



IOWA DEPARTMENT OF EDUCATION

Vehicle Information System (VIS)

Operating Instructions & Inspection Repairs Procedure – Revised 5/8/18

Introduction

- All school vehicles used as ‘school buses’ must be registered on the Vehicle Information System (VIS). This is also where reporting of school bus inspection deficiencies and repairs will be found. The process for adding/deleting vehicles and reporting repairs is quite simple and easy to do. Following are the step-by-step instructions for accomplishing these tasks.

Step #1 / Log On

Log onto the Department of Education applications portal website at [Iowa Department of Education Portal](#) Create an account (login and password) per the instructions found on the home page. Once you have an account, you can access the “Transportation Applications” page via the drop down “EdInfo” link. If you cannot get logged on, contact Mark Tarr at 515-281-5442 for assistance.

Step #2 / Transportation Applications Menu

Under the “Transportation Applications” link, click on the button labeled “Vehicle Information System”.

Step #3 / Vehicle Information System

You are now on the “Vehicle Information System – Vehicles” summary page. This page lists all of your district vehicles being used as “school buses”, and allows you to do many things. The “Sort” option at the top of the page allows you to sort your vehicles in many various ways. You will want to sort your vehicles according to “Status” for reporting inspection repairs, but otherwise you may choose your sort option depending on your own preferences. This will allow your vehicles to be sorted as needed.

NOTE: The status will appear as one of the following: “Out Of Service”, “30-Day”, “Note”, or “Okay”

Step #4 / Adding A Vehicle

Click on the “Add Vehicle” button at the top of the page. This allows you to add vehicles based on their VIN (vehicle identification number) The VIN is specific to each vehicle and is determined at the time of manufacture by the maker of the vehicle. Simply input the VIN and then hit the “Get/Build” button. This will take you to a page where you will be asked to fill in a number of fields specific to that vehicle. All fields must be filled in before you can proceed. Once all fields are filled, hit “Update” at the top of the page and your new vehicle will now be added to your fleet listing.

- When adding a new vehicle to your fleet, please remember to add it to your “Vehicle Information System” as soon as possible. This allows the school bus inspectors to upload the vehicle information to their inspection computers prior to arriving at your location for inspection.
- When you take a vehicle out of your fleet, please be sure to delete it from your “Vehicle Information System”. A particular bus can only be on one system at a time. By deleting it from your file in a timely manner, it allows another district to add it to their file in the event the vehicle is sold to them.

- When adding a bus that has already been in the system, once you fill out the VIN and hit “Update”, all of the other information from the various fields will already be there, though you will have the option to change the vehicle ID, plate, purchase, and route use information since those items will be specific to your district.

Step #5 / Purchase Year, Purchase Price, Route Type

- Purchase Fiscal Year – The fiscal year in which the vehicle was purchased or leased
- Purchase Price – The net price paid for the vehicle (sticker price less trade-in’s, rebates, discounts, etc.)
NOTE: For leased vehicles, include what the full purchase price would be if actually purchasing the vehicle
- Route Use – How the vehicle is used. Choose only one designation.
 - Regular Route – standard, non-special education route
 - Special Education Route – used exclusively for special education purposes
 - No Route – activity bus or spare bus

Step #6 / Status

- Out Of Service – This means the vehicle is out of service and CANNOT be used until it is properly repaired according to Department of Education guidelines.
- 30 Day – This means the vehicle can be used for up to 30 calendar days before being repaired. At the end of this 30-day period, if the vehicle has not been repaired, it will then roll into an “Out Of Service” status and cannot be used until repairs are made.
- Note – Indicates a deficiency that is not serious, but still needs to be repaired in a timely fashion. The vehicle can be used until repairs are made.
- Okay – The vehicle has passed the school bus inspection and can be used.

Step #7 / VIN Number

Each vehicle has a unique VIN number. The VIN numbers shown on the “Vehicle Information System” page are usable web links that will take you to the specific documented deficiencies for each vehicle. Simply click on the VIN number to take you to the particular vehicle you have repaired.

Step #8 / Vehicle Information System - Deficiencies

Each particular vehicle will show the following:

- The **Date** of the **last** inspection
- The **Deficiency(s)** found
- The **Impact** (Out Of Service, 30 Day, Note, Okay)
- A **Corrected** box **for each deficiency**

Step #9 / Reporting Your Repairs

Upon completion of a repair, under “Corrected” for the deficiency that you have repaired, use your mouse pointer and center it over the box. Click your mouse once and a checkmark will appear. This will indicate that you have repaired that deficiency. Be sure to then click the “Update” button at the top right of your screen. This will save your reported correction.

NOTE: If you report all of your repairs at one time, you need only click the “Update” button once.

Step #10 / Upon Total Completion Of Repairs

Once you have totally completed the repairs on a given vehicle, again click the “Update” button to save your reported corrections.

Step #11 / Requesting A Sticker

When every repair has been made and you click the “Update” button, a new button will appear entitled “Request Sticker”. Click the “Request Sticker” button once only. This will automatically generate an email to our office indicating that you have made the necessary repairs and that you have requested an inspection sticker. You will receive your sticker in the mail within a few days.

Step #12 / You Are Now Finished

You are now finished with a particular vehicle and may either leave the system or continue reporting repairs on other vehicles. Simply click the “Back To List” button, which will return you to the summary page from where you can continue or exit.

TIME FRAME FOR REPORTING REPAIRS

After the school bus inspector leaves your facility, there may be a lag time of up to 7 days or more before the inspection status details will appear in your Vehicle Information System file. Because of this, the following time guidelines need to be followed:

- For “Note” and “30 Day” repairs, wait until your inspection details have been posted online to report your repairs online.
- For “Out Of Service” repairs that have been made to a vehicle that you want to use ASAP, fax or email a copy of the documented repairs written on the electronic inspection summary sheet that is given to you upon completion of your inspection. This will serve as a timestamp for the reporting of these repairs. Fax this document to our office at 515-242-5988 or email a copy to your school bus inspector. Use this process until the inspection details have been posted online. This process will allow you to use this vehicle immediately, however you will still need to report your repairs online once the inspection details have been posted, as an inspection sticker will not be received until all repairs (OOS, 30-day) on a particular vehicle have been made and reported online.
- For “Out Of Service” repairs made after the inspection details have been posted online, use the online reporting system only.

IMPORTANT!!!!!!

The ability for you to report your repairs online gives YOU, the person responsible for reporting repairs, a very large responsibility for reporting accurate and timely repairs! Falsification of such reported repairs can result in substantial legal action against both YOU and your district. To prevent any legal problems from developing:

- Always handwrite the repairs on the summary sheet.
- Keep a copy of the summary sheet in every vehicle at all times.
- Make and report repairs in a timely manner per the ‘Time Frame....’ criteria shown above.
- Honestly report all repairs. **DO NOT FALSIFY REPAIR RECORDS!**
- Never use an “Out Of Service” bus until repairs have been made and reported to our office.
- If you have a vehicle needing repairs or has been repaired, but is then involved in an accident and/or accident investigation prior to reporting the repairs, contact our office to determine what steps to take in properly reporting your repairs. **Do not update the online records during any type of accident investigation!**

OTHER IMPORTANT STEPS

- When you take a vehicle out of your fleet, please be sure to delete it from your “Vehicle Information System”. A particular bus can only be on one system at a time. By deleting it from your file in a timely manner, it allows another district to add it to their file in the event the vehicle is sold to them.
- When adding a new vehicle to your fleet, please remember to add it to your “Vehicle Information System” as soon as possible. This allows the school bus inspectors to upload the vehicle information to their inspection computers prior to arriving at your location for inspection.
- Be sure to carry the most recent summary sheet inside every vehicle, as well as an up-to-date chassis inspection card (TR-F 27A Card), insurance card, and registration.

QUESTIONS AND CONTACT INFORMATION

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