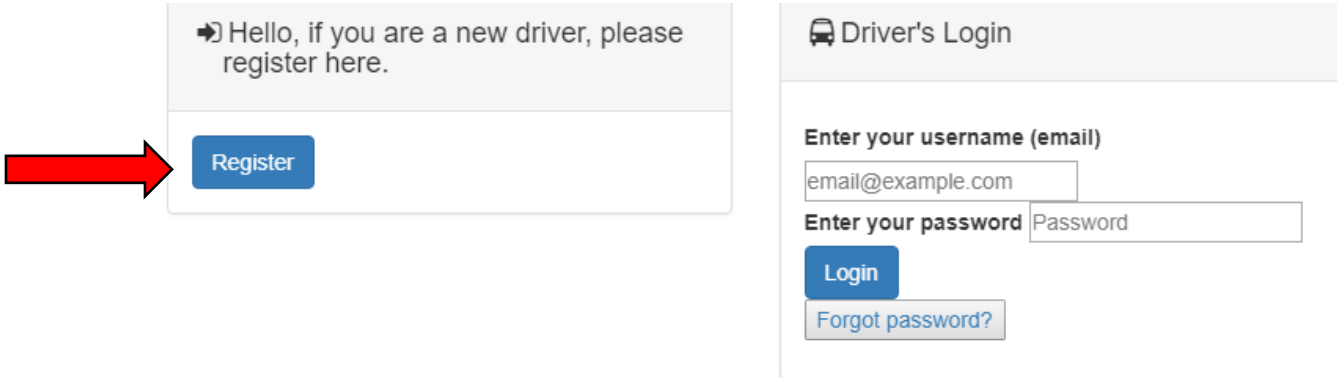


## NEW DATABASE GUIDE FOR DRIVERS

(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.)

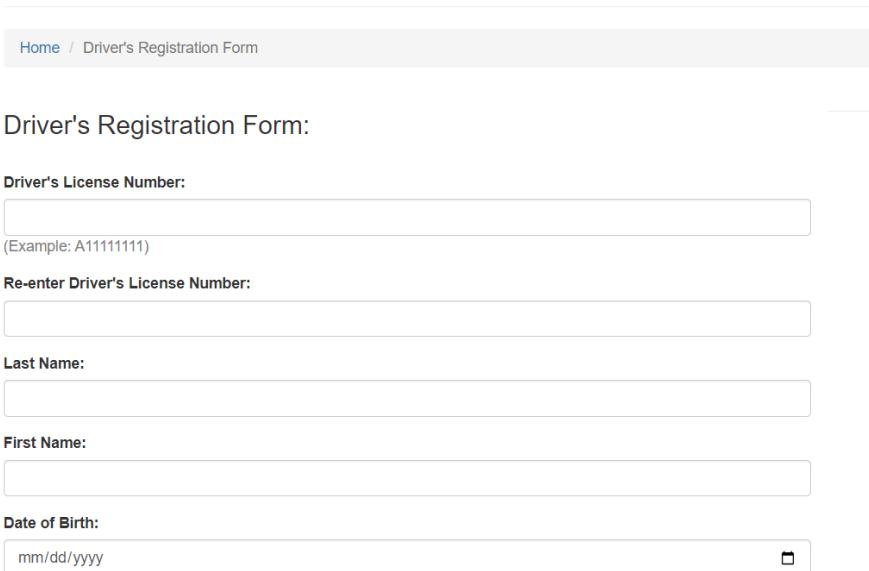
To register a driver go to nepupiltransportation.com



The screenshot shows two side-by-side panels. The left panel has a light gray header with the text "Hello, if you are a new driver, please register here." Below this is a blue button labeled "Register". A red arrow points to this button from the left. The right panel has a light gray header with a truck icon and the text "Driver's Login". Below this are two input fields: "Enter your username (email)" with the placeholder "email@example.com" and "Enter your password" with the placeholder "Password". Below these fields are two buttons: a blue "Login" button and a light blue "Forgot password?" button.

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

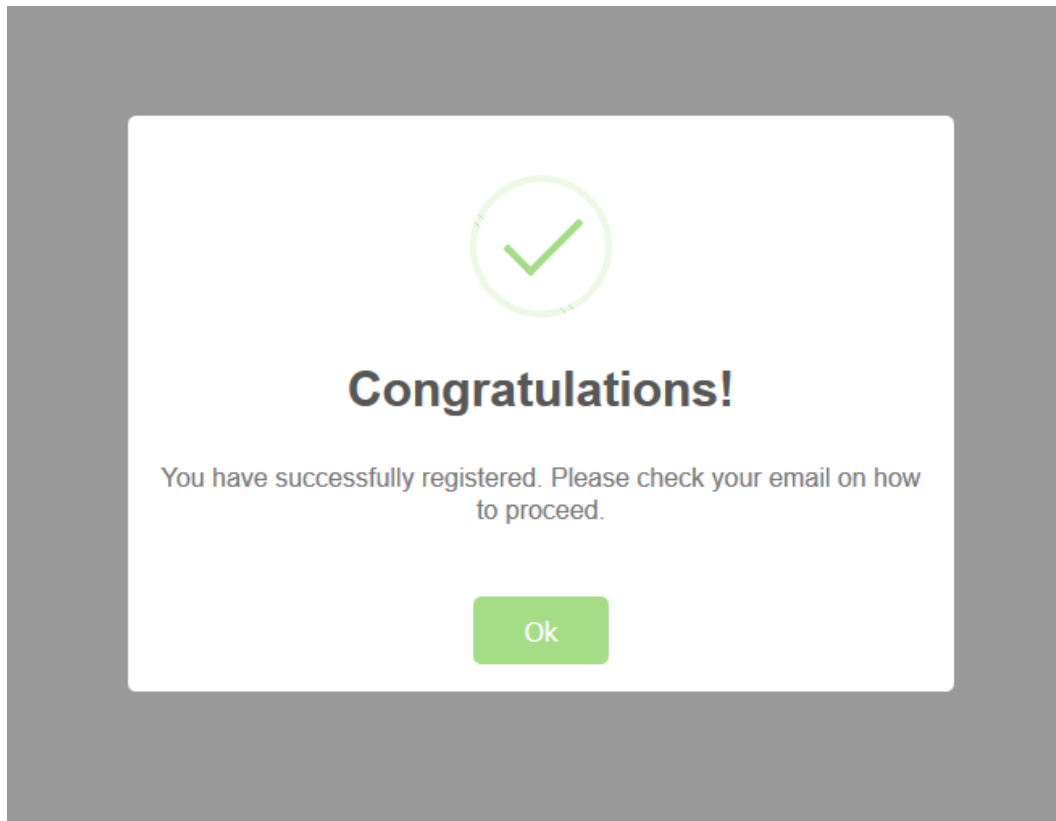
### Driver's Registration Form



The screenshot shows the "Driver's Registration Form" page. At the top, there is a breadcrumb trail: "Home / Driver's Registration Form". Below this, the text "Driver's Registration Form:" is followed by several input fields. The first field is labeled "Driver's License Number:" and has a placeholder "(Example: A11111111)". The second field is labeled "Re-enter Driver's License Number:". The third field is labeled "Last Name:". The fourth field is labeled "First Name:". The fifth field is labeled "Date of Birth:" and has a placeholder "mm/dd/yyyy" and a calendar icon.

**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](mailto:busnsc@gmail.com) <[busnsc@gmail.com](mailto:busnsc@gmail.com)>

**Sent:** Wednesday, January 25, 2023 1:49 PM

**To:** Amanda Ransdell <[randsella@unk.edu](mailto:randsella@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](mailto: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 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

Contact us Amanda

Dashboard

Pre-Drive Forms

Classes

Good evening,  
Welcome Amanda

Dashboard

[View Your Profile](#)

Registered class details

My Class Details

No.	Course Name	Course Level	Instructor	Start Date	End Date	Class times	Location	Status	Actions
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[Back to Top](#)

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

Nebraska Safety Center

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.

N/A	Class B & Passenger Endorsement Theory Training*										<a href="#">Register</a>
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⇒ 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	<a href="#">View Course Details</a>
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⇒ 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](#)

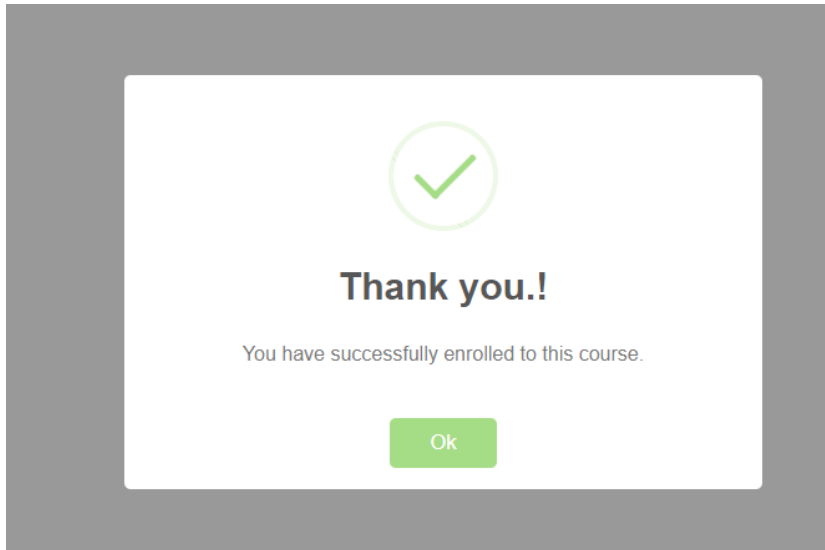
Category	Vehicle	Capacity - Not Including the Driver	Minimum DMV License Required
A	Small Vehicle: Car or Van (Route only) - 3hr	1 - 10 passengers	Class O Operator's License
B	Small Bus - 11hr	Up to 14 passengers	Class O Operator's License
C	School Bus Endorsement	15 or more passengers	Commercial Driver's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

⇒ 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](mailto:busnsc@gmail.com) <[busnsc@gmail.com](mailto:busnsc@gmail.com)>  
**Sent:** Wednesday, January 25, 2023 2:04 PM  
**To:** Amanda Ransdell <[ransdella@unk.edu](mailto:ransdella@unk.edu)>  
**Cc:** Kaitlyn Richardson <[richardsonke@unk.edu](mailto:richardsonke@unk.edu)>; Elizabeth Mendyk <[mendyke@unk.edu](mailto: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](mailto: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.

**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

**Available Class Details**

Level II needs to be completed within 5 years of the Level I course.

Course Filter: All

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.

Dashboard

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
1	Level I Kearney Course details	1	Becky Shaffo	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

Back to Top

⇒ 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)**

The screenshot shows a web application interface for the Nebraska Safety Center. On the left is a dark sidebar with navigation options: 'Dashboard', 'Pre-Drive Forms' (selected), and 'Classes'. The main content area is titled 'Pre-Drive Forms' and includes a breadcrumb trail 'Dashboard / Pre-Drive Forms'. Below the title, there is a red note: 'Note: Pre-Service/Behind the Wheel forms need to be turned in as part of the requirements to be qualified to drive.' A blue header bar contains the text 'Pre-drive Forms'. The main body contains instructions: '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 blue 'Upload Form' button. At the bottom, there is a green 'Submit Form' button and a confirmation message: '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.**

The screenshot shows an email notification from 'busnsc@gmail.com'. The subject is 'Update- NE Pupil Transportation'. The sender's profile picture is a blue circle with a white 'B'. The email is addressed to 'Amanda Ransdell' and 'Kaitlyn Richardson; Elizabeth Mendyk'. The email was received on 'Wed 1/25/2023 2:18 PM'. Action buttons include 'Reply', 'Reply All', 'Forward', and a menu icon. A message at the bottom states: 'Links and other functionality have been disabled in this message. To turn on that functionality, move this message to the Inbox. We converted this message into plain text format.'

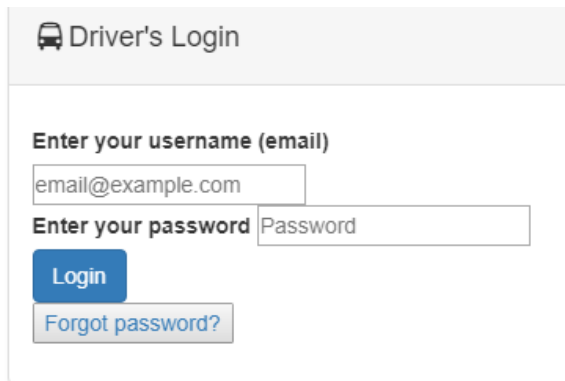
Non-NU Email

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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](mailto:bus@unk.edu) or call (308) 865-8256.

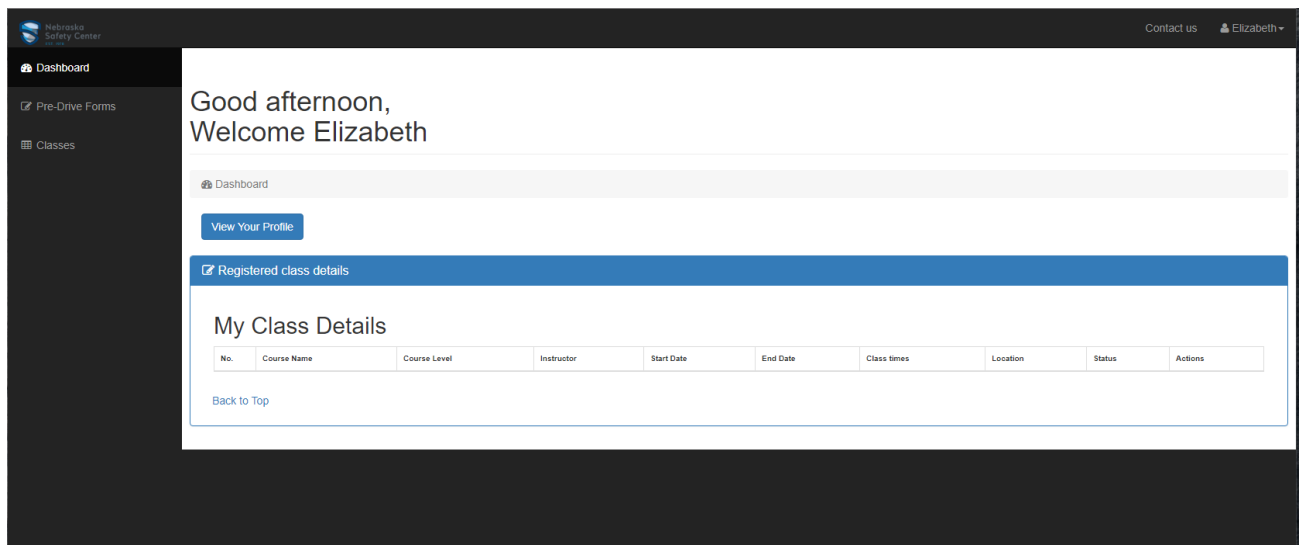
⇒ If you need to register for a Level II Course, enter your email and password into the Driver's Login. If you do not have an email set up with your account, please contact the Safety Center at 308-865-8256 or bus@unk.edu or get into contact with your school Transportation Manager.



The screenshot shows a login form titled "Driver's Login" 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 a blue "Login" button and a "Forgot password?" link.

⇒ 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"**

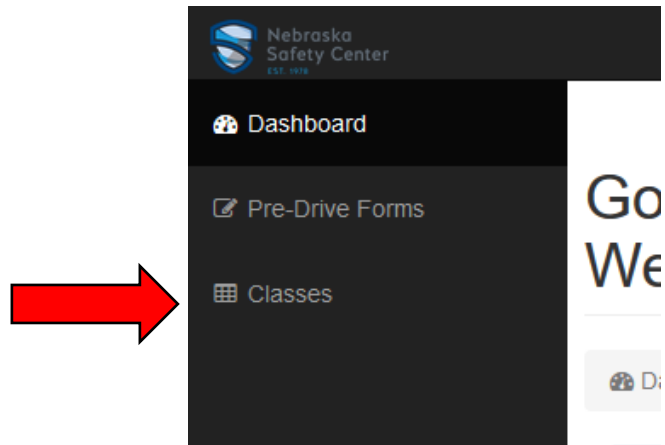


The screenshot shows a user dashboard for the Nebraska Safety Center. The user is logged in as Elizabeth. The dashboard includes a navigation menu with "Dashboard", "Pre-Drive Forms", and "Classes". The main content area displays a greeting "Good afternoon, Welcome Elizabeth" and a "View Your Profile" button. Below this is a section for "Registered class details" 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	<a href="#">View Course Details</a>
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	<a href="#">View Course Details</a>
3	Columbus Level II	2	Kirk Kellough	10/27/2017	10/27/2017	10-27-17: 8:00 PM to 9:00 PM	25	ESU #7 (2657 44th Ave)	16	<a href="#">View Course Details</a>

⇒ 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.**



Thu 8/30/2018 10:42 AM

no-reply@nepupiltransportation.com <nepupiltransportation@gmail.com>


Update- NE Pupil Transportation

To Elizabeth M Ptacnik

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)
- 

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.**

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 <a href="#">Course details</a>	2	TEST	08/29/2013	08/30/2013	8-29-13:"8:00AM"- "2:00PM" 8-30- 13:"8:00AM"-:"1:00PM"	TEST	Pass	<a href="#">Drop this course</a>
2	Level II Kearney <a href="#">Course details</a>	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	<a href="#">Drop this course</a>

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 are have any questions feel free to call the Nebraska Safety Center at**

**308-865-8256 or email us at [bus@unk.edu](mailto:bus@unk.edu).**