# **Safety Busing Training**



## IDAHO DEPARTMENT OF EDUCATION STUDENT TRANSPORTATION

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#### SAFETY BUSING TRAINING

"Safety Busing Areas" is the location in IBUS where users request annual approval of safety busing areas with students living less than 1.5 miles from the nearest appropriate school and receiving transportation services.

#### **REPORT DUE DATE**

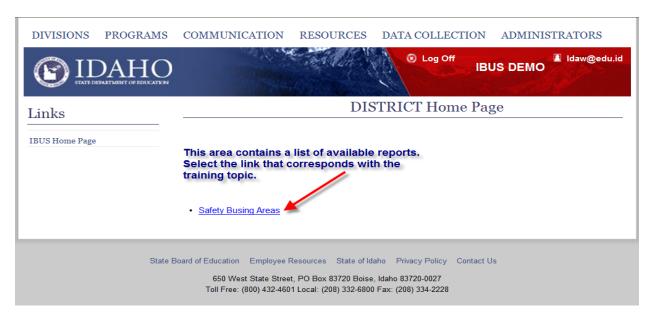
March 1, 2024

### Safety Busing Area Management in IBUS

- Add New Areas
- Validate ridership count with safety busing riding areas
- Save and Submit
- Annual renewals and three year re-evaluation process

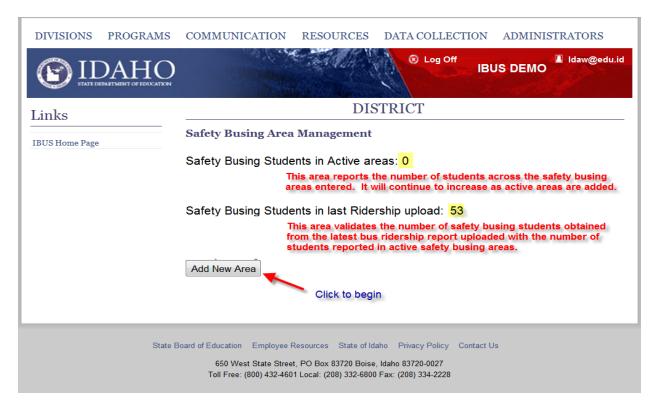
#### SAFETY BUSING TRAINING IBUS SCREEN SHOTS

Log-in to IBUS to access your district's home page. At this location select <u>Safety Busing</u>
 <u>Areas</u> to access the reporting page:



This link will lead to the main safety busing reporting area. This area contains a visual validation of the number of safety busing students reported on the district's ridership report with the number of students being reported within each safety busing area.

2. Click on "Add New Area" to enter a safety busing area. Note: This area should be utilized only if there is an actual New Area from previous safety busing updates.



When adding a New Safety Busing Area, an area may be a single school or an area may consist of multiple schools nearby, as determined by the district. A consistent area definition is most important. If an area consists of multiple schools, report all schools in the area description.

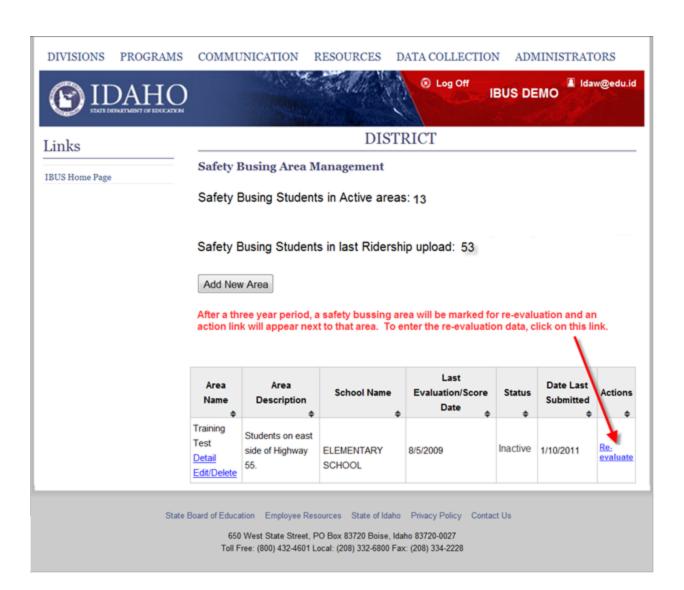
3. Enter the required data and click <u>Save and Submit.</u> If more than one school is in the safety busing area, select all applicable schools as described above. Note: The evaluation date must be within the past three years, the board approval date must be during the fiscal year of the request, and the number of riders for the area must be actual riders tied to the last ridership count week.

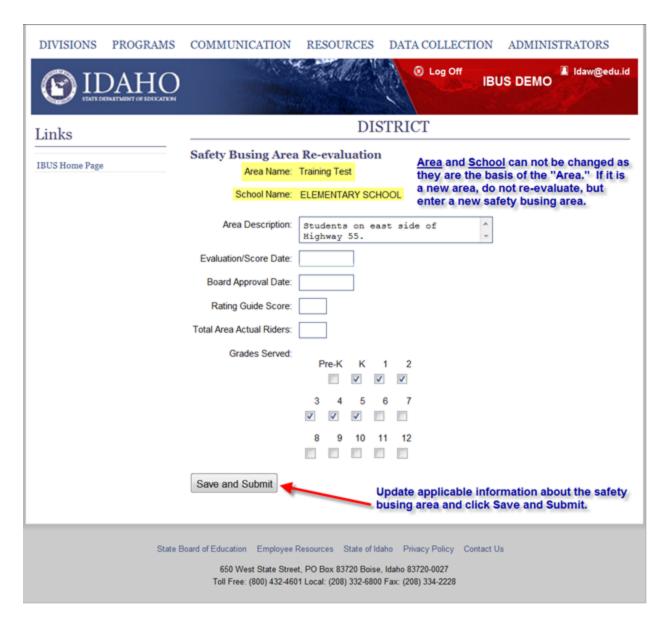


The <u>Safety Busing Area Management</u> keeps a record of areas entered and if they are in "Active" status. The management area will roll over each year within IBUS. Take note of the date provided on this screen and select <u>Add New Area</u> to continue entering safety busing areas. If any needs to be edited or removed, click on the Edit/Delete link.

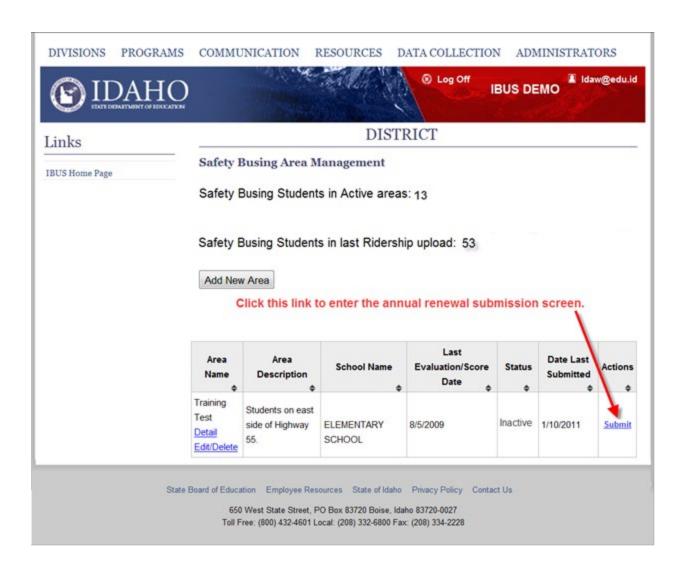


4. Re-evaluating or submitting an update to the safety busing area. Anytime a score expires (Every 3 Years), the system will move the safety busing area to Inactive status and show a Re-evaluate link under the Actions column heading. Each year every safety busing area will need to be re-evaluated or submitted by March 1<sup>st</sup> deadline.





At the start of a new fiscal year, IBUS will roll all other safety busing areas to "Inactive" status.





Continue entering renewals or re-evaluations until no safety busing area listed has a link in the actions column.

