



State of Ohio  
Department of Education

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TO: Transportation Directors, Supervisors, Coordinators  
FR: Pete Japikse, Pupil Transportation Office  
RE: Web based reporting  
DATE: June 7, 2007

All data submitted to ODE with regard to pupil transportation, including state reports, bus inventory management, driver roster, accident reporting, driver training, and driver physical reporting is now accomplished via an on-line (web-based) system. All documents that previously were submitted in paper form to the Ohio Department of Education will now be submitted electronically.

The access to this system is secure, and can only be achieved by individuals who have both a SAFE account, which provides a user name and password, and a valid OEDS-R role in a registered district or transportation agency.

Each agency that provides pupil transportation will be required to have transportation administrators who have access to the system so that they can enter and submit the required data.

SAFE accounts can be acquired by applying online. From the Ohio Department of Education web page ([www.ode.state.oh.us](http://www.ode.state.oh.us)) select the  button. From the menu on the left of the screen, select the item that says "Signup", and follow the instructions. This process will generate automatic emails that provide the applicant with their username and password for access to programs. For assistance with SAFE accounts, please send email to [SAFE.ADMIN@ode.state.oh.us](mailto:SAFE.ADMIN@ode.state.oh.us)

The OEDS-R system is a directory system that lists education staff by agency. As part of this list, each individual is assigned a role that corresponds with their job function for that agency. This file also contains the contact information (both phone and email address) that is required for transportation administrators.

OEDS-R roles are maintained at the district level/employer level. . For educational agencies, each agency has an individual who is designated as the OEDS coordinator, and who can enter the information into the system. For private employers, the pupil transportation office at ODE will enter the role information into the system.

To access any of the pupil transportation systems, one of the following roles are required:

- Supervisor – transportation services
- Director – transportation services
- Coordinator- transportation services
- Data entry – transportation services (This role provides data entry privileges only.)
- Reviewer – transportation services (This role can only review data)

The pupil transportation office has a help desk for transportation specific questions. For assistance, you may contact that desk via email at [Schoolbus@ode.state.oh.us](mailto:Schoolbus@ode.state.oh.us).