NEW DATABASE GUIDE FOR DRIVERS
(Database works best when using Google Chrome)

⇒ If you have not taken a Level I or II Course before, please register as a new driver.
   (If you have taken a Level I or II course before, please skip to page 7.)

To register a driver go to nepupiltransporation.com

⇒ You will then be directed to the following page:

**Driver's Registration Form**

**Driver's Registration Form:**

**Driver's License Number:**

(Example: A11111111)

Re-enter Driver's License Number:

Last Name:

First Name:

Date of Birth:

mm/dd/yyyy

PLEASE FILL IN ALL OF THE FIELDS AND DOUBLE CHECK THAT THE DRIVER'S LICENSE NUMBER IS CORRECT.
After completing the registration form, you should see the following:

![Congratulations!]

You have successfully registered. Please check your email on how to proceed.

You will get an email confirming that you are registered as a new driver.

From: busnsc@gmail.com <busnsc@gmail.com>
Sent: Wednesday, January 25, 2023 1:49 PM
To: Amanda Ransdell <ransdella@unk.edu>
Subject: Update- NE Pupil Transportation

Non-NU Email

Hello Amanda,

Welcome to the Nebraska Pupil Transportation website. You can now log into your profile with your email and the password 01&YuV-YPszSHDTuJUpj
Once logged in, you will be able to register for a Level I course. Please click here to be redirected to the Pupil Transportation home page.

Thank you!

Please do not reply to this email. If you have any questions please contact us at bus@unk.edu or call (308) 865-8256.
You can now login to the database using your email that you got the email confirmation from. Also, the password cannot be changed therefore please copy and paste the password and save if it the browser will allow.

Once logged in, you will first see your dashboard.

To view available Level I Courses and register for Class B and Passenger Endorsement, click on “Classes”
⇒ Review the Rubric to make sure you are signing up for the correct course.

### Classes Available

<table>
<thead>
<tr>
<th>Category</th>
<th>Vehicle</th>
<th>Capacity - Not Including the Driver</th>
<th>Minimum DMV License Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Small Vehicle: Car or Van (Route only) - 3hr</td>
<td>1 - 10 passengers</td>
<td>Class O Operator's License</td>
</tr>
<tr>
<td>B</td>
<td>Small Bus - 11hr</td>
<td>Up to 14 passengers</td>
<td>Class O Operator's License</td>
</tr>
<tr>
<td>C</td>
<td>School Bus Endorsement</td>
<td>15 or more passengers</td>
<td>Commercial Driver's License With Passenger and School Bus Endorsements</td>
</tr>
</tbody>
</table>

⇒ To register for Class B and Passenger Endorsement theory training select Register on the far right side. You may need to minimize your screen or scroll left to right at the bottom.

⇒ To register for any other courses, find the class you would like to attend and click on “View Course Details”

Once you select “View Course Details” you will see a screen like below you will need to choose your category then select enroll in this course.

### Course Details

<table>
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</table>

Course Description:

Small Vehicle drivers attend first three hours and all other drivers attend ALL eleven hours
Once you select “Enroll to this course” you will get this screen. You will also receive an email like the one below.

From: busnscc@gmail.com <busnscc@gmail.com>
Sent: Wednesday, January 25, 2023 2:04 PM
To: Amanda Ransdell <ransdella@unk.edu>
Cc: Kaitlyn Richardson <richardsonke@unk.edu>; Elizabeth Mendyk <mendyke@unk.edu>
Subject: Update- NE Pupil Transportation

Non-NU Email

Hello Amanda,

Thank you for registering for the Level 1 course in Level I Kearney. The class will be held on: 2-03-23: "6:00PM" - "9:00PM 2-04-23: "8:00AM" - "4:00PM at Nebraska Safety Center Driving Range (1801 N Railroad St, Kearney, NE).

Students must bring the following materials to class:

- Current Driver's License
- Download and Print a copy of the Pupil Transportation Guide

INSTRUCTORS WILL NOT PROVIDE COPIES OF THE ABOVE MATERIALS.

Level I

Students must comply with the following requirements: Complete the Pre-Service Evaluation and Behind the wheel training to become qualified to drive. The form must be uploaded to the driver's profile in the Pupil Transportation Database by either school or driver.

If a driver will ONLY be driving a small vehicle, they must attend the first three hours of the Level I they are registered for.

If you are attending, the class via zoom directions will be emailed directly to the driver a few days before class. Test your technology ahead of your zoom class. We have limited time to troubleshoot the day of the course. Make sure your equipment is ready to go.

If the vehicle requires the driver to hold a CDL, the applicant must hold a Learner's Permit for Commercial Vehicles (CLP) prior to the 'behind the wheel' evaluation. In order to obtain the CLP the applicant must pass a general knowledge written examination based on the information contained in the CDL Manual.

Please do not reply to this email. If you have any questions please contact us at bus@unk.edu or call (308) 865-8256
➢ To double check if you are enrolled in the class go back out to Dashboard and the class will be listed.

➢ On your dashboard you have the ability to drop the course if you need to. Then you can re-sign up for a class.

➢ The database will not allow a driver to register for a Level II course until 4 years have passed the date of the Level I course.
Pre-Service Evaluation Form can be downloaded and uploaded under the Pre-Drives Forms Tab. This document needs to be in a PDF format. (Only the first page of the document needs to be uploaded)

Pre-Service Evaluation Forms need to be submitted before a driver can drive with students.

Once your pre-drive has been accepted you will get the following email.

The Pre-Service Evaluation Form for Amanda Ransdell has been accepted.

Thank you!

Please do not reply to this email. If you have any questions please contact us at bus@unk.edu or call (308) 865-8256.
⇒ If you need to register for a Level II Course, enter your email and password into the Driver’s Login. If you do not have an email set up with your account, please contact the Safety Center at 308-865-8256 or bus@unk.edu or get into contact with your school Transportation Manager.

Once logged in, you will first see your dashboard.

PLEASE UPDATE YOUR PROFILE INFORMATION; FILLING IN ANY EMPTY FIELDS YOU MAY HAVE. YOU CAN UPDATE INFORMATION BY CLICKING “VIEW YOUR PROFILE”
To view available Level II Courses, click on “Classes”

To register for Level II course, find the class you would like to attend and click on “View Course Details” And then click on “Enroll to this Course”

And then click on “Enroll to this Course”

Course Details:

Course Description:
3 hour refresher West Center Building - UNK Campus - Room 152W 1917 W 24th St. Kearney, NE Please park in the half circle drive.

Enroll to this Course  Back
You will get a confirmation email that you are registered for the course.

Hello Elizabeth,

Thank you for registering for the Level 2 course in Level II Kearney. The class will be held on: 09/09/2018 1:00PM-4:00PM.

Students must bring the following materials to class:
- Current Nebraska Driver’s License (out of state license will be accepted for identification purpose. They cannot be used to process course certification)
- Download and Print a copy of the Pupil Transportation Guide (revised 12/6/2012)
- Commercial driver’s license (if applicable)

INSTRUCTORS WILL NOT PROVIDE COPIES OF THE ABOVE MATERIALS.

The class that you have selected to attend will now show up on your dashboard.
(If need be, you can drop the course and add a new course.)
You should also be able to see any previous classes that you have taken.

The database will not allow a driver to register for another Level II course until 4 years have passed the date of the previous Level II course.

You can expect to receive a couple of emails when it is within a year of your Level II Course expiring.

If you are have any questions feel free to call the Nebraska Safety Center at 308-865-8256 or email us at bus@unk.edu.