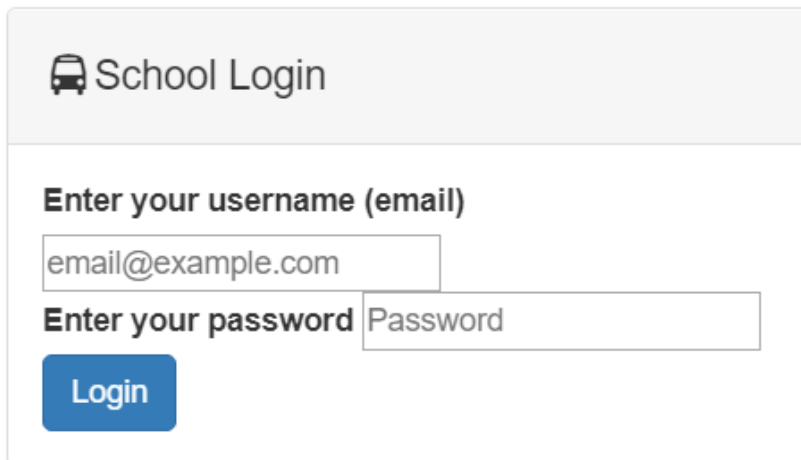


NEW DATABASE GUIDE FOR SCHOOLS (Database works best when using Google Chrome)

Exciting news for schools as you can manage all your drivers now on the Pupil Transportation database (<https://nepupiltransportation.com/>) through the school login section. If you are the transportation manager for a school please call the Nebraska Safety Center to get an account set up. You can call or email us at 308-865-8256 or bus@unk.edu.



The screenshot shows a 'School Login' form. At the top left is a bus icon. The title 'School Login' is in a light grey header. Below the header, there are two input fields: one for 'Enter your username (email)' containing 'email@example.com' and one for 'Enter your password' containing 'Password'. A blue 'Login' button is positioned below the password field.

- You will get an email containing a password that is long. Please just copy and paste the password in and if your browser prompts you to save the password we suggest doing so. We understand that the password is lengthy but we cannot change it.
- The email should look like this:



no-reply@nepupiltransportation.com <nepupiltransportation@gmail.com>
Updated- NE Pupil Transportation

To Elizabeth M Ptacnik

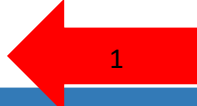
Hello ,


An account has been created for you. You can log in under the school login using the password
;YTqg%y_(B7Ohq:^009J

Thank you!

Please do not reply to this email. If you have any questions please contact Erin at bus@unk.edu or call (308) 865-1550

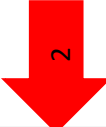

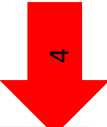
- If your driver has not taken a Level I or II Course before, please register as a new driver. If they have taken a Level I or II course, you can proceed to the following instructions.
- Once you have logged into the new database you will see a list of drivers.

Download list of drivers  1

 Drivers

Driver Details

DLN	First Name	Last Name	Email	Class B & Passenger Endorsement	Level 1	Category	Level 2	Pre-drive	Courses	Forms	Actions
000000	Amanda	Ransdell	ransdella@unk.edu		02/04/2023	b		Yes	<input type="button" value="Manage courses"/>	<input type="button" value="Manage forms"/>	<input type="button" value="Edit"/>
333333	DeAnn	Keith	keithdc@unk.edu		04/16/2019			NO	<input type="button" value="Manage courses"/>	<input type="button" value="Manage forms"/>	<input type="button" value="Edit"/>
222222	Marshall	Barth	barthmj@unk.edu		07/21/2017		06/10/2022	NO	<input type="button" value="Manage courses"/>	<input type="button" value="Manage forms"/>	<input type="button" value="Edit"/>
111111	Darla	Morris	morrisd@unk.edu		07/21/2018			NO	<input type="button" value="Manage courses"/>	<input type="button" value="Manage forms"/>	<input type="button" value="Edit"/>
H11111111	Elizabeth	Mendyk	mendyke@unk.edu		10/15/2015			Yes	<input type="button" value="Manage courses"/>	<input type="button" value="Manage forms"/>	<input type="button" value="Edit"/>
000000000	Kaitlyn	Richardson	richardsonke@unk.edu		10/15/2015		10/15/2020	NO	<input type="button" value="Manage courses"/>	<input type="button" value="Manage forms"/>	<input type="button" value="Edit"/>

 2
 3
 4

- Here you can update information for your drivers along with managing their courses and forms.
 1. If you click on “Download list of Drivers” this will pull up an excel file with all of your drivers in it. (Arrow 1)

DLN	First Name	Last Name	Email	Class B & Passenger Endorsement	Level 1	Category	Level 2	Pre-drive	Courses	Forms	Actions
H13333333	Elizabeth							Yes			

2. If you click on “Manage Course” you will see a list of current classes that you can register your driver for. (Arrow 2)

- Review the Rubric to make sure you are signing your driver 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*																			Register
-----	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--------------------------

- 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](#)

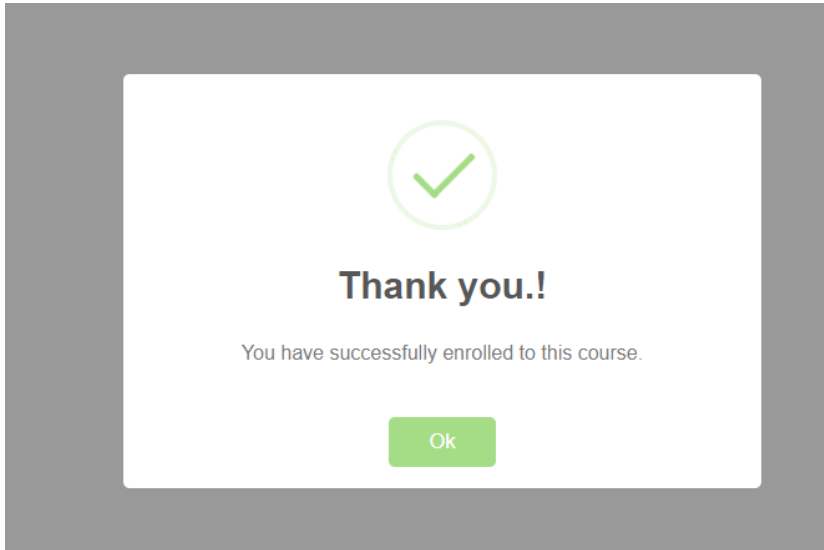
Category	Vehicle	Capacity - Not Including the Driver	Minimum DMV License Required
A	Small Vehicle: Car or Van (Route only) - 3hr	1 - 10 passengers	Class O Operator's License
B	Small Bus - 11hr	Up to 14 passengers	Class O Operator's License
C	School Bus Endorsement	15 or more passengers	Commercial Driver's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

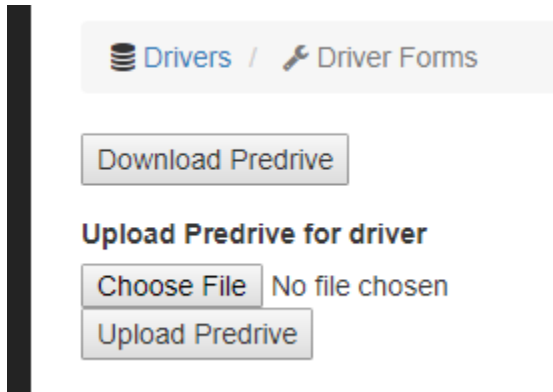
If you are attending, the class via zoom directions will be emailed directly to the driver a few days before class. Test your technology ahead of your zoom class. We have limited time to troubleshoot the day of the course. Make sure your equipment is ready to go.

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 under the course you registered for. (Nothing will appear for Class B and Passenger however you will receive an email)

3. If you click on “Manage Forms” you can upload your driver’s pre-drive form. (Arrow 3)



4. If you click on “Edit” you can edit your driver’s information. (Arrow 4)
 - i. By Clicking on “Download Pre-Drive” you can look at forms that have previously been submitted.
 - ii. By Clicking on “Choose File” you can choose a file to upload.
 - iii. Then after you have chosen the file click on “Upload Pre-drive”

You only need to upload the first page of the pre-drive.

You cannot register a driver for a level II class any time before 4 years.

If a driver does past the date of when needing to take a level II class, they will need to begin back at level I.