



## **ELECTRONIC SCHOOL BUS INSPECTION DEFICIENCY REPORTING INSTRUCTIONS**

*Revised 11/17/14*

All reporting of school bus inspection deficiencies will be done on-line at the secure applications website for the Department of Education. The process is quite simple and easy to do. Following are the step-by-step instructions for accomplishing this task.

### **Step #1 / Sign In**

Sign in to the [Iowa Education Portal](#) by going to the dropdown menu at the "A&A Account" heading. Choose the Sign-In option and enter the Account Id and Password. Options are available on this screen if the Id or Password have been forgotten. In addition, a new user can create an account from this screen. District personnel assigned as the security person can give permission for the availability and use of the various data collections. If you cannot get logged on, contact Mark Tarr at 515-281-5442 and he will assist you in this step.

### **Step #2 / EdInfo**

Once signed in, choose "EdInfo", "Transportation Applications", and then "Vehicle Information System".

### **Step #3 / Vehicle Information System**

You are now on the "Vehicle Information System – Vehicles" summary page. This page lists all of your district vehicles and allows you to do many things. The "Sort" option at the top of the page allows you to sort your vehicles in many various ways. You will want to sort your vehicles according to "Status". This will allow your vehicles to be sorted according to the current inspection status.

**NOTE:** The status will appear as one of the following: "Out Of Service", "30-Day", "Note", or "OK"

### **Step #4 / Status**

- Out Of Service – This means the vehicle is out of service and CANNOT be used until it is properly repaired according to Department of Education guidelines.
- 30 Day – This means the vehicle can be used for up to 30 calendar days before being repaired. At the end of this 30-day period, if the vehicle has not been repaired, it will then fall into an "Out Of Service" status and cannot be used until repairs are made.
- Note – Indicates a deficiency that is not serious, but still needs to be repaired in a timely fashion. The vehicle can be used until repairs are made.
- OK – The vehicle has passed the school bus inspection and can be used.

### **Step #5 / VIN Number**

Each vehicle has a unique VIN number. The VIN numbers shown on the "Vehicle Information System" page are usable web links that will take you to the specific documented deficiencies for each vehicle. Simply click on the VIN number to take you to the particular vehicle you have repaired.

### **Step #6 / Vehicle Information System - Deficiencies**

Each particular vehicle will show the following:

- The **Date** of the inspection
- The **Deficiency(s)** found
- The **Impact** (Out Of Service, 30 Day, Note, OK)
- A **Corrected** box

### **Step #7 / Reporting Your Repairs**

Upon completion of a repair, under "Corrected" for the deficiency that you have repaired, use your mouse pointer and center it over the box. Click your mouse once and a checkmark will appear. This will indicate that you have repaired that deficiency. Be sure to then click the "Update" button at the top right of your screen. This will save your reported correction.

**NOTE:** If you report all of your repairs at one time, you need only click the "Update" button once.

### **Step #8 / Upon Total Completion Of Repairs**

Once you have totally completed the repairs on a given vehicle, again click the "Update" button to save your reported corrections.

### **Step #9 / Requesting A Sticker**

When every repair has been made and you click the "Update" button, a new button will appear entitled "Request Sticker". Click the "Request Sticker" button once only. This will automatically generate an email to our office indicating that you have made the necessary repairs and that you have requested an inspection sticker. You will receive your sticker in the mail.

### **Step #10 / You Are Now Finished**

You are now finished with a particular vehicle and may either leave the system or continue reporting repairs on other vehicles. Simply click the "Back To List" button, which will return you to the summary page from where you can continue or exit.

### **TIME FRAME FOR REPORTING REPAIRS**

After the inspector leaves your facility, there will be a lag time of up to 48 hours before the inspection status will appear in your Vehicle Information System file. Because of this, the following time guidelines need to be followed:

- For "Note" and "30 Day" repairs, wait at least 48 hours after your inspection to report your repairs online.
- For "Out Of Service" repairs that have been made inside the 48 hours, continue to fax a copy of the documented repairs written on the electronic inspection summary sheet that is given to you upon completion of your inspection. Fax this document to our office at 515-242-5988. You won't receive an inspection sticker until all repairs have been made and reported online.
- For "Out Of Service" repairs made after the 48 hours, use the online reporting system.

### **IMPORTANT!!!!!!**

The ability for you to report your repairs online gives YOU, the person responsible for reporting repairs, a very large responsibility for reporting accurate and timely repairs! Falsification of such reported repairs can result in substantial legal action against both YOU and your district. To prevent any legal problems from developing:

- Always handwrite the repairs on the summary sheet.
- Keep a copy of the summary sheet in every vehicle at all times.
- Make and report repairs in a timely manner.
- Honestly report all repairs. DO NOT FALSIFY REPAIR RECORDS!!

### **OTHER IMPORTANT STEPS**

- When you take a vehicle out of your fleet, please be sure to delete it from your "Vehicle Information System". A particular bus can only be on one system at a time. By deleting it from your file in a timely manner, it allows another district to add it to their file in the event the vehicle is sold to them.
- When adding a new vehicle to your fleet, please remember to add it to your "Vehicle Information System" as soon as possible. This allows the school bus inspectors to upload the vehicle information to their inspection computers prior to arriving at your location for inspection.
- Be sure to carry the most recent summary sheet inside every vehicle, as well as an up-to-date chassis inspection card, insurance card, and registration.

### **QUESTIONS?**

- Login and password questions – Mark Tarr @ 515-281-5442
- Everything else – Max Christensen @ 515-281-4749 or Mary Jo Clark @ 515-281-5812