

## ASM 2020 Instructions – Moodle 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 2021 must successfully complete the 2020 ASM program. Persons who have a Standard Certificate that expired in 2017, 2018 or 2019 may also complete the ASM program and their certification will be re-instated and valid through December 31, 2021.

Also, any driver trainee who attended a 3-day Preservice Training class prior to July 1, 2020 must also complete the 2020 ASM program to renew their yellow card through December 31, 2021.

#### 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 2021. Drivers who fail to complete the program in this manner will have their 2020 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 Moodle website can be found at: <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**.

**Username: characters to the left of the dash on the bottom of the Enrollment Certificate (blue card) or Standard Certificate (yellow card) – red highlighted area.** 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!**

Do not project the Moodle program on a screen and then have drivers log on to Moodle to complete the quiz. There will be no record of the driver viewing the program segments in the log files and they will not receive credit. The "Group View through Moodle" option is provided for just that purpose.

## 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)

ASM20

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 2020

Home > Summary of attempt


QUIZ NAVIGATION


1 2 3 4 5 6 7 8 9  
10

Finish attempt ...

### Quiz - 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 2020

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	1:10 AM
<b>State</b>	Finished	
<b>Completed on</b>	Wednesday, 10 May	1:18 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 2020

Home > Quiz - Safe Driving

**Quiz - XXXXXXXX**

Grading method: Highest grade

**Summary of your previous attempts**

Attempt	State	Marks / 10.00	Grade / 100.00	Review
1	Finished Submitted Wednesday, 10:52 AM	10.00	100.00	Review
2	Finished Submitted Wednesday, 11:18 AM	0.00	0.00	Review
3	Finished Submitted Wednesday, 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 2021 banner.

# Annual Safety Meeting 2020



Or clicking the “ASM20” (yellow arrow) wording at the bottom of the screen.

Re-attempt quiz

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You are logged in as Mike Larocco: Student (Return to my normal role)  
ASM20

## 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.

# Annual Safety Meeting 2020

Home > Annual Safety Meeting 2017

Your progress ⓘ


**CONGRATULATIONS!**  
You have passed the Annual Safety Meeting 2020

Click ASM 19 Course Certificate below the click the **Download Certificate** button

## ASM 20 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 19 Course Certificate" and then click "Download Certificate".

**CONGRATULATIONS!**  
You have passed the Annual Safety Meeting 2020

Please take a moment to download a certificate for your records.

Click ASM 20 Course Certificate below the click the **Download Certificate** button

## ASM 20 Course Certificate

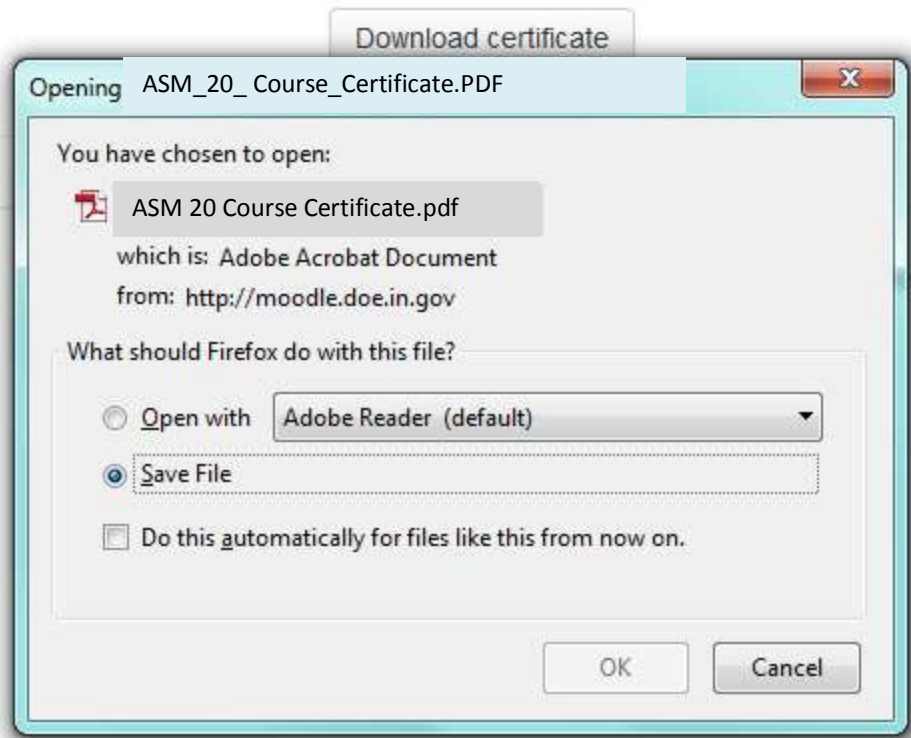


This course brought to you by the Indiana Department of Education, Indiana State School Bus Committee and the Indiana State Police.

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 will be no Special Needs certification for the 2020 ASM!**

## Key reminders:

Standard Certificates for 2021 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 2017, 2018, or 2019 may also complete the ASM program and their certification will be re-instated through December 31, 2021.

Any newly certified driver (receiving their yellow card after January 1, 2020) who attended a pre-service class prior to July 1, 2020 must also complete the 2020 ASM program. If they have not completed the ASM when the Standard Certificate is issued it will expire December 31, 2020. Upon completion of the ASM the yellow card will be updated to the 2021 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 Lisa Callihan or Mike LaRocco at the address below.

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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>