

## ASM 2017 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 2018 must successfully complete the 2017 ASM program. Persons who have a Standard Certificate that expired in 2014, 2015 or 2016 may also complete the ASM program and their certification will be re-instated and valid through December 31, 2018.

Also, any driver trainee who attended a 3-day Preservice Training class prior to July 1, 2017 must also complete the 2017 ASM program to renew their yellow card through December 31, 2018.

#### How do drivers receive the training?

Individually through the Moodle website.

#### Moodle Option (you will notice an updated look for Moodle):

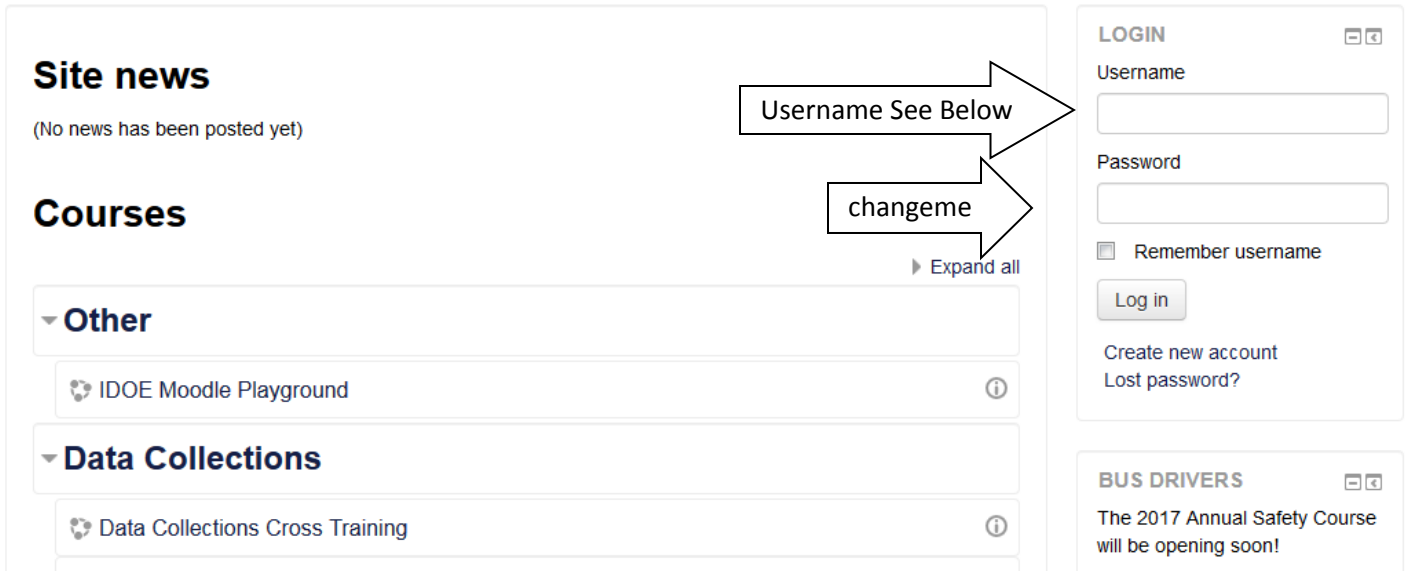
In the individual driver option, each driver must logon using their username and password and complete the entire program. A driver's failure to open and view each program segment in its entirety and to pass each quiz with 80% or higher will not be re-certified for 2018. Drivers who fail to complete the program in this manner will have their 2018 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. **Please bear in mind that we reset all passwords back to changeme every year!**

The process is the same as in previous years.

The URL is: <http://moodle.doe.in.gov/>

The page will open and look like the picture below. The arrows show where to enter your username and the password **changeme**.



The screenshot shows the Indiana Department of Education website interface. On the left, there is a 'Site news' section with the text '(No news has been posted yet)'. Below it is a 'Courses' section with a dropdown menu currently set to 'Other', showing 'IDOE Moodle Playground'. Another dropdown menu is set to 'Data Collections', showing 'Data Collections Cross Training'. On the right, there is a 'LOGIN' form with fields for 'Username' and 'Password', a 'Remember username' checkbox, and a 'Log in' button. Below the login form is a 'BUS DRIVERS' section with the text 'The 2017 Annual Safety Course will be opening soon!'. Two callout boxes with arrows point to the login form: one points to the 'Username' field with the text 'Username See Below', and another points to the 'Password' field with the text '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 the first thing the system will do is ask you to change the password from changeme, it must be changed by the driver. **Please remember to write your password down!**

Once you are logged in select the **Annual Safety Meeting 2017** 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.

## Quizzes

Before you may take a quiz you must watch the accompanying video, if you do not watch the video Moodle will not allow you to take the quiz. When you think you have answered all of the questions for a quiz to your satisfaction you will click the box that reads “Finish attempt . . .” to be able to submit your answers for grading.

Finish attempt ...

You are logged in as Mike Larocco: Student (Return to my normal role)  
ASM17

You will then get the following screen. From here you can go back to the quiz to correct an answer by clicking the “Return to attempt” box (yellow arrow) or submit the quiz for grading by clicking the “Submit all and finish” box (red arrow). If you submit all and finish you will get a confirmation box that gives you one last try to correct answer.

## Annual Safety Meeting 2017

Home ► Summary of attempt

### QUIZ NAVIGATION

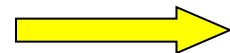
1	2	3	4	5	6	7	8	9
10								

Finish attempt ...

## Quiz - Safe Driving

### Summary of attempt

Question	Status
1	Not yet answered
2	Not yet answered
3	Not yet answered
4	Not yet answered
5	Not yet answered
6	Not yet answered
7	Not yet answered
8	Not yet answered
9	Not yet answered
10	Not yet answered



Return to attempt



Submit all and finish

Once you decide to submit your answers you will get the following screen with your results. If you get 80% or better you will have passed the quiz. You can then click the “Finish review” box in to the left of the results area or the bottom of the screen.


# Annual Safety Meeting 2017

Home ► Quiz - Safe Driving

**QUIZ NAVIGATION**

1 2 3 4 5 6 7 8 9

10

Finish review 

<b>Started on</b>	Wednesday, 10 May 2017, 11:10 AM
<b>State</b>	Finished
<b>Completed on</b>	Wednesday, 10 May 2017, 11:18 AM
<b>Time taken</b>	8 mins 25 secs
<b>Marks</b>	0.00/10.00
<b>Grade</b>	0.00 out of 100.00

When you click the “Finish review” you will get the following screen with your results.

## Annual Safety Meeting 2017

Home ► Quiz - Safe Driving

**Quiz - Safe Driving**

Grading method: Highest grade

**Summary of your previous attempts**

Attempt	State	Marks / 10.00	Grade / 100.00	Review
1	Finished Submitted Wednesday, 10 May 2017, 10:52 AM	10.00	100.00	Review
2	Finished Submitted Wednesday, 10 May 2017, 11:18 AM	0.00	0.00	Review
3	Finished Submitted Wednesday, 10 May 2017, 11:21 AM	10.00	100.00	Review

**Highest grade: 100.00 / 100.00.**

[Re-attempt quiz](#)

You are logged in as Mike Larocco: Student (Return to my normal role)  
ASM17

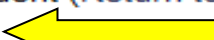
You can go back to the class to do the next segment by clicking “Home” (red arrow) under the Annual Safety Meeting 2017 banner.

# Annual Safety Meeting 2017

 Home ► Quiz - Safe Driving

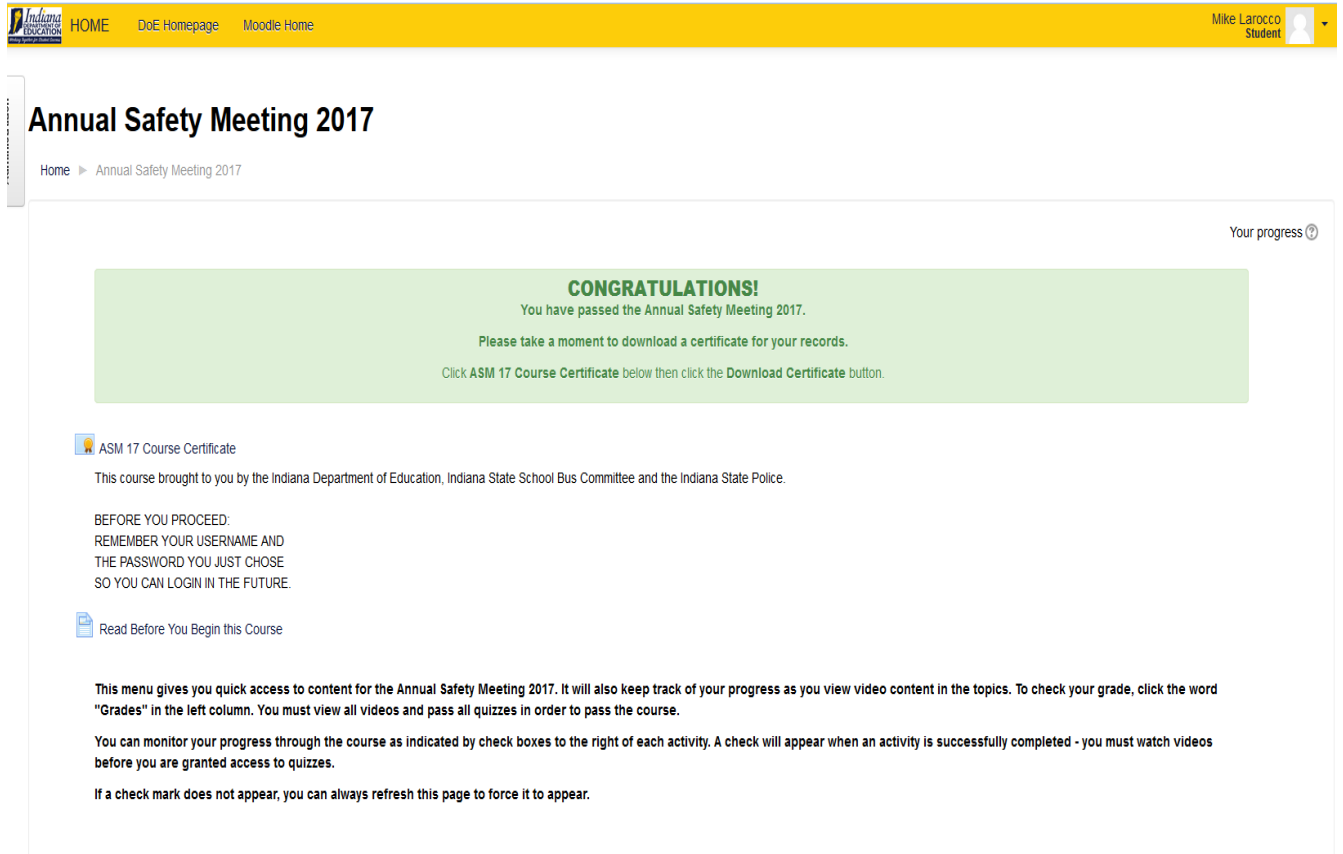
Or clicking the “ASM17” (yellow arrow) wording at the bottom of the screen.

[Re-attempt quiz](#)

You are logged in as Mike Larocco: Student (Return to my normal role)  
ASM17 

## Verification of Completion

When the driver completes the entire class in Moodle there is now verification of completion in Moodle. When you watched all video segment and successfully complete all quizzes (80% pass for each quiz) you will get the following screen.




Indiana Department of Education HOME DoE Homepage Moodle Home Mike Larocco Student

### Annual Safety Meeting 2017

Home ► Annual Safety Meeting 2017


Your progress ?

**CONGRATULATIONS!**  
You have passed the Annual Safety Meeting 2017.  
Please take a moment to download a certificate for your records.  
Click **ASM 17 Course Certificate** below then click the **Download Certificate** button.

 **ASM 17 Course Certificate**

This course brought to you by the Indiana Department of Education, Indiana State School Bus Committee and the Indiana State Police.

BEFORE YOU PROCEED:  
REMEMBER YOUR USERNAME AND  
THE PASSWORD YOU JUST CHOSE  
SO YOU CAN LOGIN IN THE FUTURE.

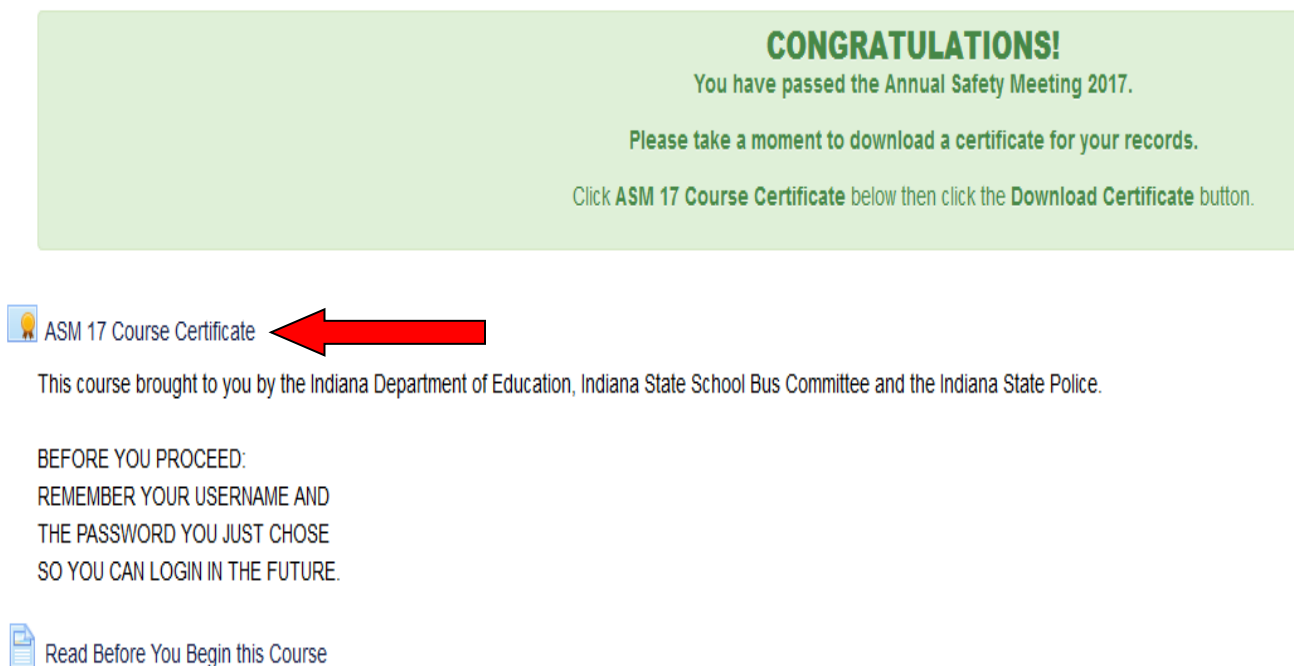
 Read Before You Begin this Course

This menu gives you quick access to content for the Annual Safety Meeting 2017. It will also keep track of your progress as you view video content in the topics. To check your grade, click the word "Grades" in the left column. You must view all videos and pass all quizzes in order to pass the course.


You can monitor your progress through the course as indicated by check boxes to the right of each activity. A check will appear when an activity is successfully completed - you must watch videos before you are granted access to quizzes.

If a check mark does not appear, you can always refresh this page to force it to appear.

You would then click on the "ASM 17 Course Certificate" and then click "Download Certificate".




**CONGRATULATIONS!**  
You have passed the Annual Safety Meeting 2017.  
Please take a moment to download a certificate for your records.  
Click **ASM 17 Course Certificate** below then click the **Download Certificate** button.

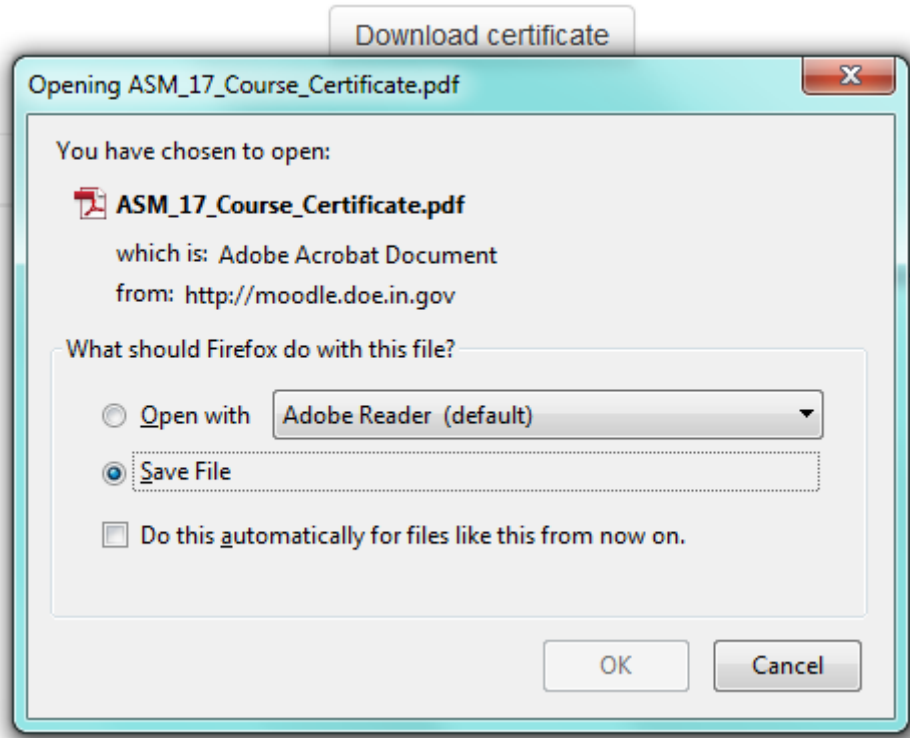
 **ASM 17 Course Certificate** ←

This course brought to you by the Indiana Department of Education, Indiana State School Bus Committee and the Indiana State Police.

BEFORE YOU PROCEED:  
REMEMBER YOUR USERNAME AND  
THE PASSWORD YOU JUST CHOSE  
SO YOU CAN LOGIN IN THE FUTURE.

 Read Before You Begin this Course

This which will give you a PDF that you can open or save to your computer.



If you open the certificate it will look like the following which you can then print out, save to your computer, or email to your district as you choose.



## 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 2017 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 special2017, all lower case with no spaces.**

**Key reminders:**

Standard Certificates for 2017 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 2014, 2015, or 2016 may also complete the ASM program and their certification will be re-instated through December 31, 2018.

Any newly certified driver (receiving their yellow card after January 1, 2017) who attended a pre-service class prior to July 1, 2017 must also complete the 2017 ASM program. If they have not completed the ASM when the Standard Certificate is issued it will expire December 31, 2017. Upon completion of the ASM the yellow card will be updated to the 2018 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>