ASM 2013 Instructions
Transportation Directors & Staff

<mark>IMPORTANT:</mark> Please read entire message. It contains important information and will answer most of your questions! New information for 2013 is included below.

If you, or your designee, already have an account in Moodle you should continue to log in with that information. If you are new to our Moodle server, please set up an account with your e-mail address as your username. The enrollment key is ***iphone2013***. This is only for Group View option users. If you receive this prompt when using the Moodle option, please check your login username and password.

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. Persons 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 to renew their yellow card through December 31, 2014.

How long do drivers have to take the class?

The 2013 ASM will be available from June 1, 2013 through January 31, 2014. However, any driver that wishes to remain current on their certification must complete the ASM by no later than December 31, 2013. **We do recommend that drivers complete the class no later than December 17, 2013 (the DOE will be closed for 2 days during Christmas week) to insure delivery of the yellow card, because a driver cannot drive without having a current yellow in their possession.** After December 31, 2013 any driver that has not completed the ASM cannot drive until they have completed the ASM and received a 2014 yellow card (this is why we keep the class open for an extra month).

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. Earlier in the year, each corporation was asked to select which presentation/view option they wished to access. If you did not select a delivery option by the deadline of Tuesday, April 30, 2013, the option defaulted to the method used in 2012.

Moodle Option:

In the individual driver option, each user 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.

The process is the same as in previous years.

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

Username: characters to the left of the dash on the bottom of the Enrollment Certificate (blue card) or Standard Certificate (yellow card) – red highlighted area. 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 remind your drivers to write their password down**!

Do not project the Moodle program on a screen and then have drivers log on to Moodle to complete the quiz. There will be no record of the driver viewing the program segments in the log files and they will not receive credit. The "Group View through Moodle" option is provided for just that purpose.

Group View Option:

You may present the "Group View through Moodle" in groups or individually. If you chose this method, none of your driver's records are in Moodle, therefore, they cannot take the 2013 ASM individually online. To facilitate additional flexibility and faster speeds, we recommend downloading the videos directly to your hard drive or server using the following link: http://media.doe.in.gov/safety/asm/download.html
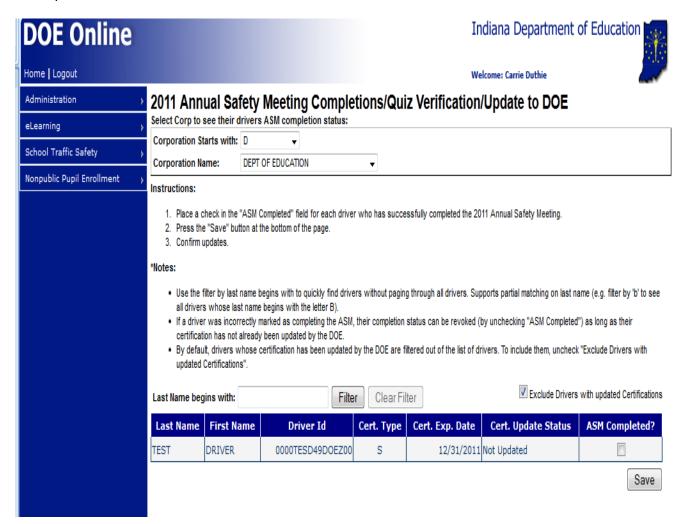
Each program segment has a twenty question quiz. The quizzes and answer keys will be forwarded in a separate email. Choose 10 of the question from the list to test your driver's knowledge and comprehension of the given segment. A passing grade is 80% or greater. The transportation director or designee must give and grade the quiz in good faith using acceptable testing methods at your school corporation. We recommend filing the completed quizzes in the employee's personnel file.

To report driver completion of the 2012 ASM please logon to DOE Online at https://dc.doe.state.in.us/doeonline/login.aspx. Then follow these tabs, starting at the left margin, to locate the update page:

School Traffic Safety > Bus Driver > Driver Administration > Driver Search>ASM Completions / Update to DOE will come up below this tab.

Select the letter that your corporation begins with and then select your corporation name from the drop down menu.

Please review the brief instructions and notes at the top of this page.

Simply 'click' the box in the column labeled 'ASM Completed?' for each driver who has properly completed the 2013 ASM program. ASM completion updates can be done as many times as needed.

Next click the 'save' button at the bottom of the page.

The next page is a verification statement. Click the 'confirm' button to forward the selected drivers to the Office of School Transportation followed by a confirmation page.

Failure to faithfully present the ASM program and / or properly administer the quizzes will invalidate a driver's 2014 Standard Certificate.

If you are having difficulty viewing the videos over the internet the link below will allow you to download the videos to your computer:

http://media.doe.in.gov/safety/asm/download.html

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.

Drivers must complete the 2013 ASM training prior to December 17, 2013 in order to receive their 2014 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 2014 certificate.

The quizzes and answer keys for the Group View option will be sent out in a separate email.

All quizzes require an 80% passing score.

If you select the Group View option, all your drivers will need to participate in this option. If they miss your group meeting, they will need to make up the meeting at your convenience as they will not be able to access the Moodle website to take the course on line.

For Moodle users, be sure your drivers use the correct login information of their Driver ID and the password **changeme** (all lower case) to login. Drivers who use a personal account on Moodle will be required to retake the course on the correct account in order to obtain the credit to renew their certification.

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.

You can view driver status in DOE Online, remembering there will be a delay from when a driver is marked as 'ASM Completed' to when the Office of School Transportation updates the Standard Certificate expiration date to 2014.

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

Carrie Duthie   cduthie@doe.in.gov   317-232-1377

Mike LaRocco 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