



Pupil Transportation

School Bus Liability Insurance Guide for Superintendents

Pupil Transportation

System Name: Year:

Data Collection: Status: New

[Data Collection](#) [Audit Trail](#)

2010 School Bus Liability Insurance

The School Bus Liability Insurance form shall be submitted by the local school system to the Georgia Department of Education in accordance with State Board Rule 160-5-3-.11 (2.i). The form shall be submitted by the Superintendent annually during the month of November.

If a local system contracts for bus service they should obtain the annual school bus liability cost information from the contractor and submit on this form.

If a system is self-insured they should calculate and submit their annual cost information for school bus liability coverage on this form.

Date of Bid:	<input type="text"/>
Insurance Agency:	<input type="text"/>
Insurance Company:	<input type="text"/>
Number of Buses Insured:	<input type="text"/>
Total Cost of Liability Insurance for School Buses:	<input type="text"/>
Cost of Liability Insurance per School Bus:	<input type="text"/>
Limits of Liability per Person:	<input type="text"/>
Limits of Liability per Accident:	<input type="text"/>
Limits of Liability Property Damage:	<input type="text"/>
Limits of Liability Medical/Death Payment:	<input type="text"/>



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Logging Into Pupil Transportation

1. Browse to the GaDOE website: <http://public.doe.k12.ga.us/>.



2. Browse to the **Data Reporting** tab on the upper right-hand of the page and select “MyGaDOE Login”.

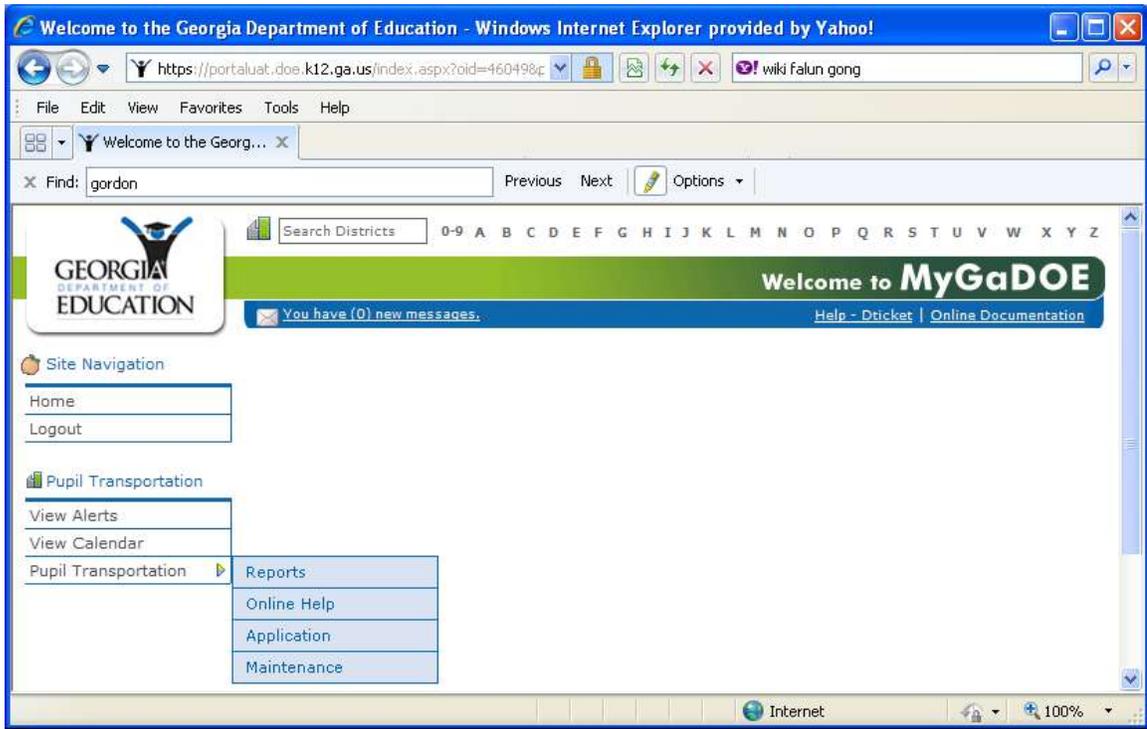
The Log In form appears.

A screenshot of the MyGaDOE login form. The form is titled 'MyGaDOE' and 'Please Log In'. It features the Georgia Department of Education logo on the left. The login fields include 'Username:' and 'Password:', both with text input boxes. Below the password field is a link that says 'I forgot my password!' and a green 'Login' button. At the bottom of the form, there is a link that says 'Or sign up for an account'. To the right of the login fields is a 'Helpful links' section with a list of links: MyGaDOE Online Guide, GaDOE Public Website, Information Systems, AYP & NCLB, Georgia Standards, Data Collections, Financial Reports, and Report Card.

3. Type your email address into the **Username** field.
4. Type your **Password**.

- Click the **Login** button.

The MyGaDOE Home Page appears.



- Select **Application** from the Pupil Transportation menu option.

The Pupil Transportation page appears.

Pupil Transportation			
System Name:	<input type="text" value="Appling County - 601"/>	Year:	<input type="text" value="2010"/>
Data Collection:	<input type="text" value="Select a Data Collection"/>	Status:	New

Note: The System Name field may be different depending on your access.

Completing/Submitting School Bus Liability Insurance Data

This procedure lists the steps to enter School Bus Liability Insurance data and submit data to the Consultant (Program Manager).

Note: The School Bus Liability Insurance form can only be accessed by the Superintendent. If you have trouble with any of the steps in this guide, please send an email to the Help Desk at: dticket@doe.k12.ga.us.

REMINDER: GaDOE Portal security is designed to time-out within approximately 20 minutes of inactivity (Inactivity is when the selection of the Save button is not performed). **Save often to assure that data entered within the School Bus Liability Insurance form is stored within the Pupil Transportation application. See page 9 for instructions to retrieve saved data.**

1. Log into MyGaDOE. See page 4 for instructions.
2. Select a **System Name**.
3. Select a **Year**.
4. Select School Bus Liability Insurance from the Data Collection drop-down list.

The School Bus Liability Insurance form appears displaying the Data Collection tab. For example:

The screenshot shows the 'Pupil Transportation' application window. At the top, there are dropdown menus for 'System Name' (Rome City - 785), 'Year' (2010), and 'Data Collection' (School Bus Liability Insurance). The 'Status' is 'New'. Below these are tabs for 'Data Collection' and 'Audit Trail'. A toolbar contains 'Save', 'Submit', and 'Print' buttons. The main content area is titled '2010 School Bus Liability Insurance' and contains a paragraph of text explaining the submission process. Below the text are several input fields for: Date of Bid, Insurance Agency, Insurance Company, Number of Buses Insured, Total Cost of Liability Insurance for School Buses, Cost of Liability Insurance per School Bus, Limits of Liability per Person, Limits of Liability per Accident, Limits of Liability Property Damage, and Limits of Liability Medical/Death Payment.

Note: The status will be New.

5. Read the statement in the 2010 School Bus Liability Insurance section.
6. Enter the **Date of Bid** for current school bus liability insurance coverage.

Note: You may either use the calendar or enter the date. The format is dd/mm/ccyy.

7. Type the **Insurance Agency's** name.

Note: This is the name of the servicing school bus liability agent. If self-insured, type "self-insured".

8. Type the **Insurance Company's** name.

Note: This is the name of the servicing school bus liability company. If self-insured, type "self-insured".

9. Type the **Number of Buses Insured**.

Note: This should be the total number of all *school buses* insured. Do *not* include other non-school bus vehicles owned by the school district.

10. Type the **Total Cost of Liability Insurance for School Buses**.

Note: This should be the total annual cost of liability insurance coverage on all school buses. Do *not* include cost for other non-school bus vehicles owned by the school district.

11. The **Cost of Liability Insurance per School Bus** field is an auto-calculated field. (Formula: Sum = Total Cost of Liability Insurance for School Buses / Number of Buses Insured).

Note: You do not have the ability to enter data in this field. However, this field will not auto-populate until you have typed data into the Total Cost of Liability Insurance for School Buses field and Number of Buses Insured field.

12. Type the **Limits of Liability per Person** coverage.

Note: Coverage must meet the \$100,000 per person minimum liability insurance required by 160-5-3-04. This minimum level of coverage must be obtained.

CAUTION: If you do not have split limit coverage amounts, refer to the "Split Limit Coverage Exception" below.

13. Type the **Limits of Liability per Accident** coverage.

Note: Coverage must meet the \$300,000 per person minimum liability insurance required by 160-5-3-04. This minimum level of coverage must be obtained.

CAUTION: If you do not have split limit coverage amounts, refer to the "Split Limit Coverage Exception" below.

14. Type the **Limits of Property Damage** coverage.

Note: Coverage must meet the \$50,000 per person minimum liability insurance required by 160-5-3-04. This minimum level of coverage must be obtained.

CAUTION: If you do not have split limit coverage amounts, refer to the "Split Limit Coverage Exception" below.

15. Type the **Limits of Medical/Death Payment** coverage.

Note: Coverage must meet the \$5,000 per person minimum liability insurance required by 160-5-3-04. This minimum level of coverage must be obtained.

16. Click **Save**.

Note: If you wish to exit after you saved, click the Logout link in the upper-left corner.

The screenshot shows the MyGaDOE website interface. At the top left is the Georgia Department of Education logo. A green banner at the top right says "Welcome to MyGaDOE". Below the banner, a blue bar indicates "You have (0) new messages." and provides links for "Help - Dticket" and "Online Documentation". On the left, a "Site Navigation" menu lists "Home" and "Logout" (highlighted with a red box), along with "Pupil Transportation" links. The main content area is titled "Pupil Transportation" and contains several dropdown menus: "System Name" (set to "Appling County - 601"), "Year" (set to "2010"), and "Data Collection" (set to "School Bus Liability Insurance"). The "Status" is "New". There are also tabs for "Data Collection" and "Audit Trail".

See the end of this document for instructions to retrieve saved data.

17. Click **Submit**.

- The Pupil Transportation application submits the data.
- The data grays out and cannot be edited.
- The Save and Submit buttons disappear.
- The status is changed to "Submitted".
- The Audit Trail page is updated to report the submission.

18. (Optional) Click the **Print** button to print the form.

Note: The Print option is available at all times before and after submission of the School Bus Liability Insurance form.

Split Limit Coverage Exception

If you have a policy with combined single limit coverage *and* do not have split limit coverage amounts, check with your agent/liability insurance provider to determine the amount of coverage you have in each of the three categories above and record that amount in each.

For example: If you have \$500,00 combined single limit coverage and the maximum amount that could be paid out in any of the three categories is \$500,000, then enter that amount in each of the three. You must be sure that the required minimum coverages are met.

Accessing/Editing: School Bus Liability Insurance Data that has not been Submitted

This procedure lists the steps to access a saved School Bus Liability Insurance form that has not been submitted.

REMINDER: GaDOE Portal security is designed to time-out within approximately 20 minutes of inactivity (Inactivity is when the selection of the Save button is not performed). **Save often to assure that data entered within the School Bus Liability Insurance form is stored within the Pupil Transportation application.**

1. Log into MyGaDOE. See page 4 for instructions.
2. Select a **System Name**.
3. Select a **Year**.
4. Select **School Bus Liability Insurance** from the Data Collection drop-down list.

The School Bus Liability Insurance form appears displaying the saved data. For example:

The screenshot shows the 'Pupil Transportation' application interface. At the top, there are dropdown menus for 'System Name' (Rome City - 785), 'Year' (2010), and 'Data Collection' (School Bus Liability Insurance). Below these are buttons for 'Data Collection' and 'Audit Trail'. A navigation bar contains 'Save', 'Submit', and 'Print' buttons. The main content area is titled '2010 School Bus Liability Insurance' and contains the following text:

The School Bus Liability Insurance form shall be submitted by the local school system to the Georgia Department of Education in accordance with State Board Rule 160-5-3-.11 (2 i). The form shall be submitted by the Superintendent annually during the month of November.

If a local sytem contracts for bus service they should obtain the annual school bus liability cost information from the contractor and submit on this form.

If a system is self-insured they should calculate and submit their annual cost information for school bus liability coverage on this form.

Below the text is a form with the following fields:

Date of Bid:	11/18/2010
Insurance Agency:	Agent Smith
Insurance Company:	USAA
Number of Buses Insured:	2
Total Cost of Liability Insurance for School Buses:	100,000.00
Cost of Liability Insurance per School Bus:	\$50,000.00
Limits of Liability per Person:	100,000.00
Limits of Liability per Accident:	300,000.00
Limits of Liability Property Damage:	50,000.00
Limits of Liability Medical/Death Payment:	5,000.00

Note: The status will be New.

5. From here you can edit the fields and save or submit as described in Completing/Submitting School Bus Liability Insurance Data (see page 6).

Submitted: School Bus Liability Insurance Form

View/Print Only: School Bus Liability Insurance Form

This procedure lists the steps to view a submitted School Bus Liability Insurance form.

1. Log into MyGaDOE. See page 4 for instructions.
2. Select a **System Name**.
3. Select a **Year**.
4. Select **School Bus Liability Insurance** from the Data Collection drop-down list.
5. (Optional) Click the **Print** button to print the form.

Note: The Print option is available at all times before and after submission of the School Bus Liability Insurance form.

 Pupil Transportation			
System Name:	Rome City - 785	Year:	2010
Data Collection:	School Bus Liability Insurance	Status:	Submitted
Data Collection Audit Trail			
Print			
2010 School Bus Liability Insurance			
The School Bus Liability Insurance form shall be submitted by the local school system to the Georgia Department of Education in accordance with State Board Rule 160-5-3-.11 (2 i). The form shall be submitted by the Superintendent annually during the month of November.			
If a local sytem contracts for bus service they should obtain the annual school bus liability cost information from the contractor and submit on this form.			
If a system is self-insured they should calculate and submit their annual cost information for school bus liability coverage on this form.			
Date of Bid:	11/18/2010		
Insurance Agency:	Agent Smith		
Insurance Company:	USAA		
Number of Buses Insured:	2		
Total Cost of Liability Insurance for School Buses:	100,000.00		
Cost of Liability Insurance per School Bus:	\$50,000.00		
Limits of Liability per Person:	100,000.00		
Limits of Liability per Accident:	300,000.00		
Limits of Liability Property Damage:	50,000.00		
Limits of Liability Medical/Death Payment:	5,000.00		

Revision Requested: School Bus Liability Insurance form

This procedure lists the steps to edit a form when a revision is need to the School Bus Liability Insurance form after submission.

REMINDER: GaDOE Portal security is designed to time-out within approximately 20 minutes of inactivity (Inactivity is when the selection of the Save button is not performed). **Save often to assure that data entered within the School Bus Liability Insurance form is stored within the Pupil Transportation application. See page 9 for instructions to retrieve saved data.**

1. Contact your assigned GaDOE Pupil Transportation Consultant (Program Manager) and request that the School Bus Liability Insurance form be editable for revision.
2. Log into MyGaDOE. See page 4 for instructions.
3. Select a **System Name**.
4. Select a **Year**.
5. Select **School Bus Liability Insurance** from the Data Collection drop-down list.

The School Bus Liability Insurance form appears displaying the saved data. For example:

The screenshot shows the 'Pupil Transportation' application interface. At the top, there are dropdown menus for 'System Name' (Rome City - 785) and 'Year' (2010). Below these are 'Data Collection' (School Bus Liability Insurance) and 'Status' (Revision Requested). A navigation bar includes 'Data Collection' and 'Audit Trail' tabs, and buttons for 'Save', 'Submit', and 'Print'. The main content area is titled '2010 School Bus Liability Insurance' and contains the following text:

The School Bus Liability Insurance form shall be submitted by the local school system to the Georgia Department of Education in accordance with State Board Rule 160-5-3-.11 (2 i). The form shall be submitted by the Superintendent annually during the month of November.

If a local sytem contracts for bus service they should obtain the annual school bus liability cost information from the contractor and submit on this form.

If a system is self-insured they should calculate and submit their annual cost information for school bus liability coverage on this form.

Below the text is a form with the following fields:

Date of Bid:	11/18/2010
Insurance Agency:	Agent Smith
Insurance Company:	USAA
Number of Buses Insured:	2
Total Cost of Liability Insurance for School Buses:	100,000.00
Cost of Liability Insurance per School Bus:	\$50,000.00
Limits of Liability per Person:	100,000.00
Limits of Liability per Accident:	300,000.00
Limits of Liability Property Damage:	50,000.00
Limits of Liability Medical/Death Payment:	5,000.00

Note: The status will be Revision Requested and the fields will be editable.

6. Enter applicable revisions.
7. Select **Save**.
8. Select **Submit**.
9. (Optional) Click the **Print** button to print the form.

Note: The Print option is available at all times before and after submission of the School Bus Liability Insurance form.