

# 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)

The screenshot shows the login page for the Illinois State Board of Education (ISBE) security portal, IWAS. The page features a blue header with the ISBE logo and the text "Illinois State Board of Education", "Gery J. Chico, Chairman", and "Christopher A. Koch, State Superintendent". Below the header is a navigation menu with links: "ISBE Home", "Home", "Sign Up Now", "Get Password", "Contact Us", "Help", "IWAS User Guide" (with a small icon), and "IWAS Training Video". The main content area has two main sections: "Already have an account? Login Here :" with fields for "Login Name" and "Password", a "Remember Login Name" checkbox, and a "LOG IN" button; and "New Partner - Sign up Now" with a "Sign Up Now" link. A large watermark of the Illinois State Seal is visible in the background of the main content area. At the bottom, there is a note about browser optimization and links to download Internet Explorer and Firefox.

ISBE Home

Home

Sign Up Now

Get Password

Contact Us

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**

[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



**Illinois State Board of Education**  
Gery J. Chico, Chairman   Christopher A. Koch, State Superintendent

**IWA STRAIN**   **IWA STRAIN**   **IWA STRAIN**   **IWA STRAIN**   **IWA STRAIN**   **IWA STRAIN**   **IWA STRAIN**

Login: REGION01   ROE Administrator

**Home**

**System Listing**

**Pending Documents**

**Change Password**

**Messages - Inbox**

**Messages - Archived**

**Preferences**

**View Sign Ups**

**Help**

**Log Out**

**IWAS Training Video**

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](#)

**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

IWA STRAIN IWA STRAIN IWA STRAIN IWA STRAIN IWA STRAIN IWA STRAIN IWA STRAIN

Login: REGION01

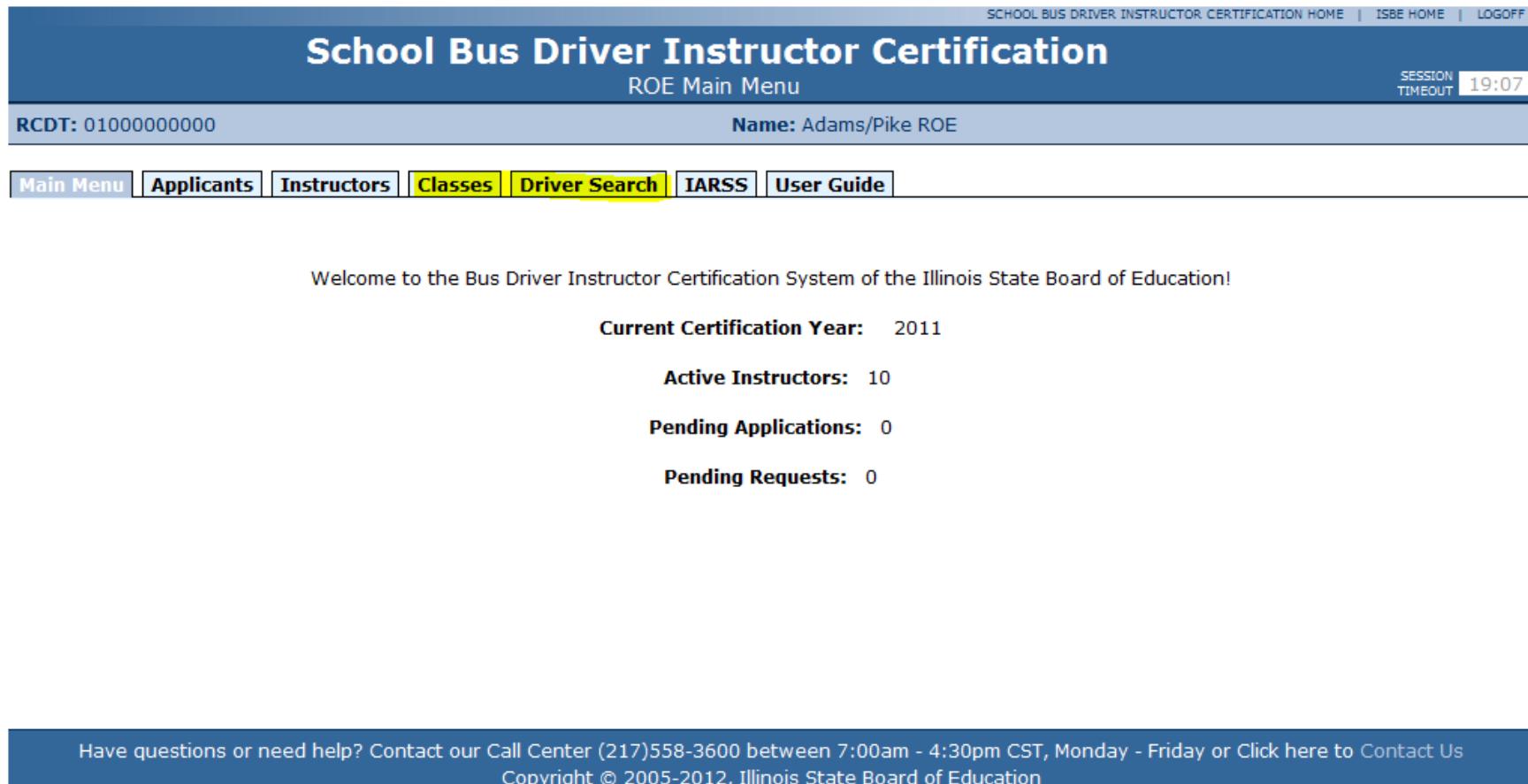
My Systems

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).



The screenshot shows the 'School Bus Driver Instructor Certification' system interface. At the top, there are navigation tabs: 'Main Menu' (highlighted in blue), 'Applicants', 'Instructors', 'Classes' (highlighted in yellow), 'Driver Search' (highlighted in yellow), 'IARSS', and 'User Guide'. The page title is 'School Bus Driver Instructor Certification' and the sub-page title is 'ROE Main Menu'. The top right corner shows 'SESSION TIMEOUT 19:07', 'SCHOOL BUS DRIVER INSTRUCTOR CERTIFICATION HOME', 'ISBE HOME', and 'LOGOFF'. The main content area includes a welcome message, current certification year (2011), active instructors (10), pending applications (0), and pending requests (0). The bottom footer contains contact information for the call center and a copyright notice for the Illinois State Board of Education.

SCHOOL BUS DRIVER INSTRUCTOR CERTIFICATION HOME | ISBE HOME | LOGOFF

**School Bus Driver Instructor Certification**

ROE Main Menu

SESSION TIMEOUT 19:07

RCDT: 010000000000

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

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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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: 010000000000 Name: 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

	<u>FY</u>	<u>Region</u>	<u>Class Date</u>	<u>Class Type</u>	<u>Instructor</u>	<u>Location</u>
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 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: 010000000000 Name: 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

	<u>FY</u>	<u>Region</u>	<u>Class Date</u>	<u>Class Type</u>	<u>Instructor</u>	<u>Location</u>
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: 010000000000 Name: 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

	<u>FY</u>	<u>Region</u>	<u>Class Date</u>	<u>Class Type</u>	<u>Instructor</u>	<u>Location</u>
<a href="#">Select</a>	2010	01	5/31/2011	Refresher	Dan Barrington	test
<a href="#">Select</a>	2010	01	4/5/2011	Initial	Susan Gathers	Rockford
<a href="#">Select</a>	2010	01	3/1/2011	Refresher	Dan Barrington	Springfield
<a href="#">Select</a>	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: 010000000000 Name: 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.](#)):

	Last Name	First Name	DL Number	Company	Grade (P/F)	
<a href="#">Delete</a>	<a href="#">Edit Grade</a>	Howard	MacKenzie	H876-3456-3498	Laidlaw	F
<a href="#">Delete</a>	<a href="#">Edit Grade</a>	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: 010000000000 Name: 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](#)

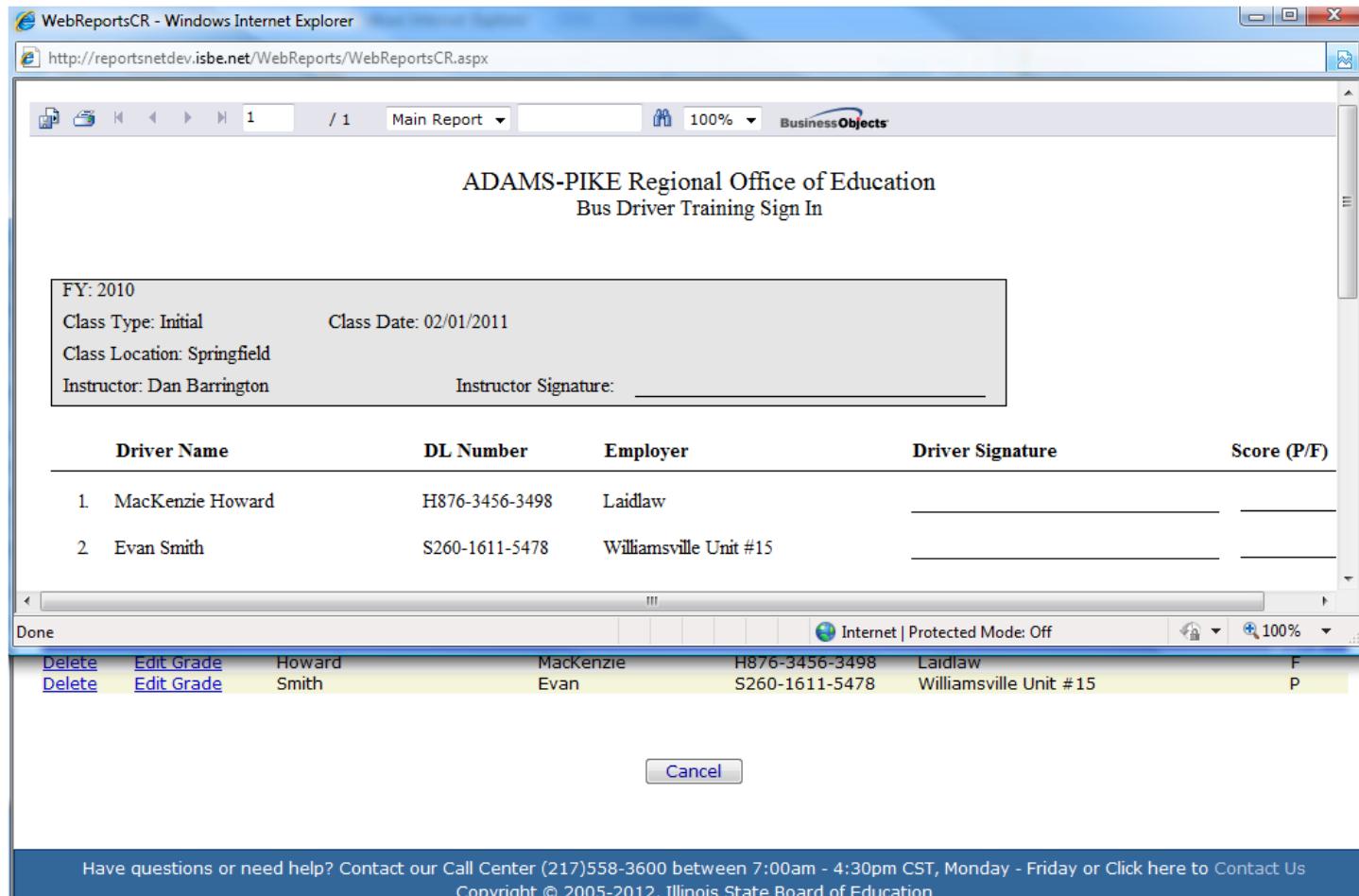
Driver Attendance (Need to add a driver? [Click here.](#)):

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

[Cancel](#)

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# A new window will open with the roster report.



The screenshot shows a Windows Internet Explorer window with the title "WebReportsCR - Windows Internet Explorer" and the URL "http://reportsnetdev.isbe.net/WebReports/WebReportsCR.aspx". The window displays a report titled "ADAMS-PIKE Regional Office of Education Bus Driver Training Sign In". The report includes the following information:

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

Below this, there is a table with the following data:

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	_____	_____

At the bottom of the report, there is a table showing the details for each driver:

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

At the bottom of the window, there is a "Cancel" button and a footer with the following text:

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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: 01000000000 Name: 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.](#)):

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

[Cancel](#)

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

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 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

SESSION TIMEOUT 19:55

RCDT: 010000000000 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"/>	<input type="button" value="Search"/>
2. Search by Last Name	<input type="text"/>	<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	<input type="text" value="FY: 2011 Class: 12/12/10 Springfield"/>	<input type="button" value="Search"/>

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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: 010000000000 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"/>	<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	<input type="text" value="FY: 2011 Class: 12/12/10 Springfield"/>	<input type="button" value="Search"/>

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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

SESSION TIMEOUT 19:55

RCDT: 010000000000 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"/>	<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	<input type="text" value="FY: 2011 Class: 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: 010000000000

Name: 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 TIMEOUT 14:52

RCDT: 01000000000 Name: 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	<b>Classes</b>	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: 010000000000 Name: 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

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

[Cancel](#)

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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](mailto:cmeneghe@isbe.net)