

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 nepupiltransportation.com



⇒ Hello, if you are a new driver, please register here.

Register

 Driver's Login

Enter your username (email)

Enter your password

Login

[Forgot password?](#)

- ⇒ You will then be directed to the following page:

Driver's Registration Form

[Home](#) / Driver's Registration Form

Driver's Registration Form:

Driver's License Number:

(Example: A11111111)

Re-enter Driver's License Number:

Last Name:

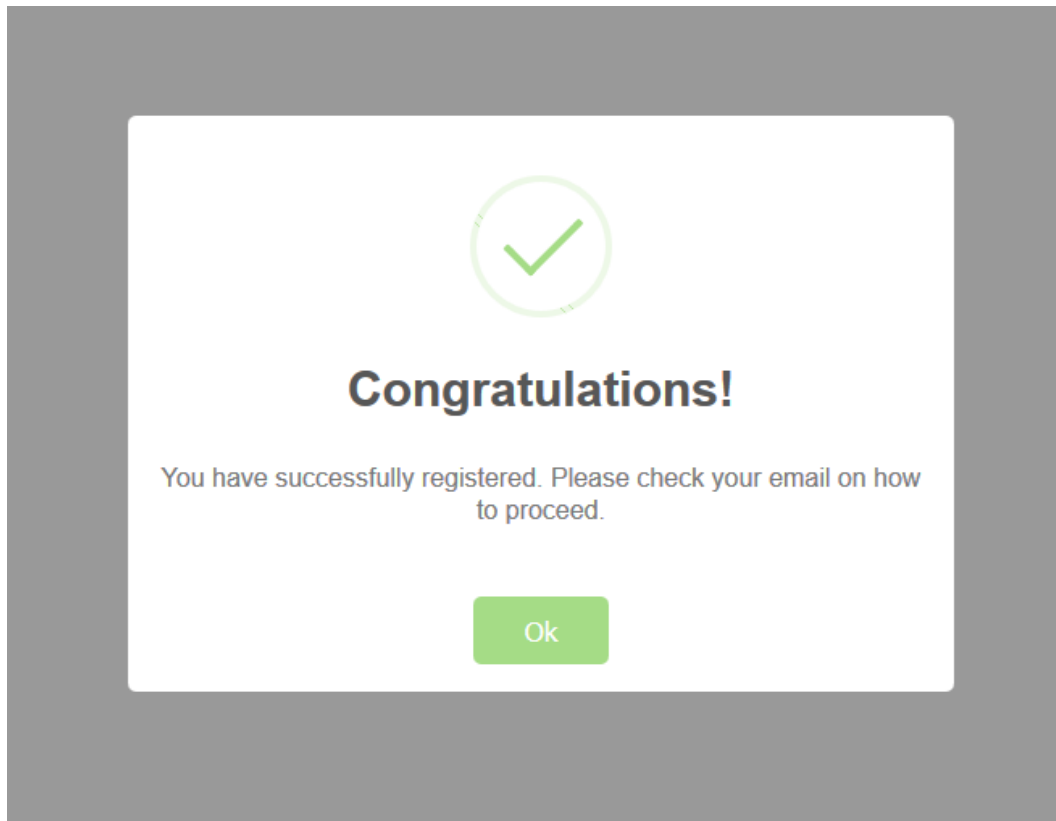
First Name:

Date of Birth:



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



⇒ 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=YP\$zSHDTu)Upj

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 address as your username. The password cannot be changed therefore please copy and paste the password and save if it the browser will allow.

➔ Hello, if you are a new driver, please register here.

[Register](#)

Driver's Login

Enter your username (email)

Enter your password

[Login](#)

[Forgot password?](#)

⇒ Once logged in, you will first see your dashboard.

Nebraska Safety Center
EST. 1974

[Dashboard](#)
[Pre-Drive Forms](#)
[Classes](#)

Good evening,
Welcome Amanda

[View Your Profile](#)

Registered class details

My Class Details

No.	Course Name	Course Level	Instructor	Start Date	End Date	Class times	Location	Status	Actions
-----	-------------	--------------	------------	------------	----------	-------------	----------	--------	---------

[Back to Top](#)

⇒ To view available Level I Courses and register for Class B and Passenger Endorsement, click on “Classes”

Nebraska Safety Center
EST. 1974

[Dashboard](#)
[Pre-Drive Forms](#)
[Classes](#)

Go We

[D](#)

⇒ **Review the Rubric to make sure you are signing up for the correct course.**

Classes Available

Dashboard / Classes

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

⇒ **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.**

[illegible]

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

1	Level I Zoom Only Central Time	1	b	Sharon Dowding	01/25/2023	01/26/2023	1-25-23: 9:00AM - 4:00PM 1-26-23: 9:00AM - 1:00PM	8	Zoom Only	-3	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

[Dashboard](#) / [Classes](#) / [Enroll Class](#)

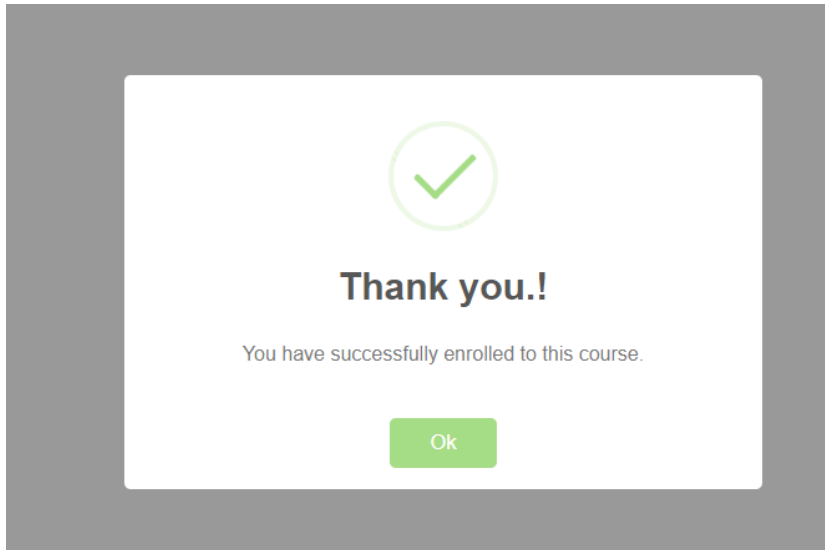
Category	Vehicle	Capacity - Not Including the Driver	Minimum DMV License Required
A	Small Vehicle: Car or Van (Route only) - 3hr	1 - 10 passengers	Class O Operator's License
B	Small Bus - 11hr	Up to 14 passengers	Class O Operator's License
C	School Bus Endorsement	15 or more passengers	Commercial Driver's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

Course Description:

Small Vehicle drivers attend first three hours and all other drivers attend ALL eleven hours

Category B | Small Bus: 15 or less passengers - 11 Hours [Enroll to this Course](#) [Back](#)

⇒ Once you select “Enroll to this course” you will get this screen. You will also receive an email like the one below.



From: busnsc@gmail.com <busnsc@gmail.com>
Sent: Wednesday, January 25, 2023 2:04 PM
To: Amanda Ransdell <randsella@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.

The screenshot shows the 'Classes Available' page on the Nebraska Safety Center website. The left sidebar contains links to 'Dashboard', 'Pre Drive Forms', and 'Classes'. The main content area has a breadcrumb trail 'Dashboard / Classes' and a table with the following data:

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

Below the table is a section titled 'Available Class Details' with a note: 'Level II needs to be completed within 5 years of the Level I course.' A 'Course Filter' dropdown is set to 'All'. Below this is a table with the following data:

Number	Course Name	Course Level	Category	Instructor	Begin Date	End Date	Class times	Capacity	Location
N/A	Class B & Passenger Endorsement Theory Training*								

⇒ 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 screenshot shows the 'Dashboard' page on the Nebraska Safety Center website. The left sidebar contains links to 'Dashboard', 'Pre-Drive Forms', and 'Classes'. The main content area has a breadcrumb trail 'Dashboard' and a 'View Your Profile' button. Below this is a section titled 'Registered class details' with a sub-section 'My Class Details' containing a table with the following data:

No.	Course Name	Course Level	Instructor	Start Date	End Date	Class Times	Location	Status	Actions
1	Level I Kearney Course details	1 Category B Small Bus: 15 or less passengers - 11 Hours	Bekky Shatto	02/03/2023	02/04/2023	2-03-23: 8:00PM - 9:00PM 2-04-23: 8:00AM - 4:00PM	Nebraska Safety Center Driving Range (1801 N Railroad St. Kearney, NE)	Enrolled	Drop this course

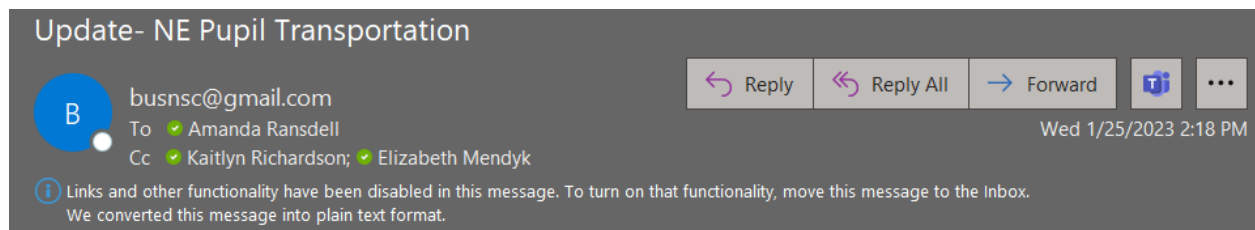
Below the table is a 'Back to Top' link.

⇒ 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 PDF format. (Only the first page of the document needs to be uploaded)**

The screenshot shows the Nebraska Safety Center website's 'Pre-Drive Forms' section. On the left is a dark sidebar with a logo at the top and three menu items: 'Dashboard', 'Pre-Drive Forms' (which is highlighted), and 'Classes'. The main content area has a white background with the title 'Pre-Drive Forms' at the top. Below the title is a breadcrumb trail: 'Dashboard / Pre-Drive Forms'. A red note states: 'Note: Pre-Service/Behind the Wheel forms need to be turned in as part of the requirements to be qualified to drive.' Below this is a blue header for the 'Pre-drive Forms' section. The text inside says: 'Please download the Pre-Drive form. Once it has been filled out, please upload it here and click on Submit button. Please only upload the first page of the Pre-Drive form. Note: Upload only ".pdf" file formats and document should be less than 5 MB of size. If you have uploaded a wrong pre-drive form, you can replace it by re-uploading the correct pre-drive form'. There are three buttons: an orange 'Click here to open uploaded pre-drive form' button, a blue 'Download Form' button, and a green 'Submit Form' button. Below the buttons, a green message says 'You have successfully uploaded your pre-drive form'. At the bottom, it says 'You have uploaded pre-drive form. Uploaded file name: predrive-updated.pdf'.

- ⇒ **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.**

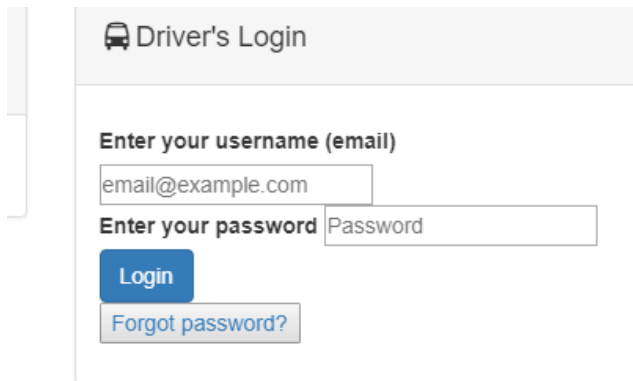


Non-NU Email

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.

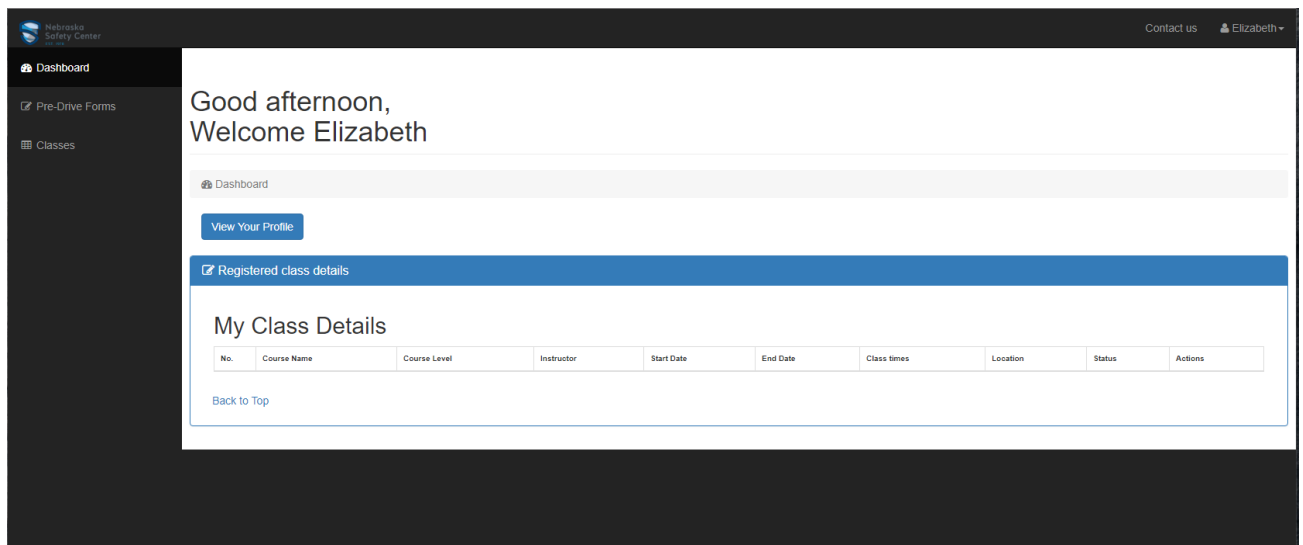
- ⇒ If you need to register for a Level II Course, enter your email and password into the Driver's Login. If you do not have an email set up with your account, please contact the Safety Center at 308-865-1550 or bus@unk.edu or get into contact with your school Transportation Manager.



The screenshot shows a 'Driver's Login' form with a bus icon. It contains two input fields: 'Enter your username (email)' with the placeholder 'email@example.com' and 'Enter your password' with the placeholder 'Password'. Below the fields are two buttons: a blue 'Login' button and a light blue 'Forgot password?' button.

- ⇒ Once logged in, you will first see your dashboard.

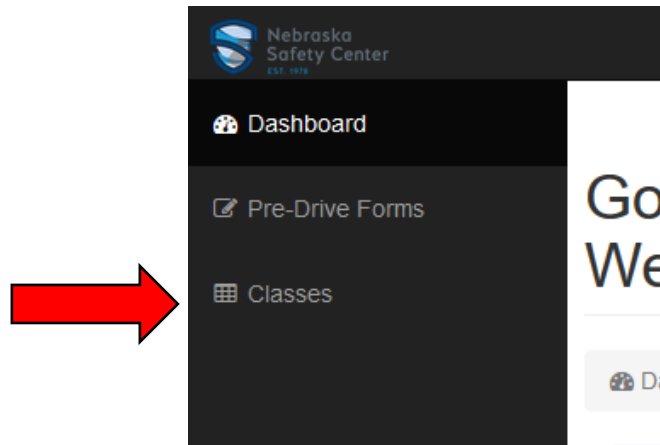
PLEASE UPDATE YOUR PROFILE INFORMATION; FILLING IN ANY EMPTY FIELDS YOU MAY HAVE. YOU CAN UPDATE INFORMATION BY CLICKING “VIEW YOUR PROFILE”



The screenshot shows a user dashboard for the Nebraska Safety Center. The top navigation bar includes 'Contact us' and a user profile 'Elizabeth'. The left sidebar has links for 'Dashboard', 'Pre-Drive Forms', and 'Classes'. The main content area greets the user with 'Good afternoon, Welcome Elizabeth' and shows a 'Dashboard' section with a 'View Your Profile' button. Below this is a 'Registered class details' section with a 'My Class Details' table.

No.	Course Name	Course Level	Instructor	Start Date	End Date	Class times	Location	Status	Actions
Back to Top									

⇒ 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”

Number	Course Name	Course Level	Instructor	Begin Date	End Date	Class times	Capacity	Location	Seats Remaining	Actions
1	North Platte Level II	2	Becky Reier	10/22/2017	10/22/2017	10-22-17: 9:00 AM to 12:00 PM	25	Holiday Inn Express	25	View Course Details
2	Sutton Level II	2	Bobbie Itzen	10/26/2017	10/26/2017	10-26-17: 5:30 PM to 8:30 PM	25	Sutton Bus Barn (1107 North Saunders)	21	View Course Details
3	Columbus Level II	2	Kirk Kellough	10/27/2017	10/27/2017	10-27-17: 6:00 PM to 9:00 PM	25	ESU #7 (2657 44th Ave)	16	View Course Details

⇒ And then click on “Enroll to this Course”

Course Details

[Dashboard](#) / [Classes](#) / [Enroll Class](#)

Course Description:

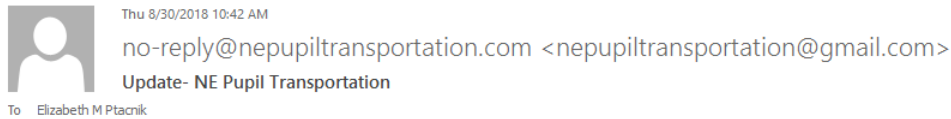
3 hour refresher West Center Building- UNK Campus- Room 152W 1917 W 24th St. Kearney, NE Please park in the half circle drive.



[Enroll to this Course](#)

[Back](#)

⇒ You will get a confirmation email that you are registered for the course.



⇒ 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.

Registered class details

My Class Details

No.	Course Name	Course Level	Instructor	Start Date	End Date	Class times	Location	Status	Actions
1	Level II TEST Course details	2	TEST	08/29/2013	08/30/2013	8-29-13:"8:00AM"- "2:00PM" 8-30- 13:"8:00AM"- "1:00PM"	TEST	Pass	Drop this course
2	Level II Kearney Course details	2	Becky Reier	09/09/2018	09/09/2018	09/09/2018:"1:00PM- 4:00PM"	West Center Building on UNK Campus (1917 W 24th St., Rm 152W)	Enrolled	Drop this course

Previous class

New Class

⇒ 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 have any questions feel free to call the Nebraska Safety Center at
308-865-1550 or email us at bus@unk.edu.