

KDE DATA ENTRY STANDARDS

SCHOOL BUS DRIVER DATA

2013-14

Kentucky Department of Education

Student Tracking and Transportation Branch



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Driver Data Support

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KDE Data Entry Standards

Purpose

The purpose of the Data Entry Standards document is to give driver trainers a set of guidelines for entering data into Driver Data program. This document lists the data elements with screen shots and instructions. The data in his report is **required** by the Kentucky Department of Education from all districts on their current certified school bus drivers.

The Kentucky Department of Education, Student Tracking and Transportation Branch (STTB) is responsible for preparing and maintaining this document. Please submit your comments or questions about this document to Monica.Napier@education.ky.gov or by calling (502) 564–5279, ext. 4436.

Documentation for Driver Database

In the past, reports have been submitted on paper to KDE. KDE no longer accepts paper copies of the reports; they must now all be submitted through the Driver Database.

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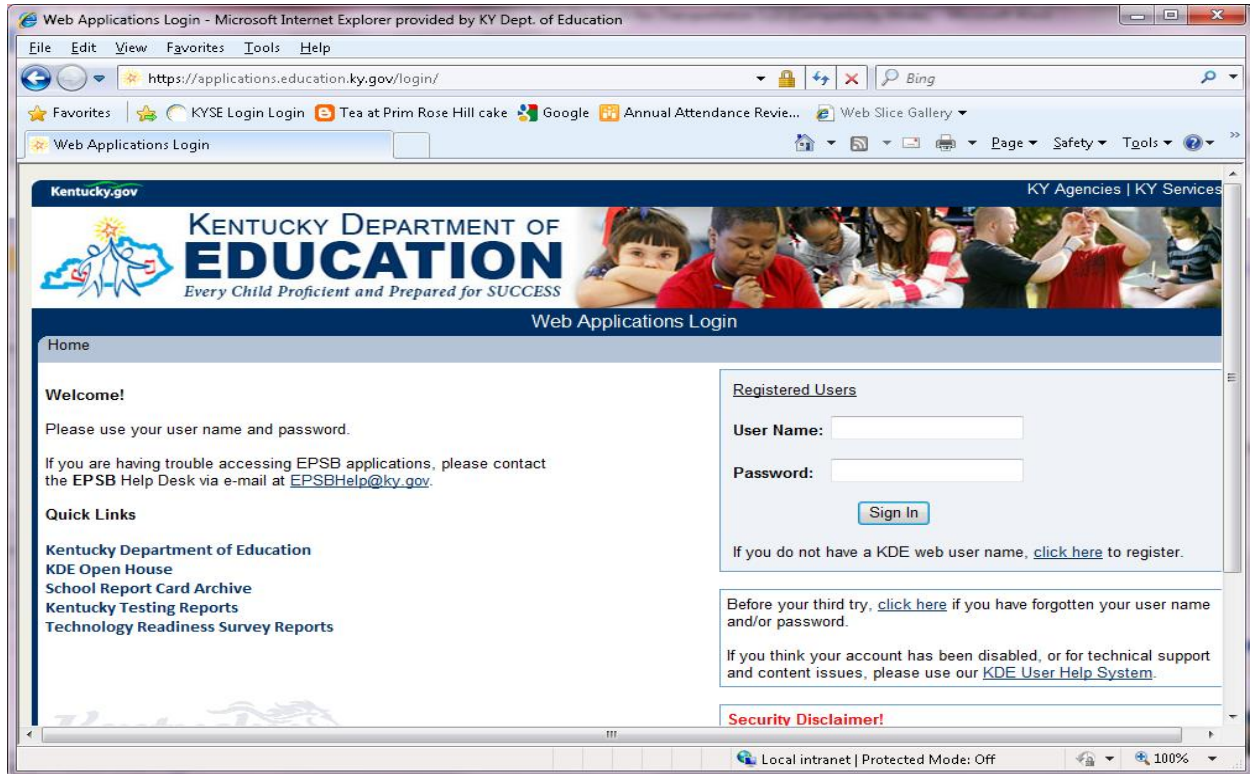
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Web Applications Login Screen

Registration for New Users or Users needing to retrieve their Log on information:

Path: <http://education.ky.gov/districts/trans/Pages/Reporting.aspx>

Login Screen



**If you have not used the Driver Database before, you will need to contact one of the (3) three people listed below (after contacting your WAPOC) to have your log on information verified and added to the KDE Web Applications web page.

John Wyatt 502-564-5279, ext. 4458

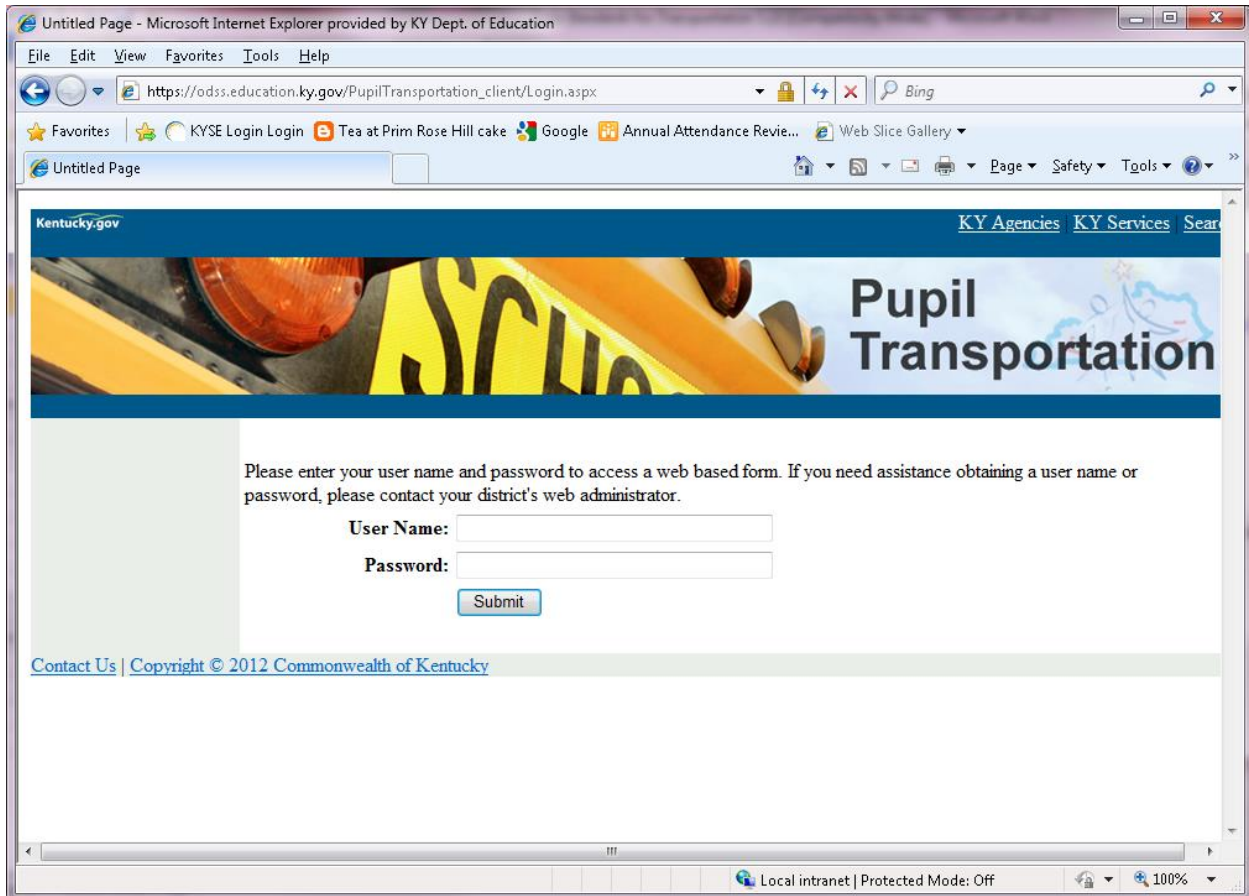
Patrick Galloway 502-564-5279, ext. 4400

Monica Napier 502-564-5279, ext. 4436

**If you have failed to recover your forgotten user id or password after 3 attempts, the system will lock you out and you will need to contact the KDE Help Desk at 502-564-2020 and ask them to reset your password.

Kentucky School Bus Driver Database

https://odss.education.ky.gov/PupilTransportation_client/Login.aspx



If you forget your user name or password you may *retrieve your user information at the following link:*

Path: <http://education.ky.gov/districts/trans/Pages/Reporting.aspx>

**If you have failed to recover your forgotten user id or password after 3 attempts, the system will lock you out and you will need to contact the KDE Help Desk at 502-564-2020 and ask them to reset your password.

ADD A NEW BUS DRIVER

This screen is used to add a new driver to the Driver Database.

Please input the appropriate data and then click on 'Submit' when you are finished. For Help, please read the [Instructions](#).

*District:

*License State:

*License Number:

*License Expiration Date:

*Birth Date:

*Last Name:

Suffix:

*First Name:

Middle Name:

*Social Security Number:

*Certification Date:

Medical Exam Date:

Medical Expiration Date:

Description of Data field Fields

Data field: District

District(s) you are under contract with as a driver/trainer.

Data field: License State

The name of the State that issued the CDL to the school bus driver.

Data field: License Number

Drivers CDL number should appear **exactly** as it is on the license issued to the school bus driver with no hyphens. Example: S9429429 **not** S94-29-429.

Data field: License Expiration Date

Drivers CDL expiration date should appear **exactly** as it is on the license issued to the school bus driver. Data should be entered as mm/dd/year. Example: 01/01/0000

Data field: Birth Date

Driver's date of birth should appear **exactly** as it appears on the CDL issued to the school bus driver. No hyphens should be entered.

Data field: Last Name

Driver's last name should appear **exactly** as it appears on the CDL issued to the school bus driver. Example: O'Quinn. Please put that punctuation in the driver database. Do not put suffix's (example: Jr., Sr.,) in the last name data holder.

Data field: Suffix

Driver's suffix (if they have one listed on their CDL) should appear **exactly** as it appears on the CDL issued by Kentucky Transportation Cabinet to the bus driver. Example: Jr., II. Please put that punctuation in the driver database to exactly match the CDL records.

Data field: First Name

Driver's first name should appear **exactly** as it appears on the CDL issued to the bus driver. Example: B.J. Please put that punctuation in the driver database to exactly match up the records.

Data field: Middle Name

Driver's middle name should appear **exactly** as it appears on the CDL issued to the bus driver. This field is for a middle name **only**. If there is only a middle initial for the middle name on the CDL enter the initial exactly, if there is an entire name, enter the entire middle name into the database.

*Data field: Social Security Number

The bus driver's social security number should appear **exactly** as it is on the license issued to the school bus driver. **No hyphens** should appear in the number. Example: Use 000000000 **not** 000-00-000.

*Data field: Certification Date

Date bus driver was certified by KDE.
Data should be entered as mm/dd/year.

Data field: Medical Exam Date

Date the required yearly medical exam was performed by a trained professional. Data should be entered as mm/dd/year. Example: 01/01/0000.

Medical Expiration Date

Date yearly medical exam performed by medical professional expires. ***This date cannot exceed 1 year from the date of the medical exam, as the system reports are based on 365 days only.***

Data field: Submit

Submit option is used to enter data into the database once you have verified the information you are updating is correct. The changes are not saved until you click on **Submit**.

Data field: Cancel

Cancel option is used to change/cancel data that is incorrect or that you do not wish to submit as a change to the database. **Cancel will also back you out to the main menu of the program.**

UPDATE AN EXISTING BUS DRIVER

Step 1: This screen is used to update driver information in the driver database

Please input the appropriate data and then click on 'Submit' when you are finished. For Help, please read the [Instructions](#).

Step 1. *District

Adair County ▼

*License Number

Submit Cancel

Description of Data field Fields

Data field: District

District(s) you are currently under contract with as a driver/trainer.

Data field: License Number

Drivers CDL number should appear **exactly** as it is on the license issued by the Kentucky Transportation Cabinet to the school bus driver. No hyphens should appear in the number. Example: S9429429 **not** S94-29-429.

Data field: Submit

Submit is used to enter data into the database once you have verified the information is correct. The changes are not saved until you click on **Submit**.

Data field: Cancel

Cancel is used to change/cancel data that is incorrect or that you do not wish to submit as a change to the database. **Cancel will also back you out to the main menu of the program.**

Step 2. Please input the appropriate driver data in the data field and then click on 'Submit' when you are finished. For Help, please read the [Instructions](#).

Step 2: Update Driver

*District:	<input type="text" value="KDE"/>
*License State:	<input type="text" value="Kentucky"/>
*License Number:	<input type="text"/>
*License Expiration Date:	<input type="text"/>
*Birth Date:	<input type="text" value="8/21/1957"/>
*Last Name:	<input type="text"/>
Suffix:	<input type="text"/>
*First Name:	<input type="text"/>
Middle Name:	<input type="text" value="G"/>
*Social Security Number:	<input type="text"/>
*Certification Date:	<input type="text" value="10/2/2010"/>
Annual Update:	<input type="text"/>

Medical Exam Date:	<input type="text" value="8/19/2011"/>
Medical Expiration Date:	<input type="text" value="8/18/2012"/>
Termination Date:	<input type="text"/>
	<input type="button" value="Submit"/> <input type="button" value="Cancel"/>

Description of Data Fields

Data field: District

District(s) you are currently under contract with as a driver/trainer.

Data field: License State

The name of the State that issued the CDL to the school bus Driver.

Data field: License Number

Drivers CDL number should appear **exactly** as it is on the license issued to the school bus driver. No hyphens should appear in the number. Example: S9429429 **not** S94-29-429.

Data field: License Expiration Date

Drivers CDL expiration date should appear **exactly** as it is on the license issued to the school bus driver. Data should be entered as mm/dd/year. Example: 01/01/0000.

Data field: Birth Date

Driver's date of birth should appear **exactly** as it appears on the CDL issued by Kentucky Transportation Cabinet to the bus driver.

Data field: Last Name

Driver's last name should appear **exactly** as it appears on the CDL issued by Kentucky Transportation Cabinet to the bus driver.
Example: Sr. Please put that punctuation in the driver database to exactly match records.

Data field: Suffix

Driver's suffix if they have one listed on their CDL should appear **exactly** as it appears on the CDL issued by the Kentucky Transportation Cabinet to the bus driver.
Example: O'Quinn. Please put that punctuation in the driver database to match exactly by Kentucky Transportation Cabinet's records.

*Data field: First Name

Driver's first name should appear **exactly** as it appears on the CDL issued to the bus driver.
Example: B.J. Please put that punctuation in the driver database to exactly match the records.

Data field: Middle Name

Driver's middle name should appear **exactly** as it appears on the CDL issued to the bus driver. If there is punctuation on the name on the CDL, (T.J.) please put that punctuation in the driver database to exactly match the records. This field is for a middle name **only**.

Data field: Social Security Number

Driver's social security number should appear **exactly** as it is on the license issued to the school bus driver. **No hyphens** should appear in the number. Example: 000000000 **not** 000-00-000).

Data field: Certification Date

Date bus driver was certified by KDE. Data should be entered as mm/dd/yy. Example: 1/01/0000.

Data field: Medical Exam Date

Date the yearly required medical exam was performed by a trained professional. Data should be entered as mm/dd/year. Example: 01/01/0000.

Data field: Medical Expiration Date

Date yearly medical exam performed by medical professional expires. This date **cannot** be more than 1 year **from the date of the medical exam** performed the prior year.

Data field: Submit

Submit is used to enter data into the database once you have verified the information is correct. The changes are not saved until you click on **Submit**.

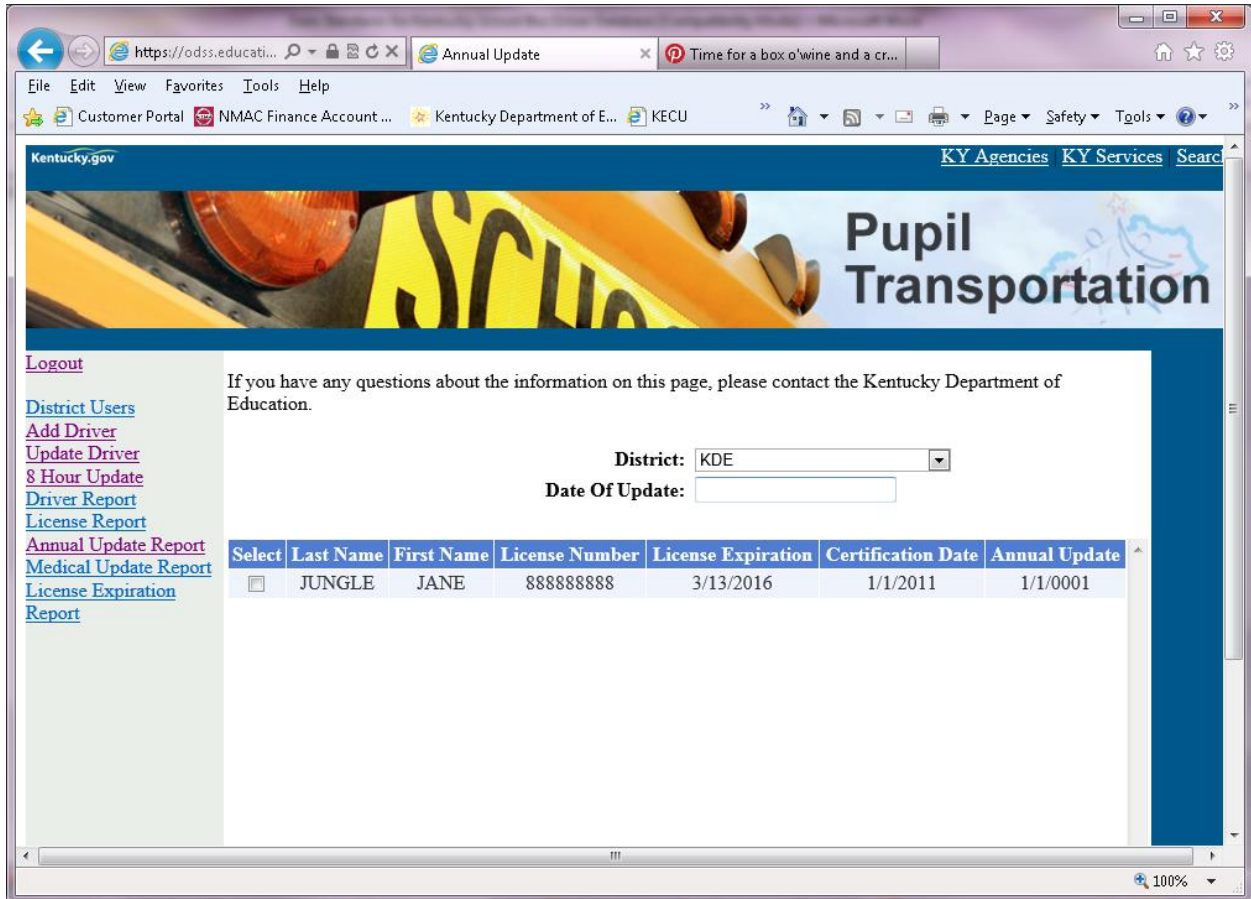
Data field: Cancel

Cancel is used to change/cancel data that is incorrect or that you do not wish to submit as a change to the database. **Cancel will also back you out to the main menu of the program.**

8 Hour Update

This screen allows the driver trainer to update multiple drivers in the district **at the same time** for their annual training update.

A screen shot is provided below;



Description of Data Fields

Data field: District

District(s) you are currently under contract with as a driver/trainer.

Data field: Date of Update

The date the school bus drivers attended the 8 hour update.

Data field: Select Box

Click on the select date in front of the drivers name **to select** the driver for the 8 hour update training. If there are drivers that did not attend this training, **do not** select the box in front of their name.

REPORTS

All reports may be pulled from data field, entered into the districts by the Driver/Trainer, FOR THAT DISTRICT.

Bus Driver Report Examples

This report is used to record data for School Bus Drivers that have been terminated by a driver trainer OR to record data for current school bus drivers for that district (as entered by the Driver Trainer). KDE recommends this report be generated at regular intervals (monthly) to ensure that bus drivers who have been terminated show termination dates in the records.

A paper copy of the report can be generated for review by the Driver Trainer to ensure that all driver information is current and correct. This field is not **required**, but the KDE recommends completing all fields in the Driver Database each time a bus driver's information is edited and/or updated to maintain the most current data possible on each school bus driver.

EXAMPLE 1

Driver Report: Terminated Driver option displays ONLY TERMINATED school bus drivers for that district.

<u>Bus Driver Report</u>									
Date Generated: May 24, 2012 2:37:24 PM									
006 Anchorage Independent					Expired Drivers				
Last Name	First Name	MI	License Number	License Expiration	License State	Date of Birth	Certification Date	Annual Update	Termination Date
				11/01/2011	AL	01/01/1980	01/01/1980		10/26/2011
				01/01/2013	KY	01/01/1980	01/01/2012		04/23/2012
				01/01/2013	KY	01/01/1980	01/01/2012		04/23/2012
				04/22/2012	KY	01/01/1980	05/01/2011	06/08/2011	04/23/2012
				01/01/2013	KY	01/01/1980	01/01/2011		04/23/2012
				01/01/2012	AL	01/01/1980	09/01/2010	09/30/2010	04/23/2012
				09/21/2014	KY	08/21/1957	10/02/2010		10/11/2011
Number of Drivers 7									

EXAMPLE 2

Bus Driver Report: Current *Terminated* Driver *NOT SELECTED* allowing the report to display current bus drivers for that District on the report.

<u>Bus Driver Report</u>									
								Date Generated: May 24, 2012 2:44:09 PM	
006 Anchorage Independent						Unexpired Drivers			
Last Name	First Name	MI	License Number	License Expiration	License State	Date of Birth	Certification Date	Annual Update	Termination Date
Number of Drivers 0									

EXAMPLE 3

License Report: Used to record current CDL data for drivers.

Screen Shot of License Report in Driver Database

Please input the appropriate data and then click on 'Submit' when you are finished. For Help, please read the [Instructions](#).

*District:

*License Number:

Description of data fields

Data field: *District

List of the district(s) you are currently under contract with as a driver/trainer.

Data field: *License Number

Drivers CDL number should appear **exactly** as it is on the license issued by the Kentucky Transportation Cabinet to the school bus driver. No hyphens should appear in the number. Example: S9429429 **not** S94-29-429.

Data field: Submit

Submit is used to enter data into the database once you have verified the information is correct. The changes are not saved until you click on **Submit**.

Data field: Cancel

Cancel is used to change/cancel data that is incorrect or that you do not wish to submit as a change to the database. **Cancel will also back you out to the main menu of the program.**

EXAMPLE 4

Bus Drivers by License Report: Used to indicate school bus drivers that have expired or will expire in the next 60 days.

KDE recommends this report be generated and reviewed on a monthly basis to identify bus drivers with CDL's that will need to be renewed. This allows the district sufficient time to meet the requirements for the CDL license renewal. This field is not *required*, but the KDE recommends completing all fields in the Driver Database each time a bus driver's information is edited and/or updated to maintain the most current data possible on each school bus driver.

Bus Driver by License Report

Date Generated: May 24, 2012 2:29:53 PM

District Number	District Name	Certification Date	Licensed in KY No.		Termination Date
			Annual Update	Medical Expiration	
006	Anchorage Independent Number of County(ies) 2	10/02/2010			10/11/2011

EXAMPLE 5

Annual Update Report

Annual Update Report

District:

School Start Date:

Save As:

Description of Data Fields

Data field: District

List of the district(s) you are currently under contract with as a driver/trainer.

Data field: School Start Date

This official start of the school year as identified by the School Calendar as being the first day of the new school year.

Data field: Save As

Reports that are generated by the database can be saved as various report formats to a certain location of your choice. The following is the available format type selected by clicking on that name; Acrobat (.pdf), Comma Deferred (.csv), Excel (.xls), XML (.xml), Tagged Image File Format (.tff), HTML 4.0 (.html), and Web Archive (.mhtml).

Data field: Submit

Submit is used to enter data into the database once you have verified the information is correct. The changes are not saved until you click on **Submit**.

Data field: Clear

Clear is used to clear all data from the fields. It also functions as the cancel button. It is used to remove, erase or cancel data.

EXAMPLE 6

Annual Update Report: This report is used to indicate Drivers that are due for their yearly Annual Updates within 90 days of the *FIRST DAY OF THE SCHOOL YEAR*.

<u>Annual Update Report</u>								
								Date Generated: May 24, 2012 2:12:30 PM
006 Anchorage Independent								
Last Name	First Name	MI	License Number	License State	License Expiration	Certification Date	Annual Update	Days Until Expired
Number of Drivers 0								

EXAMPLE 7

Medical Update Report: ***Reports are based on a calendar year only (if you have entered a 2 year physical expiration date this report will not display the correct information).***

<u>Medical Update Report</u>	
District:	<input type="text" value="Adair County"/>
Save As:	<input type="text" value="Acrobat (.pdf)"/>
	<input type="button" value="Submit"/> <input type="button" value="Clear"/>

Description of Data Fields

Data field: District

List of the district(s) you are currently under contract with as a driver/trainer.

Data field: Save as

Reports that are generated by the database can be saved as various report formats to a certain location of your choice. The following is the available format type selected by clicking on that name; Acrobat (.pdf), Comma Deferred (.csv), Excel (.xls), XML (.xml), Tagged Image File Format (.tff), HTML 4.0 (.html), and Web Archive (.mhtml).

Data field: Submit

Submit is used to enter data into the database once you have verified the information is correct. The changes are not saved until you click on **Submit**.

Data field: Clear

Clear is used to clear all data from the fields. It also functions as the cancel button. It is used to remove, erase or cancel data.

EXAMPLE 8

Medical Update Report: This report is used to indicate if the Drivers Medical Data is expired or will expire in the next 30days.

KDE recommends this report be generated on a monthly basis to identify bus drivers whose required medical examinations (cards) need to be renewed. This allows the district sufficient time to meet the requirements for the CDL license renewal. This field is not **required**, but the KDE recommends completing all fields in the Driver Database each time a bus driver’s information is edited and/or updated to maintain the most current data possible on each school bus driver.

<u>30 Day Medical Exam Report</u>								Date Generated: May 24, 2012 1:43:52 PM	
006 Anchorage Independent									
Last Name	First Name	MI	License Number	License State	Certification Date	Annual Update	Medical Expiration Date	Days Until Expiration	
Number of Drivers 0									

Data field: License Expiration Report

License Expiration Report

District:

Save As:

Description of Data Fields

Data field: District

List of the district(s) you are currently under contract with as a driver/trainer.

Data field: Submit:

Reports that are generated by the database can be saved as various report formats to a certain location of your choice. The following is the available format type selected by clicking on that name; Acrobat (.pdf), Comma Deferred (.csv), Excel (.xls), XML (.xml), Tagged Image File Format (.tff), HTML 4.0 (.html), and Web Archive (.mhtml).

Example 9

License Expiration Report: This report is used to indicate driver’s licenses that are expired or will expire in the next 60 days. KDE recommends this report be generated on a monthly basis to identify bus drivers who’s CDL will need to be renewed. This allows the district plenty of time to meet the guidelines established by KDE in CDL license renewal. This field is currently not a required field by KDE, but KDE recommends completing (all fields in the Driver Database upon entering or updating a driver’s information into the Database and maintaining that data to the most current data possible on each bus driver).

<u>License Expiration Report</u>							Date Generated: May 24, 2012 1:35:36 PM	
006 Anchorage Independent								
Last Name	First Name	MI	License Number	License State	License Expiration	Days Until Expiration	Certification Date	Annual Update
Number of Drivers 0								