

## ASM 2016 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 2017 must successfully complete the 2016 ASM program. Persons who have a Standard Certificate that expired in 2013, 2014 or 2015 may also complete the ASM program and their certification will be re-instated and valid through December 31, 2017.

Also, any driver trainee who attended a 3-day Preservice Training class prior to July 1, 2016 must also complete the 2016 ASM program to renew their yellow card through December 31, 2017.

#### How do drivers receive the training?

Individually through the Moodle website.

#### 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 2017. Drivers who fail to complete the program in this manner will have their 2017 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 2016** 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.

### Verification of Completion!

When the driver completes the entire class in Moodle there is no verification of completion in Moodle, but the driver can check their grades to get verification individually. This can be done by the driver in Moodle from the driver's profile screen by clicking on the "Activity Reports" part of the screen.

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**MICHAEL A. LA ROCCO**

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Eric's home email.

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**Country:** United States  
**City/town:** INDPLS  
**Email address:** mlarocco@doe.in.gov  
**Courses:** Annual Safety Meeting 2014, Annual Safety Meeting 2013  
**Last access:** Wednesday, 25 June 2014, 03:25 PM (322 days 18 hours)  
**Roles:** Student

 

Which will then give this screen and then the driver would select "Grade".

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Outline report   Complete report   Today's logs   All logs   Statistics   **Grade** ←

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**Topic 0**

 [Read before beginning the Safety Meeting](#)

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**Topic 1**

 [Video: Legislative Update](#)   1 views   Wednesday, 25 June 2014, 02:29 PM (322 days 19 hours)

 [Slides used in this presentation](#)

Which will then give this screen and you must have a grade of 80% or higher for each quiz.

# MICHAEL A. LA ROCCO

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## User report - MICHAEL A. LA ROCCO

GRADE ITEM	CATEGORY	GRADE	PERCENTAGE	FEEDBACK
 Quiz: Bus Driver Certification Changes	Annual Safety Meeting 2014	Pass	100.00 %	
 Quiz: Railroad Crossings	Annual Safety Meeting 2014	Pass	100.00 %	
 Quiz: School Bus Evacuations	Annual Safety Meeting 2014	Pass	90.00 %	
 Quiz: School Bus Security	Annual Safety Meeting 2014	Pass	100.00 %	
 Quiz: ISP Active Shooter Training	Annual Safety Meeting 2014	Pass	100.00 %	
 Course total	Annual Safety Meeting 2014	98.00	98.00 %	

### 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.*

**Special needs certification:**

There is an additional “Special Needs Certification” that will be available for drivers beginning with the 2016 annual safety class **This certification is an optional certification unless your district requires it!** You can also take these class segments on your own if you so choose. If you do take and pass the special needs certification you certification will be printed on your yellow card and will need to be taken every year should you or your district wish you to maintain that certification.

Passing the special needs certification does not affect your yellow card certification, if you pass the annual safety class but fail the special needs certification you will still receive an updated yellow card, it just will not list a completed special needs certification.

**For drivers to access the special needs segments they would login into Moodle as they would for the ASM and then select the Special Needs Certification class. When the driver selects the Special Needs Certification class Moodle will ask for an enrollment key – that enrollment key is special2016, all lower case with no spaces.**

#### Key reminders:

Standard Certificates for 2016 will not be mailed to “unknown” drivers, they will be held electronically until such time that the “unknown” driver becomes employed again at district; we will then mail the update Standard Certificate to the district upon request from that district.

**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 2013, 2014, or 2015 may also complete the ASM program and their certification will be re-instated through December 31, 2017.

Any newly certified driver (receiving there yellow card after January 1, 2016) who attended a pre-service class prior to July 1, 2016 must also complete the 2016 ASM program. If they have not completed the ASM when the Standard Certificate is issued it will expire December 31, 2016. Upon completion of the ASM the yellow card will be updated to the 2017 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.

Carrie Duthie [cduthie@doe.in.gov](mailto:cduthie@doe.in.gov) 317-232-1377

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/transportation>