

## ASM 2013 Instructions

### School Bus Drivers

**IMPORTANT:** Please read entire e-mail. It contains important information and will answer most of your questions!

## General Information

### Who must complete the training?

All drivers needing to renew a Standard Certificate (Yellow Card) for 2014 must successfully complete the 2013 ASM program. Drivers who have a Standard Certificate that expired in 2010, 2011, or 2012 may also complete the ASM program and their certification will be re-instated and valid through December 31, 2014.

Also, any driver trainee who attended a 3-day Preservice Training class prior to July 1, 2013 must also complete the 2013 ASM program.

### How do drivers receive the training?

Corporations or entities have two options for their drivers to complete the ASM training. The first option is for the drivers to access the training individually through the Moodle website, the second is the using the "Group View" option through Moodle

If you are unsure which option your corporation is using, check with your supervisor or director.

### Moodle Option:

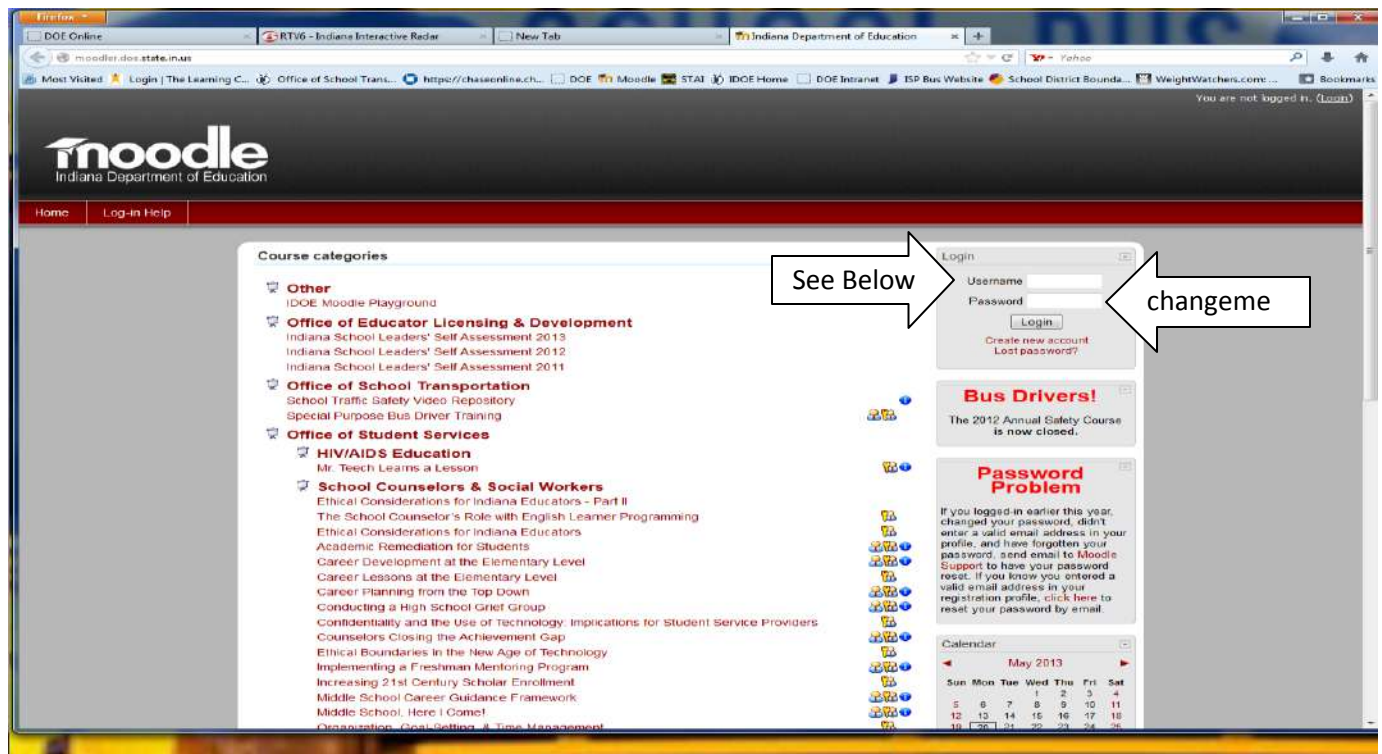
In the individual driver option, each driver must logon using their username and password and complete the entire program. A driver's failure to open and view each program segment in its entirety and to pass each quiz with 80% or higher will not be re-certified for 2014. Drivers who fail to complete the program in this manner will have their 2014 Standard Certificate revoked and credit for the annual safety meeting invalidated. Office of School Transportation staff will be auditing Moodle logs.

Additionally if driver's use a personal account in Moodle instead of the driver account set up by the IDOE, the driver will be required to retake the class in the right account in order to receive credit to renew their certification. Please be sure to use the login procedure described below to access the correct account in Moodle.

The process is the same as in previous years.

The URL is: <http://moodler.doe.state.in.us>

The page will open and look like the picture below. The arrows show where to enter your username and the password **changeme**.



Username: characters to the left of the dash on the bottom of the Enrollment Certificate (blue card) or Standard Certificate (yellow card). This is highlighted in red in the example below. Use lower case letters.



Password: **changeme**, all one word lower case letters.

**\*IMPORTANT:** All passwords have been reset to **changeme**. Upon the first logon it must be changed by the driver. **Please remember to write your password down!**

Once you are logged in select the **Annual Safety Meeting 2013** course located under the Office of School Transportation. You will see the selection of videos and quizzes. You can take the course in any order. You can also leave and return as many times as you want, however we recommend you complete a video segment and/or quiz before leaving the site to be sure all your answers are recorded.

Once you have finished the course, select the submit button to send your answers to submit your final answers. There will be a notification that you have completed the course and your answers have been sent to the Office of School Transportation at the DOE.

## Group View Option:

You may participate in the “Group View through Moodle” in groups or individually. Check with your supervisor on how the information will be presented.

With this option you will be taking a 10 question written quiz to test your knowledge and comprehension of the given segment. A passing grade is 80% or greater. Your supervisor or director will enter your passing information into DOE Online system.

## What are the statutes for ASM Training?

Please be advised drivers who do not complete or improperly complete the ASM are subject to the following statutes.

### IC 20-27-8-15

#### **School bus driver training certification**

*Sec. 15. (a) The driver of a school bus for a public or nonpublic school that is accredited by the state board shall have in the school bus driver's possession, while transporting passengers, a certificate that states the school bus driver has:*

*(1) enrolled in or completed a course in school bus driver safety education as required under sections 9 and 10 of this chapter; or*

*(2) operated a school bus at least thirty (30) days during the three (3) year period preceding the effective date of the school bus driver's employment.*

*(b) A certificate of enrollment in or completion of the course or courses in school bus driver safety education shall be prescribed by the committee and completed by the designated representative of the committee.*

**(c) A driver of a school bus who fails to complete the school bus driver safety education course or courses, as required, shall be reported by the person who conducted the course to the committee and to the school corporation where the school bus driver is employed or under contract.**

**(d) A driver of a school bus who fails to complete the school bus driver safety education course or courses, as required, may not drive a school bus within Indiana while transporting a student.**

**(emphasis added)**

### IC 20-27-8-16

#### **Violation**

*Sec. 16. Except as provided in section 3(b) of this chapter, a person who knowingly, intentionally, or recklessly violates this chapter commits a Class C misdemeanor.*

## Key reminders:

Standard Certificates for 2014 will be sent out on or before December 11, 2013 to your school district or bus company.

**Drivers must complete the 2013 ASM training prior to December 17, 2013 in order to receive their 2013 Standard Certificate before the December 31, 2013 expiration date. Drivers must have a valid and current Standard Certificate in their possession to drive a school bus.**

Persons who have a Standard Certificate that expired in 2010 or 2011 may also complete the ASM program and their certification will be re-instated through December 31, 2014.

Any driver trainee who attended a pre-service class prior to July 1, 2013 must also complete the 2013 ASM program. If they have not completed the ASM when the Standard Certificate is issued it will expire December 31, 2013. Upon completion of the ASM they will received the 2013 certificate.

All quizzes require an 80% passing score.

To insure quality viewing of the Moodle videos, we recommend using the latest version of Adobe Flash and allowing the video to completely download before viewing. Your computer should also be set to accept cookies.

If you have any questions or need additional assistance, please feel free to contact Carrie Duthie or Mike LaRocco at the address below.

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Mike LaRocco [mlarocco@doe.in.gov](mailto:mlarocco@doe.in.gov) 317-232-0890

Office of School Transportation – 317-232-0890

Website with information and links – <http://www.doe.in.gov/student-services/transportation/school-bus-drivers-general-information>