue

Click on the "Please Select" drop down arrow beside the box next to "Driver's License State" and click on the appropriate selection.
NOTE: This information will be found at the top of the driver's state issued driver's license.
NOTE: If your driver has an out-of-state driver's license, please fax a copy of that license to the Iowa Department of Education at 515-281-7700.

STEP #18 / Expiration Date of Driver's License

Click on the box next to "Expiration Date of Driver's License" and enter the expiration date of the driver's license.
NOTE: This function will accept the date information in many formats. The preferred format is mm/dd/yy. Be sure to use "/" and not "-".
NOTE: Though the Department of Transportation allows a 60-day grace period for renewal after the official expiration date of a driver's license, our system will not reflect that grace period. Our system will only show the official date of expiration.
NOTE: Licenses can be renewed up to 30 days prior to the expiration date.

STEP #19 / Expiration Date of Medical Certificate

Click on the box next to "Expiration Date of Medical Certificate" and enter the expiration date of the driver's Medical Examiner's Certificate.

NOTE: This function will accept the date information in many formats. The preferred format is mm/dd/yy. Be sure to use "/" and not "-".

NOTE: This information will be found on the driver's Medical Examiner's Certificate.

NOTE: Medical Examiner's Certificates have no expiration date grace period. However, they can be renewed at any time prior to the expiration date.

STEP #20 / Date of Last TB Test

Click on the box next to "Date of Last TB Test" and enter the date of the driver's last TB test (see second NOTE below).

NOTE: This function will accept the date information in many formats. The preferred format is mm/dd/yy. Be sure to use "/" and not "-".

NOTE: TB tests are no longer required, however the "TB Test" field has yet to be eliminated from our system. The system will not allow you to update the authorization without a valid TB test date, so until such time as this field is eliminated, enter the date 01/01/07.

STEP #21 / Authorization Type

Click on the "Please Select" drop down arrow beside the box next to "Authorization Type" and click on the appropriate choice.

NOTE: This selection will be based on what type of vehicle the driver is being asked to drive. Always select the largest type of vehicle this driver may be asked to drive at any time.

NOTE: An "Error" message will appear upon attempting to update if the driver's license information doesn't allow for the type of vehicle selected in this step.

STEP #22 / Update

Click on "Update" button. These are located at both the top and bottom of the page for your convenience. You may use either button. This will take you to the completed "Driver Authorization – Driver" page. If all the information was entered correctly, you will receive two messages. The first message will say "Update Successful!". The second message will say, "A New Authorization Would Expire mm/dd/yyyy". In most cases, this expiration date will be 8/15 of the current school year. The only exception will be for new drivers who are given a 6-month grace period in which to get their 12-hour STOP training while at the same time being allowed to drive a school bus. Because of that, new drivers will show an expiration date 6 months in the future from when this information is updated. You will also find in-service and authorization history at the bottom of this page as well.

NOTE: ALL driver authorizations will expire on August 15 of any given year.

NOTE: ALL driver authorizations will need to be updated between July 1 and August 15 EVERY year.

NOTE: ALL brand new drivers will have an expiration date exactly 6 months from the time you enter their information. This date is based on the 6 months allowed for a new driver to attain their 12-hour in-service training. Extensions past this 6-month training window will not be allowed!

NOTE: An alternate second message will read "Not Authorized To Drive – Inadequate Inservice In Last 24 Months!" This means this driver is missing some inservice hours and must get that training before an authorization can be issued.

STEP #23 / Errors
The various expiration date and license functions will not allow for obviously erroneous information to be entered in the system and will result in a variety of possible "Error" messages. Should you receive any "Error" messages, scroll to the faulty information area and correct as needed. Each "Error" message will be very precise as to what is causing it to fault.

STEP #24 / Create Authorization
Upon getting an "Update Successful!" message, a new "Create Authorization" button will appear at the top of the page. This means all of your driver information is valid for issuing an authorization for this driver. Click on "Create Authorization". This will take you to a new "Driver Authorization – Driver" page. This is the actual authorization form that you need to print off and give to your driver. Depending on the needs of your driver, you can shrink it, enlarge it, laminate it, or do whatever you need to make it handy for your driver to carry it with them at all times. It will be the driver's and/or district's responsibility to monitor the expiration dates for all the various pieces of information so as to maintain a current school bus driver authorization throughout the year!

YOU ARE NOW FINISHED AND MAY ADD, REMOVE OR EDIT ANOTHER DRIVER OR EXIT THE SYSTEM!

TO ADD ANOTHER DRIVER:
Click on "Return To List" and follow instructions beginning with Step #5 / Adding A New Driver To Your List above.

TO REMOVE A DRIVER FROM YOUR LIST:
Click on "Return To List" and follow instructions beginning with Step #3 / Removing A Driver From Your List above.

TO EDIT ANOTHER DRIVER:
Click on "Return To List" and follow instructions beginning with Step #4 / Updating A Current Driver above.

TO EXIT:
Continue to click on "Exit" buttons until you leave DAS system.

TO UPDATE FROM YEAR TO YEAR:
Every school bus driver in the State of Iowa will need to be updated yearly. In most cases this will be a quick and easy task involving nothing more than checking the expiration date information to be sure it is current. In some cases, no new information will need to be entered to authorize a driver to again drive a school bus. An authorization for a current driver can be updated anytime between July 1 and August 15. All authorizations will continue to expire on August 15 of any given year.

STEP #1 / Log On

Log onto the Department of Education applications web site at www.edinfo.state.ia.us using the password issued to your particular district. Push "Enter" and this will take you to the "Application Menu" page.

STEP #2 / Application Menu

Under the "Application Menu", click on the button labeled "Driver Authorization". This will take you to the "Driver Authorization – List" page.

STEP #3 / View

Click on the "View" button to bring up the information on a current driver. Use "Edit Driver Detail" to input fresh information as needed such as new expiration dates for any given field. When finished editing the information, click on the "Update" button. If all current information is correct and not expired, you will receive the message "A New Authorization Would Expire mm/dd/yy". Upon getting this message, click on "Create Authorization" button and print off the new authorization form for your driver to carry at all times. It will be the driver's and/or district's responsibility to monitor the expiration dates for all the various pieces of information so as to maintain a current school bus driver authorization throughout the year!

NOTE: If you receive "Error" messages, correct your information as needed.

NOTE: If you receive the "Not Authorized To Drive – Inadequate Inservice In Last 24 Months!" message, this means this driver is missing some inservice hours and must get that training before an authorization can be issued.

STEP #4 / Removing A Driver From Your List

If a driver is no longer on your staff, click the "Remove" button next to that driver's name to remove them from your list. However, this driver will remain in the state database for a period of up to 5 years allowing you or a new district to simply type in that driver's social security number to bring up that driver's information. This will allow for quick and easy addition of this driver either back on to your driving staff or on to a new district's school bus driving staff.

NOTE: If you remove a driver by mistake, simply click on the "Add Driver To List" button which will take you to our query system. Enter that driver's social security number in the box provided, click on "Query", and that driver will once again appear on your driver's list.

STEP #5 / Return To List And Continue To Edit And Update

Click on "Return To List" button and continue to edit and update each driver as needed.

NOTE: ALL driver authorizations will still expire on August 15 of any given year.

NOTE: ALL driver authorizations will need to be updated between July 1 and August 15 EVERY year.

Questions? Contact either Max Christensen at 515-281-4749 or Pat Ratcliff at 515-281-5812.