



# || Vehicle Maintenance Training

**“VEHICLE MAINTENANCE” IS THE AREA IN IBUS THAT ALLOWS USERS TO HOUSE AN INVENTORY OF SCHOOL BUSES AND IS THE GATEWAY TO MANAGE ALL INFORMATION ON EACH BUS.**

## **VEHICLE MAINTENANCE**

### Current Fleet Vehicles – Details

- Request Vehicle Change
- Broken Odometer
- Update Vehicle Info
- Decommission Vehicle
- Retrofit Wheelchair Lift

### Add Bus to Fleet

- Existing Used Bus
- Request New Bus Inspection

### Pending Vehicle Requests – Details

- Request Detail

## **VEHICLE MAINTENANCE TRAINING**

Log-in to IBUS to access your district’s home page. At this location, select [Vehicle Maintenance](#) to manage your bus fleet. The Vehicle Maintenance screen allows users to manage the current inventory of school buses. This is where users may view all history pertaining to a bus fleet, such as depreciation, accident reports, vehicle ownership history, and vehicle inspection history. Users will utilize the Vehicle Maintenance area primarily for managing and updating vehicle information. This is where users may add buses to a fleet and request changes to the current bus information: change bus number, take a bus out of service, or report a broken odometer.



Links

IBUS Home Page

DISTRICT

DISTRICT Home Page

**This area contains a list of available reports. Select the link that corresponds with the training topic.**

\* [Vehicle Maintenance](#)



Links

IBUS Home Page

DISTRICT

DISTRICT

Vehicle Maintenance

Current Fleet Vehicles

[Add Vehicle To Fleet](#)

Filter

VIN:

Bus Number:

Model Year:

Status:

Filter the list of buses to search for a specific bus or to refine the list.

Bus companies will see an additional filter and sort option of "Primary District" to view buses for a particular district they service.

Showing 1 - 20 of 20

	VIN	Sort Feature	Bus Number	Model Year	Out Of Service Date	Status
<a href="#">View</a>	1BAADCSA3LF037099		1231	2010		Assigned

This area contains a list of current in-service buses or those used during the current reporting fiscal year. Click "View" to see more information or to request any changes to a bus, i.e. change bus number, bus sold, broken odometer, or add a wheelchair lift. If a bus is missing from the list, click "Add Vehicle To Fleet."


Pending Vehicle Requests

Vin	Request Type Task Type	Additional Info	Status
1GDL7T1C21J509808	Decommission Vehicle	Reason: Transferred In-District	Pending SDE Processing

When you request a change to a bus, it posts the request in this area to show the status of the request. The pending change request will remain in this area until 14 days after SDE has completed the request.

	<a href="#">VIN</a>	<a href="#">Bus Number</a>	<a href="#">Model Year</a>	<a href="#">Out Of Service Date</a>	<a href="#">Status</a>
<a href="#">View</a>	1BAADCSA3LF037099	1231	2010		Assigned
<a href="#">View</a>	1BAAGCSA6MF046582	5432	2010		Assigned

The View screen is the gateway to managing all information on a specific bus. This is the area to report to SDE that a bus is sold or traded-in, an odometer is broken, or any other change that is needed.


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### Links

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### Details

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**Vehicle Details**

VIN: **1GDM7T1P4VJ515168**

Primary District: **BLACKFOOT DISTRICT**

[Request Vehicle Change](#)

Bus Number: **98-10**

Purchase Date: **8/16/2000**

Status: **Assigned**

Model Year: **1998**

Rated Capacity: **64**

Actual Capacity: **64**

GVWR: **0**

Bus Type: **C**

Body Type: **Blue Bird**

Body Style: **Conventional**

Body Date: **01/1998**

Chassis Type: **Chevy/GMC**

Chassis Date: **01/1998**

Fuel Type: **Gas**

Equiped w/Lift: **No**

**Update Primary District**

BLACKFOOT DISTRICT

Update

This area is for bus contractors only. Bus companies can "Update" the district that the bus is primarily used in. This will create ease in sorting buses by each district the bus company serves.

**Vehicle History**

[Vehicle Inspections](#)

[Accident Reports](#)

Vehicle Ownership History

This area is a quick link to various reports pertaining to the bus. This area will continue to expand. These reports can also be accessed on the IBUS Home Page.

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Clicking "Request Vehicle Change" directs users to the Request Vehicle Change screen. There are four bus change request options:

1. Broken Odometer
2. Update Vehicle Info (any miscellaneous changes)
3. Decommission Vehicle (i.e. bus is no longer used for student transportation in your district and needs to be removed from your in-service bus fleet list)
4. Retrofit Wheelchair Lift

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DISTRICT

Request Vehicle Change

VIN: 1BAKFCKH07F241151

Bus Number: 06-23

Last Odometer: 69,794

Change Type

Broken Odometer Replaced odometer

Update Vehicle Info Any other change

Decommission Vehicle Sold, traded in

Retrofit Wheelchair Lift Add a lift

Continue Select one option and click "Continue"

Cancel

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# 1. Broken Odometer

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**DISTRICT**

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**Request Vehicle Change**

VIN: **1BAKFCKH07F241151**

Bus Number: **06-23**

Last Odometer: **69,794**

Enter information pertaining to broken odometer and new/replaced odometer. Broken odometers should be entered as they happen to ensure accuracy of the next June 30th odometer reporting period.

Broken Odometer details

Start Date: **7/1/2010**

Starting Odometer: **69,794**

Date Broken:

Broken Odometer:

New Odometer:

**This is the last date an odometer reading was reported**

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## 2. Update Vehicle Info

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### DISTRICT - Update Vehicle Info

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VIN: **1FDPB70K5HVA35839**

Bus Number: **1222**

Change details

Description of change:

Enter any miscellaneous bus changes, i.e. change bus number, error on bus data

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### 3. Decommission Vehicle

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## DISTRICT - Decommission Vehicle

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VIN: **1FDPB70K5HVA35839**  
Bus Number: **1222**

Decommission details

Reason for decommissioning vehicle

- Parted out
- Traded-in
- Transferred Out Of State
- Transferred In-District
- Sold

Effective Date:

Ending Odometer Reading:

Notes:

**Decommissioning a vehicle means permanently removing a bus from your in-service fleet list.**

**These two options are only for in-company transfers, i.e. to the same bus company in another state or to another organization in the same district (i.e. food service)**

Enter the date permanently removed from service and the ending odometer reading. This information will connect to the applicable depreciation schedule and June 30th odometer report.

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## 4. Retrofit Wheelchair Lift

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### DISTRICT - Retrofit Wheelchair Lift

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VIN: **1FDNJ64N9FVA03448**

Bus Number: **1241**

Retrofit Wheelchair Lift

Location of vehicle:

Availability Date:


A state bus inspection is required when retrofitting a bus with a wheelchair lift. Enter when the bus will be available for inspection and where the bus is located. SDE will then contact the district to schedule a lift inspection and to obtain inspection fee payment.

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Clicking “Add Vehicle To Fleet” (see screen shot of Vehicle Maintenance Training Manual) directs users to the Add Vehicle To Fleet screen allowing users to transfer ownership of used buses or to request a new or used bus inspection.

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### Add Vehicle To Fleet

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VIN:

System contains VIN verification and will not allow continuation if the VIN is inaccurate.

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If the VIN has already been inspected into Idaho or used by another district, the following a screen will appear with bus data; requesting the new bus number, purchase date, and odometer when new user took ownership.

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**Add Vehicle To Fleet**

Vehicle Info

VIN: **1HVBRAANX2A919154**

Model Year: **2010**

Bus Type: **A**

Body Type: **Crown**

Body Style: **Conventional**

Body Date: **1/2010**

Chassis Type: **Thomas**

Chassis Date: **1/2010**

Fuel Type: **C Diesel**

Rated Capacity: **78**

Actual Capacity: **78**

GWWR: **12,500**

Last status: **None**

Status Date:

Last Odometer: **3100**

Bus Number:

Purchase Date:

Odometer:

Enter your new bus number, purchase date, and odometer reading when you took delivery and click "Submit."

        To select a different bus, click "Change Vin."

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If the VIN is new to Idaho, the Request Vehicle Inspection screen will appear to request a new or used bus inspection.

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### Request Vehicle Inspection

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Fields

Vin:

Vehicle Location:

Availability Date:

New or used bus inspection request

Enter where the bus will be located for the inspection and when it will be ready. SDE will then contact the district to schedule a new bus inspection and to obtain inspection fee payment.

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## Conclusion

Current Fleet Vehicles and Pending Vehicle Requests can be managed by clicking on the Vehicle Maintenance link on your district's home page.