

FREQUENTLY ASKED QUESTIONS

1.) Why are drivers listed as "inactive?"

Inactive drivers are caused by either an unsigned T8 report, or missing pre-service data, or an incomplete T9 report. Be certain that the driver's T8 report is signed and their pre-service data is not missing.

2.) How do I delete a driver who no longer works for me?

There is no "delete" button in SFPS. You will need to open the driver's maintenance screen and scroll down to the place on the right that says "No Longer Driving for District Date." Enter the appropriate date in this box (i.e., last date the driver drove, date the BOE accepted a resignation/retirement, etc.)

If you make a mistake when entering a driver's CDL number, you will need to contact the ODE Pupil Transportation office at (614) 466-4230 to have the incorrect CDL number changed.

3.) Why can't I enter a pre-service date?

Pre-service dates and certificate numbers are automatically entered when a pre-service instructor approves a T9 report. Because this information is system-generated, you will not be able to change it. If a date is wrong, you will need to contact your pre-service instructor to correct it.

4.) What do I do about missing OBIs in my district?

Open the driver's maintenance screen and ensure that a check mark is in the box that indicates the driver is an OBI. You will not be able to place a checkmark in this box if one is missing. Contact your pre-service instructor to have this done.

5.) If my driver's pre-service certificate number and date are missing, should I create a new T9?

NO! New T9 reports are only designated for those who are (1) a new driver without a certificate or (2) a returning driver who must recertify. If your driver's certificate number and date are missing, and you know they have a current certificate, you must contact your pre-service instructor's office to have this data put into the system.

6.) I am entering a T9 for a new driver and I am getting an error message that reminds me to input a minimum of 12 training hours. I have more than 12 hours entered. What am I doing wrong?

Review the items in your list of required training. You will see a series of checkboxes numbering 1 through 26, in addition to the list you have created at the bottom. Review the items in the list at the bottom to ensure that all required training items are in the list. The only options with the required list are 4a, 4b and 4c where just one of the three must be entered, and also for 5a and 5b - only one of those are required.

- 7.) **Can I allow a driver to transport students before I receive their new certificate?**
A driver may not drive without a valid certificate on file with the school district.
- 8.) **When can I use the temporary certificates from my pre-service instructor?**
Temporary certificates may be issued for a new driver when the district is awaiting the arrival of their initial six-year certificate. Temporary certificates may not be used for a recertifying driver.
- 9.) **My van drivers are all listed as inactive. How can I make them appear as active?**
At this time, van driver physical examinations and certification are not entered online. T8v forms must be retained at the school district and certification paperwork should be submitted to the pre-service instructor via the paper forms.
- 10.) **I was told to sign my T8 reports. Where is the sign button?**
T8 reports can only be signed by a transportation supervisor or a district's superintendent. After entering the T8 data, click the "next" button to proceed to the completion page. Here, you will select those drivers' reports that you wish to sign by placing a checkmark next to their name and then click the "sign" button.
- 11.) **There are buses missing from my inventory. How do I find them?**
When searching for vehicles in your inventory, look to the right of the search screen. You must enter a checkmark in those boxes to search for buses that have been sold, transferred or listed as out-of-service. When the buses show up in the next screen, you can then change the usage code to reflect their current use.
- 12.) **Why don't drivers with waivers appear on the T8 completion page?**
Drivers will only appear on the T8 completion page after the waiver has been approved and recorded in the system. After this happens, you will be able to sign their T8 report.
- 13.) **When I enter a JVS' IRN number on the T1S report, the system does not accept it. Is the IRN number incorrect?**
Be certain that you are using the building IRN code which is the IRN of the site you transported students to, and not the IRN of the JVS itself.
- 14.) **On several reports, it will not accept the date. How should it be entered?**
On the T1S report, for example, you will need to use the MM/DD format for entering dates.
- 15.) **Where do I find the IRN number for the school for my T1S report?**
Visit ODE's website, put your mouse over the "topic" tab and then click "OEDS-R."
- 16.) **The number of days transported on the T1S report is not calculating.**

If no errors exist in the data entered, the number of days will calculate after you click the save button.

17.) Where do I find the worksheets for the T2 report?

Worksheets are accessed by clicking the "edit" link at the end of each line item in the T2 report.

18.) I am not clear on how to answer numbers 5, 6 and 7 on the Miscellaneous Data section of the T2 report.

#5 - Enter the number of special education students transported during the school year.

#6 - Enter the number of days those students were transported to school (cannot be greater than 180)

#7 - Total all the days that each student was transported.

19.) How do I get to the T10 report?

a. You can click on T10 in the left menu, which will bring up the driver search page. You will need to locate the driver that you wish to file a T10 report for and click their name. This will bring up their driver maintenance page. Click the "CRASH REPORT" button in the driver standing section.

b. OR, you can proceed directly to the driver maintenance page by clicking MAINTAIN in the left menu. From here, click the "CRASH REPORT" button in the driver standing section.

20.) Where are my drivers disappearing to on the T8 report?

Fortunately, they are not "disappearing" but rather moving to the end of the list in the report as data is entered and/or signed.