

School Bus Instructor Certification

Enhancements Overview

January 2012

Purpose of this slideshow?

- The purpose of this power point presentation is to provide a high level understanding of the newest enhancements added to the current School Bus Instructor Certification system.
- A more thorough demonstration will be provided after this slideshow to show how the enhancements tie into the existing system.
- Question/Answer period will conclude the webinar.

What are the “enhancements”?

- Classes - The first enhancement is the ability to enter data related to the classes each instructor teaches.
- Drivers - The second enhancement is the ability to enter data related to the participants (drivers) of these classes.

High Level System Flow

Log in our security portal (IWAS)



Illinois State Board of Education

Gery J. Chico, Chairman Christopher A. Koch, State Superintendent

I W A S T R A I N I W A S T R A I N I W A S T R A I N I W A S T R A I N I W A S T R A I N I W A S T R A I N

[ISBE Home](#)
[Home](#)
[Sign Up Now](#)
[Get Password](#)
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[Help](#)
[IWAS User Guide](#) 
[IWAS Training Video](#)

Already have an account? Login Here :

Login Name

Password

☐ Remember Login Name

LOG IN

Get Password?

If you have forgotten your login name or password, click on the link below.

[Find Login/Password](#)

New Partner - Sign up Now

Some ISBE web-based systems require electronic signatures. You can create your own logon id and password by clicking on the following link. After you establish your logon, you will then have the ability to request authorization to use ISBE's systems.

[Sign Up Now](#)

Need Help?

If you need help with logging in, the sign up procedure or your password, please click on the link below.

[Help](#)

This web site has been optimized for Internet Explorer 6.0 or above / Firefox 2.0 or above. You can download the latest version of these browsers by clicking on the following icons.



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Upon logging into IWAS, click on the
“System Listing” link on the menu



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IWASTRAIN IWASTRAIN IWASTRAIN IWASTRAIN IWASTRAIN IWASTRAIN

Login: REGION01

Home

System Listing

Pending Documents

Change Password

Messages - Inbox

Messages - Archived

Preferences

View Sign Ups

Help

Log Out

[IWAS Training Video](#)

ROE Administrator

Hello Educational, you last logged in 1/23/2012 12:16:14 PM.

Messages :

[0 unread Inbox message\(s\)](#)

[0 unread Archived message\(s\)](#)

Require Action :

[0 Sign-ups pending your approval](#)

[11 Documents pending your approval](#)

We have your email address listed as:
here@here.net


If this is NOT correct, [click here](#) to update.

News Items

Presently there are no active News Items

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Select the “School Bus Instructor Certification” system.



Illinois State Board of Education

Gery J. Chico, Chairman Christopher A. Koch, State Superintendent

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Login: REGION01
































- Home
- System Listing
- Pending Documents
- Change Password
- Messages - Inbox
- Messages - Archived
- Preferences
- View Sign Ups
- Help
- Log Out

[IWAS Training Video](#)

My Systems

Below are systems that you are either authorized to use or are awaiting authorization from either your district (Pending-District), ROE (Pending-ROE) or ISBE (Pending-ISBE). Once you are "Authorized" to access a system, simply click on the system description to use it.

 [Click Here for Due Dates](#)

Categories - Click to Expand/Collapse Tree	Authorization
 Claims	
 Surveys	
 Reporting	
Gender Equity in Athletics Waiver Application	   Authorized
Physical Education Exemption Report	   Authorized
 Annual	
Census of HS Students Enrolled in Community College	   Authorized
CLASS SIZE SURVEY	   Authorized
Nonpublic Registration, Enrollment, Staff Rpt	   Authorized
Nonpublic School Application for Recognition and Calendar	   Authorized
Nonpublic School Year End Calendar	   Authorized
Public School Calendar	   Authorized
School Bus Instructor Certification	   Authorized

The first noticeable change is the addition of 2 more navigation tabs (Classes and Driver Search).

[SCHOOL BUS DRIVER INSTRUCTOR CERTIFICATION HOME](#) | [ISBE HOME](#) | [LOGOFF](#)

School Bus Driver Instructor Certification

ROE Main Menu

SESSION TIMEOUT 19:07

RCDT: 01000000000 Name: Adams/Pike ROE

[Main Menu](#) | [Applicants](#) | [Instructors](#) | [Classes](#) | [Driver Search](#) | [IARSS](#) | [User Guide](#)

Welcome to the Bus Driver Instructor Certification System of the Illinois State Board of Education!

Current Certification Year: 2011

Active Instructors: 10

Pending Applications: 0

Pending Requests: 0

Clicking on the Classes tab displays a list of classes entered for the given ROE for the selected FY.

SCHOOL BUS DRIVER INSTRUCTOR CERTIFICATION HOME | ISBE HOME | LOGOFF

School Bus Driver Instructor Certification

Class Listing

SESSION TIMEOUT 19:49

RCDT: 01000000000Name: Adams/Pike ROE

Main Menu

Applicants

Instructors

Classes

Driver Search

IARSS

User Guide

Select FY: 2010 (Need to add a new class? [Click here.](#))
Region: 01 - Adams/Pike ROE

	FY	Region	Class Date	Class Type	Instructor	Location
Select	2010	01	5/31/2011	Refresher	Dan Barrington	test
Select	2010	01	4/5/2011	Initial	Susan Gathers	Rockford
Select	2010	01	3/1/2011	Refresher	Dan Barrington	Springfield
Select	2010	01	2/1/2011	Initial	Dan Barrington	Springfield

Have questions or need help? Contact our Call Center (217)558-3600 between 7:00am - 4:30pm CST, Monday - Friday or [Click here to Contact Us](#)

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To add a new class, click on the “Need to add a new class? Click here” link. This process will be explained in further detail during the demonstration.

SCHOOL BUS DRIVER INSTRUCTOR CERTIFICATION HOME | ISBE HOME | LOGOFF

School Bus Driver Instructor Certification

Class Listing

SESSION TIMEOUT 19:49

RCDT: 01000000000Name: Adams/Pike ROE

[Main Menu](#) [Applicants](#) [Instructors](#) [Classes](#) [Driver Search](#) [IARSS](#) [User Guide](#)

Select FY: 2010 (Need to add a new class? [Click here.](#))
Region: 01 - Adams/Pike ROE

	FY	Region	Class Date	Class Type	Instructor	Location
Select	2010	01	5/31/2011	Refresher	Dan Barrington	test
Select	2010	01	4/5/2011	Initial	Susan Gathers	Rockford
Select	2010	01	3/1/2011	Refresher	Dan Barrington	Springfield
Select	2010	01	2/1/2011	Initial	Dan Barrington	Springfield

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To edit an existing class, simply click on the “Select” link next to the class record.

SCHOOL BUS DRIVER INSTRUCTOR CERTIFICATION HOME | ISBE HOME | LOGOFF

School Bus Driver Instructor Certification

Class Listing

SESSION TIMEOUT 19:49

RCDT: 01000000000Name: Adams/Pike ROE

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User Guide

Select FY: 2010 (Need to add a new class? [Click here.](#))
Region: 01 - Adams/Pike ROE

	FY	Region	Class Date	Class Type	Instructor	Location
Select	2010	01	5/31/2011	Refresher	Dan Barrington	test
Select	2010	01	4/5/2011	Initial	Susan Gathers	Rockford
Select	2010	01	3/1/2011	Refresher	Dan Barrington	Springfield
Select	2010	01	2/1/2011	Initial	Dan Barrington	Springfield

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This screen allows participants (drivers) to be added or removed from the class.

SCHOOL BUS DRIVER INSTRUCTOR CERTIFICATION HOME | ISBE HOME | LOGOFF

School Bus Driver Instructor Certification

Class Detail

SESSION TIMEOUT 19:32

RCDT: 01000000000Name: Adams/Pike ROE

Main Menu

Applicants

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Classes

Driver Search

IARSS

User Guide

FY: 2010 ([Class Roster](#) / [Certificates of Completion](#))

Class Type: Initial **Class Date:** 2/1/2011
Class Location: Springfield
Class Address: 100 North 1st Street
Instructor: Dan Barrington [Change Instructor](#)

Driver Attendance (Need to add a driver? [Click here.](#)):

		Last Name	First Name	DL Number	Company	Grade (P/F)
Delete	Edit Grade	Howard	MacKenzie	H876-3456-3498	Laidlaw	F
Delete	Edit Grade	Smith	Evan	S260-1611-5478	Williamsville Unit #15	P

Cancel

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Once all drivers have been entered, a class roster can be printed (make sure that your browser pop-up blocker is turned off).

SCHOOL BUS DRIVER INSTRUCTOR CERTIFICATION HOME | ISBE HOME | LOGOFF

School Bus Driver Instructor Certification

Class Detail

SESSION TIMEOUT 19:32

RCDT: 01000000000Name: Adams/Pike ROE

Main Menu

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User Guide

FY: 2010 ([Class Roster](#) / [Certificates of Completion](#))

Class Type: Initial **Class Date:** 2/1/2011
Class Location: Springfield
Class Address: 100 North 1st Street
Instructor: Dan Barrington [Change Instructor](#)

Driver Attendance (Need to add a driver? [Click here.](#)):

		Last Name	First Name	DL Number	Company	Grade (P/F)
Delete	Edit Grade	Howard	Mackenzie	H876-3456-3498	Laidlaw	F
Delete	Edit Grade	Smith	Evan	S260-1611-5478	Williamsville Unit #15	P

Cancel

Have questions or need help? Contact our Call Center (217)558-3600 between 7:00am - 4:30pm CST, Monday - Friday or [Click here to Contact Us](#)

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A new window will open with the roster report.

WebReportsCR - Windows Internet Explorer

http://reportsnetdev.isbe.net/WebReports/WebReportsCR.aspx

1 / 1 Main Report 100% BusinessObjects

ADAMS-PIKE Regional Office of Education
Bus Driver Training Sign In

FY: 2010
Class Type: Initial Class Date: 02/01/2011
Class Location: Springfield
Instructor: Dan Barrington Instructor Signature: _____

	Driver Name	DL Number	Employer	Driver Signature	Score (P/F)
1.	MacKenzie Howard	H876-3456-3498	Laidlaw	_____	_____
2.	Evan Smith	S260-1611-5478	Williamsville Unit #15	_____	_____

Done Internet | Protected Mode: Off 100%

Delete	Edit Grade	Howard	MacKenzie	H876-3456-3498	Laidlaw	F
Delete	Edit Grade	Smith	Evan	S260-1611-5478	Williamsville Unit #15	P

Cancel

Have questions or need help? Contact our Call Center (217)558-3600 between 7:00am - 4:30pm CST, Monday - Friday or Click here to Contact Us
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Upon completion of the class, certificates can be generated for each driver.

SCHOOL BUS DRIVER INSTRUCTOR CERTIFICATION HOME | ISBE HOME | LOGOFF

School Bus Driver Instructor Certification
Class Detail

SESSION
TIMEOUT 16:29

RCDT: 010000000000Name: Adams/Pike ROE

[Main Menu](#) [Applicants](#) [Instructors](#) [Classes](#) [Driver Search](#) [IARSS](#) [User Guide](#)

FY: 2010 ([Class Roster](#) / [Certificates of Completion](#))

Class Type: Initial **Class Date:** 2/1/2011
Class Location: Springfield
Class Address: 100 North 1st Street
Instructor: Dan Barrington [Change Instructor](#)

Driver Attendance (Need to add a driver? [Click here.](#)):

		<u>Last Name</u>	<u>First Name</u>	<u>DL Number</u>	<u>Company</u>	<u>Grade (P/F)</u>
Delete	Edit Grade	Howard	MacKenzie	H876-3456-3498	Laidlaw	F
Delete	Edit Grade	Smith	Evan	S260-1611-5478	Williamsville Unit #15	P

[Cancel](#)

Have questions or need help? Contact our Call Center (217)558-3600 between 7:00am - 4:30pm CST, Monday - Friday or [Click here to Contact Us](#)
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This certificate shows that the driver completed the Initial class but did not pass the test.

ADAMS-PIKE Regional Office of Education

Certificate of Completion

Is hereby granted to

MacKenzie Howard

certifying that he/she has completed the Initial course, but did not pass the test, per the Illinois Vehicle Code 625 ILCS 5/6-106.1 and the Illinois Secretary of State, 92 Illinois Administrative Code Part 1035

School Bus Driver Training Course

On February 01, 2011

Dan Barrington, Illinois Certified School Bus Driver Training Instructor



This certificate shows that the driver completed the
Initial course.

ADAMS-PIKE Regional Office of Education

Certificate of Completion

Is hereby granted to

Evan Smith

certifying that he/she has completed the Initial course per the Illinois
Vehicle Code 625 ILCS 5/6-106.1 and the Illinois Secretary of State, 92 Illinois Administrative Code Part 1035

School Bus Driver Training Course

On February 01, 2011

Dan Barrington, Illinois Certified School Bus Driver Training Instructor



This certificate shows that the driver completed the Initial course to fulfill the Annual Refresher Course requirements.

ADAMS-PIKE Regional Office of Education

Certificate of Completion

Is hereby granted to

Evan Smith

certifying that he/she has completed the Initial course to fulfill the Annual Refresher Course Requirement per the Illinois Vehicle Code 625 ILCS 5/6-106.1 and the Illinois Secretary of State, 92 Illinois Administrative Code Part 1035

School Bus Driver Training Course

On February 01, 2011

Dan Barrington, Illinois Certified School Bus Driver Training Instructor



Clicking on the Driver Search tab allows for the search of drivers.

[SCHOOL BUS DRIVER INSTRUCTOR CERTIFICATION HOME](#) | [ISBE HOME](#) | [LOGOFF](#)

School Bus Driver Instructor Certification

ROE Main Menu

SESSION TIMEOUT 19:54

RCDT: 01000000000 Name: Adams/Pike ROE

[Main Menu](#) | [Applicants](#) | [Instructors](#) | [Classes](#) | [Driver Search](#) | [IARSS](#) | [User Guide](#)

Welcome to the Bus Driver Instructor Certification System of the Illinois State Board of Education!

Current Certification Year: 2011

Active Instructors: 10

Pending Applications: 0

Pending Requests: 0

A search can be made by driver name, license, employer, instructor, or class.

SCHOOL BUS DRIVER INSTRUCTOR CERTIFICATION HOME ISBE HOME LOGOFF	
School Bus Driver Instructor Certification	
Driver Search	
RCDT: 01000000000	Name: Adams/Pike ROE

Main Menu	Applicants	Instructors	Classes	Driver Search	IARSS	User Guide
---------------------------	----------------------------	-----------------------------	-------------------------	-------------------------------	-----------------------	----------------------------

Identify the type of driver search you wish to perform:		
1. Search by First Name	<input type="text"/>	Search
2. Search by Last Name	<input type="text"/>	Search
3. Search by Driver License	<input type="text"/>	Search
4. Search by Employer	<input type="text" value="bus company b"/>	Search
5. Search by Instructor	<input type="text" value="Jessica Anders"/>	Search
6. Search by Class	FY: <input type="text" value="2011"/> Class: <input type="text" value="12/12/10 Springfield"/>	Search

To search for all drivers with the last name of Smith, type Smith in the appropriate box and click Search.

SCHOOL BUS DRIVER INSTRUCTOR CERTIFICATION HOME ISBE HOME LOGOFF	
School Bus Driver Instructor Certification	
Driver Search	
SESSION TIMEOUT 18:07	
RCDT: 01000000000	Name: Adams/Pike ROE
Main Menu Applicants Instructors Classes Driver Search IARSS User Guide	

Identify the type of driver search you wish to perform:		
1. Search by First Name	<input type="text"/>	Search
2. Search by Last Name	<input type="text" value="Smith"/>	Search
3. Search by Driver License	<input type="text"/>	Search
4. Search by Employer	<input type="text" value="bus company b"/>	Search
5. Search by Instructor	<input type="text" value="Jessica Anders"/>	Search
6. Search by Class	FY: <input type="text" value="2011"/> Class: <input type="text" value="12/12/10 Springfield"/>	Search

The search result will appear at the bottom of the screen.

SCHOOL BUS DRIVER INSTRUCTOR CERTIFICATION HOME | ISBE HOME | LOGOFF

School Bus Driver Instructor Certification
Driver Search

RCDT: 01000000000Name: Adams/Pike ROESession Timeout 19:55

[Main Menu](#) [Applicants](#) [Instructors](#) [Classes](#) [Driver Search](#) [IARSS](#) [User Guide](#)

Identify the type of driver search you wish to perform:		
1. Search by First Name	<input type="text"/>	<input type="button" value="Search"/>
2. Search by Last Name	<input type="text" value="Smith"/>	<input type="button" value="Search"/>
3. Search by Driver License	<input type="text"/>	<input type="button" value="Search"/>
4. Search by Employer	<input type="text" value="bus company b"/>	<input type="button" value="Search"/>
5. Search by Instructor	<input type="text" value="Jessica Anders"/>	<input type="button" value="Search"/>
6. Search by Class	FY: <input type="text" value="2011"/> Class: <input type="text" value="12/12/10 Springfield"/>	<input type="button" value="Search"/>

Driver Search Results	
Select	Smith, Evan (S260-1611-5478)

In addition to the 2 new navigation tabs, a Classes link has also been added for each instructor listed under the Instructors tab.

SCHOOL BUS DRIVER INSTRUCTOR CERTIFICATION HOME | ISBE HOME | LOGOFF

School Bus Driver Instructor Certification

Instructor Listing

SESSION TIMEOUT 14:52

RCDT: 01000000000Name: Adams/Pike ROE

Main Menu

Applicants

Instructors

Classes

Driver Search

IARSS

User Guide

Current Certification Year: 2011

Active Instructors ▾ (Need to generate certification letters? [Click here.](#))

		Last Name	First Name	Region	Employer	Status
Select	Classes	Anders	Jessica	01	Main Street Transporting	compliant
Select	Classes	Barrington	Dan	01	ROE #1	compliant

Click on the Classes link to view all classes taught by a particular instructor for the given year.

SCHOOL BUS DRIVER INSTRUCTOR CERTIFICATION HOME | ISBE HOME | LOGOFF

School Bus Driver Instructor Certification

Instructor Listing

SESSION
TIMED OUT 14:52

RCDT: 01000000000Name: Adams/Pike ROE

Main Menu

Applicants

Instructors

Classes

Driver Search

IARSS

User Guide

Current Certification Year: 2011

Active Instructors (Need to generate certification letters? [Click here.](#))

		Last Name	First Name	Region	Employer	Status
Select	Classes	Anders	Jessica	01	Main Street Transporting	compliant
Select	Classes	Barrington	Dan	01	ROE #1	compliant

A list of all classes will appear for the instructor.

SCHOOL BUS DRIVER INSTRUCTOR CERTIFICATION HOME | ISBE HOME | LOGOFF

School Bus Driver Instructor Certification
Class Listing

SESSION
TIMEOUT 19:54

RCDT: 01000000000Name: Adams/Pike ROE

[Main Menu](#) [Applicants](#) [Instructors](#) [Classes](#) [Driver Search](#) [IARSS](#) [User Guide](#)

Instructor: Dan Barrington

Select FY: 2011 (Need to add a new class? [Click here.](#))

Region: 01 - Adams/Pike ROE

	<u>FY</u>	<u>Region</u>	<u>Class Date</u>	<u>Class Type</u>	<u>Instructor</u>	<u>Location</u>
Select	2011	01	5/25/2011	Initial	Dan Barrington	Springfield
Select	2011	01	5/20/2011	Initial	Dan Barrington	Springfield

[Cancel](#)

And now, a demonstration of the School Bus Instructor Certification system with the added enhancements and a question and answer period after the demonstration.

If you should have any questions or concerns, you may contact Cinda Meneghetti at 217-782-5256 or by email at cmeneghe@isbe.net