

Pre-service Class Access Instructions - Moodle

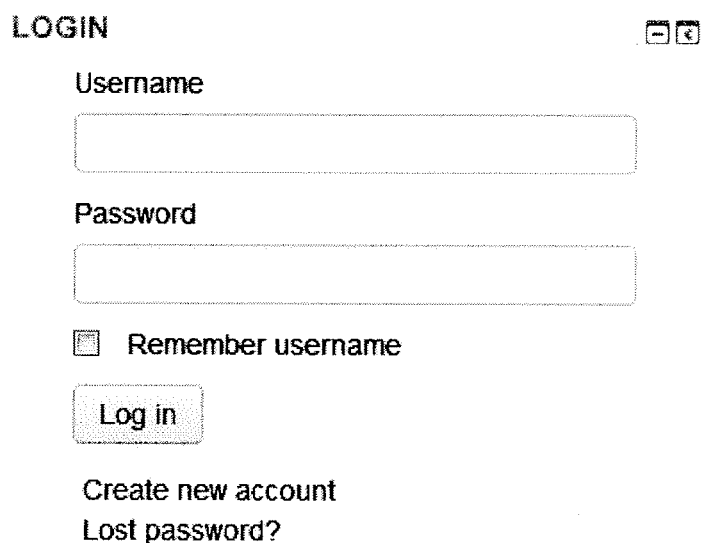
Moodle Login Instructions

Please use these directions as a guide to logging into the Indiana Department of Education Moodle Online Learning server.

Go to this web address:

<https://moodle.doe.in.gov/>

1. This user will be greeted with the screen to the right. Note the box in the upper right corner of the screen reading Login. If you do not already have an account in Moodle you will need to click the link just below the Login button reading "Create new account".



The screenshot shows the Moodle login interface. At the top left is the word "LOGIN" and at the top right are two small square icons. Below these are two text input fields: "Username" and "Password". Under the "Password" field is a checkbox labeled "Remember username". Below the checkbox is a "Log in" button. At the bottom of the form are two links: "Create new account" and "Lost password?".

If you already have a Moodle account using an email address (this does not include anyone that has take the school bus driver annual safety class) then you would login using that account and skip down to instruction 6.

2. You will then get the screen shown below. Fill in all of the information requested. You are allowed to create your own personal username and password. If the username is already taken, you will be prompted by the system to choose another username. A valid email address is required to create a new account on Moodle.

When you fill all the blanks, click the "Create my new account" button.

New account

▼ Choose your username and password

Username*

Password*

Unmask

▼ More details

Email address*

Email (again)*

First name*

Last name*

City/town

Country

United States



Create my new account

Cancel

3. Read this next screen carefully. You are being asked to check your email to continue the registration process. We do this for security reasons by preventing someone from signing up anyone without that persons permission. Clicking the "Continue" button will send you back to the login screen.

Indiana Department of Education

Home ► Confirm your account

An email should have been sent to your address at [REDACTED]
It contains easy instructions to complete your registration.
If you continue to have difficulty, contact the site administrator.

Continue

You are not logged in. (Log In)
Home

4. The email you receive should look like the one found below. Read it thoroughly and click the link within the email. If the link is not "clickable" copy and paste it into the location field of your web browser and hit "Return or Enter" on your keyboard.

Hi Michael LaRocco, [REDACTED]

A new account has been requested at 'Indiana Department of Education' using your email address.

To confirm your new account, please go to this web address:

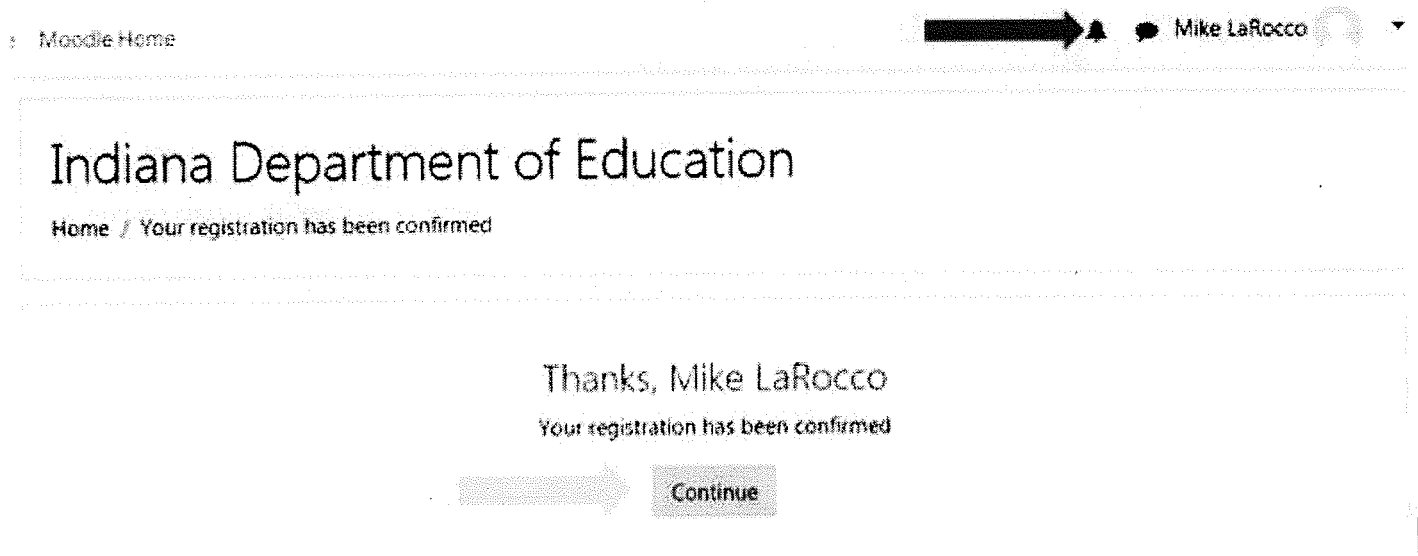
[https://moodle.doe.in.gov/login/confirm.php?data=XD8nMkrCP7hdoa\[REDACTED\]](https://moodle.doe.in.gov/login/confirm.php?data=XD8nMkrCP7hdoa[REDACTED])

In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.

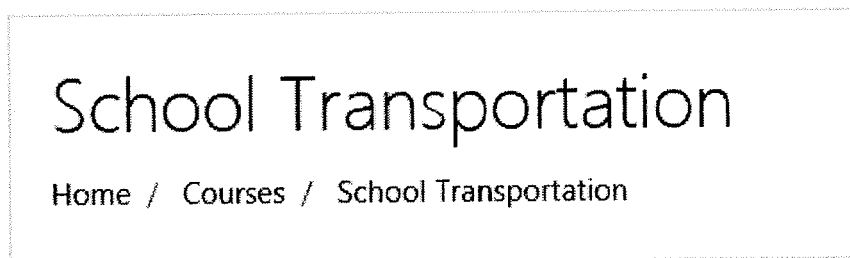
If you need help, please contact the site administrator,

Moodle Support
moodle_support@doe.in.gov

5. When you click the link in the email you should be sent back to the Moodle Server and see a screen resembling the one found below. Make sure your name shows on the upper right corner of the Moodle screen (red arrow). At this point click on the continue button (yellow arrow)



6. You will see a list of courses offered on this server on the left side of the screen under "Available courses." Scroll down until you get to School Transportation. You are going to be entering the "School Bus Driver Preservice Class" so click the link for that course.



🍌 School Bus Driver Preservice Class

Teacher: Lisa Callihan

Teacher: Mike Larocco

Teacher: Reggie White

7. Once you select the course you will get the screen below. There you would click in the Enrollment Key box and enter **Yellowbus20** and then click on the “Enroll me” button.

Enrollment options

🍌 School Bus Driver Preservice Class

Teacher: Lisa Callihan

Teacher: Mike Larocco

Teacher: Kathryn Roth

Teacher: Reggie White

This class fulfills the requirements for school bus drivers for preservice requirements. This course covers best practices that are presented to bus students and passer requirements for driver licensure, driving, and school transportation management; safety preparedness on the school bus; and not including the time n

▼ Self enrollment (Student)

Enrollment key

Enroll me

Note: you may get an option about saving your password by your browser, do not click on save as it is not necessary! You may also see a system message about a “New messaging interface” just click the end tour button to make that screen go away.

8. You will then see a screen list all of the segments that are part of the School Bus Driver Pre-service Class. This screen also shows your progress. On the right side of the screen you will notice the words “Your progress” with boxes below, if the boxes are empty then you have not completed that segment, if the box is checked then you have completed that particular portion of the class.

Your progress 




-  Announcements
-  Demographic Survey
-  Preservice Class Course Certificate

Segment 1: Driver Licensing & Certification

-  Segment 1: Video
-  Segment 1: Slides
-  Segment 1: Quiz




 Not available unless: The activity **Segment 1: Video** is marked complete

9. The first portion will involve announcements and a demographic survey, please read through the announcements before clicking on Demographic Survey icon to begin your training. You will have to complete the demographic survey before you can actually watch the class segments:


-  Announcements
-  Demographic Survey
-  Preservice Class Course Certificate



Segment 1: Driver Licensing & Certification

-  Segment 1: Video
-  Segment 1: Slides
-  Segment 1: Quiz



 Not available unless: The activity **Segment 1: Video** is marked complete

And then click on the “Answer these questions” words; you will get the following screen.

School Bus Driver Preservice Class

Home / My courses / School Bus Driver Preservice Class / General / Demographic Survey / Answer the questions...

Demographic Survey


1 * What is your first name?

2 * What is your last name?

3 * What are the last four digits of your social security number?

Do not use thousands separators.

4 * What is your school corporation?

Choose... 

Save

Submit questionnaire

Please fill out all 4 questions. You will be able to select your school corporation, private school, or other entity you will be working for from a drop down menu, if you cannot find your employer please contact the Office of School Transportation.

After answer the 4 questions you would click on the "Submit questionnaire" button which will then take you to this screen.

School Bus Driver Preservice Class

Home / My courses / School Bus Driver Preservice Class / General / Demographic Survey / Answer the questions...

Thank you for completing this Questionnaire.

Continue

→ Announcements

Jump to...

Preservice Class Course Certificate →

At this point if you hit the continue button you will get a summary of your answers.

Respondent: **Michael LaRocco** Submitted on: Thursday, August 6, 2020, 8:33 AM

Demographic Survey

1 * What is your first name?

Michael

2 * What is your last name?

LaRocco

3 * What are the last four digits of your social security number?

9441

4 * What is your school corporation?

M.S.D. WARREN TWP

: M.S.D. WARREN TWP

Previous | 1 | 2

→ Announcements

Jump to...

Preservice Class Course Certificate →

Instead of clicking the continue button which takes you back to the Demographic Survey you can now navigate to the course segments by either clicking the bottom right wording of “Segment 1 Video” that will allow you to go to the first segment of the preservice class.

School Bus Driver Preservice Class

[Home](#) / [My courses](#) / [School Bus Driver Preservice Class](#) / [Welcome](#) / [Demographic Survey](#) / [Answer the questions...](#)

Thank you for completing this Questionnaire.

[Continue](#)

[← Announcements](#)

Jump to...



[Segment 1: Video ▶](#)

You can bypass this by using the drop down box where you see the words “Jump to...”,

School Bus Driver Preservice Class

[Home](#) / [My courses](#) / [School Bus Driver Preservice Class](#) / [Welcome](#) / [Demographic Survey](#) / [Answer the questions...](#)

Thank you for completing this Questionnaire.

[Continue](#)

[← Announcements](#)

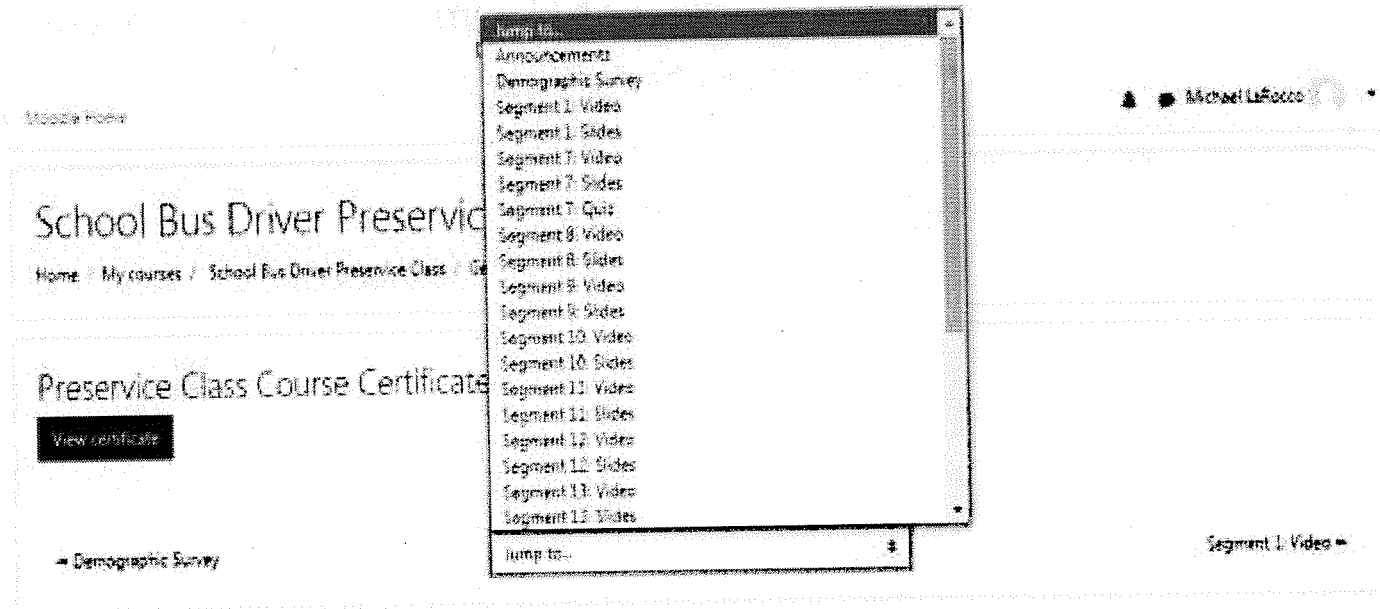
Jump to...



[Segment 1: Video ▶](#)

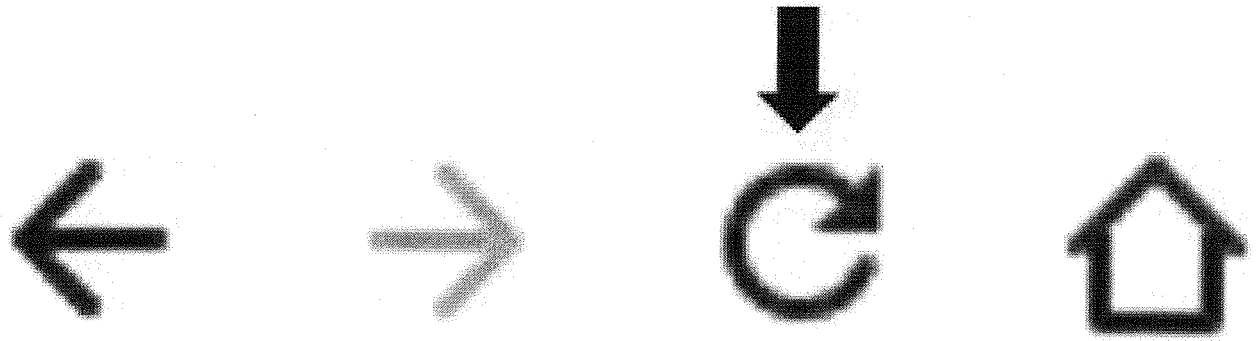
This will take you to the following screen which will now allow to go straight to the segment you wish to go to, bearing in mind that if this is your first login you have to start with Segment 1. Any future logins you can

go straight to the segment that you need to do next. You cannot skip segments, they must be done in order.



Once you go back to the course segments you can then begin the class segments. You must complete the segments in sequential order and you can only progress to the next segment when you pass the segment quiz.

When you select the video you will need to watch the entire video before you will be able to take the quiz. Sometimes the system takes a while to catch up to the fact that you watched the video so if you cannot access the quiz try and refresh your browser screen as that tells the system to update. The refresh or reload symbol will be towards the top right of your browser and looks like the symbol below.



You will have a total of 10 questions on each quiz of which you must get at least 8 questions correct to pass each quiz. Once you have answered all 10 question you would click on the “finish attempt” button, which will then get you to the following screen.

Segment 1: Quiz

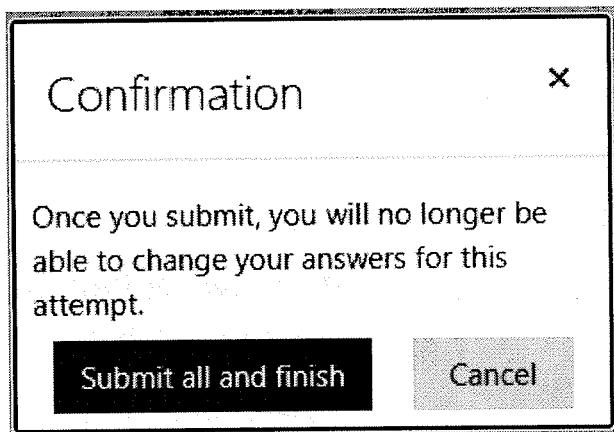
Summary of attempt

Question	Status
1	Answer saved
2	Answer saved
3	Answer saved
4	Answer saved
5	Answer saved
6	Answer saved
7	Answer saved
8	Answer saved
9	Answer saved
10	Answer saved

Return to attempt

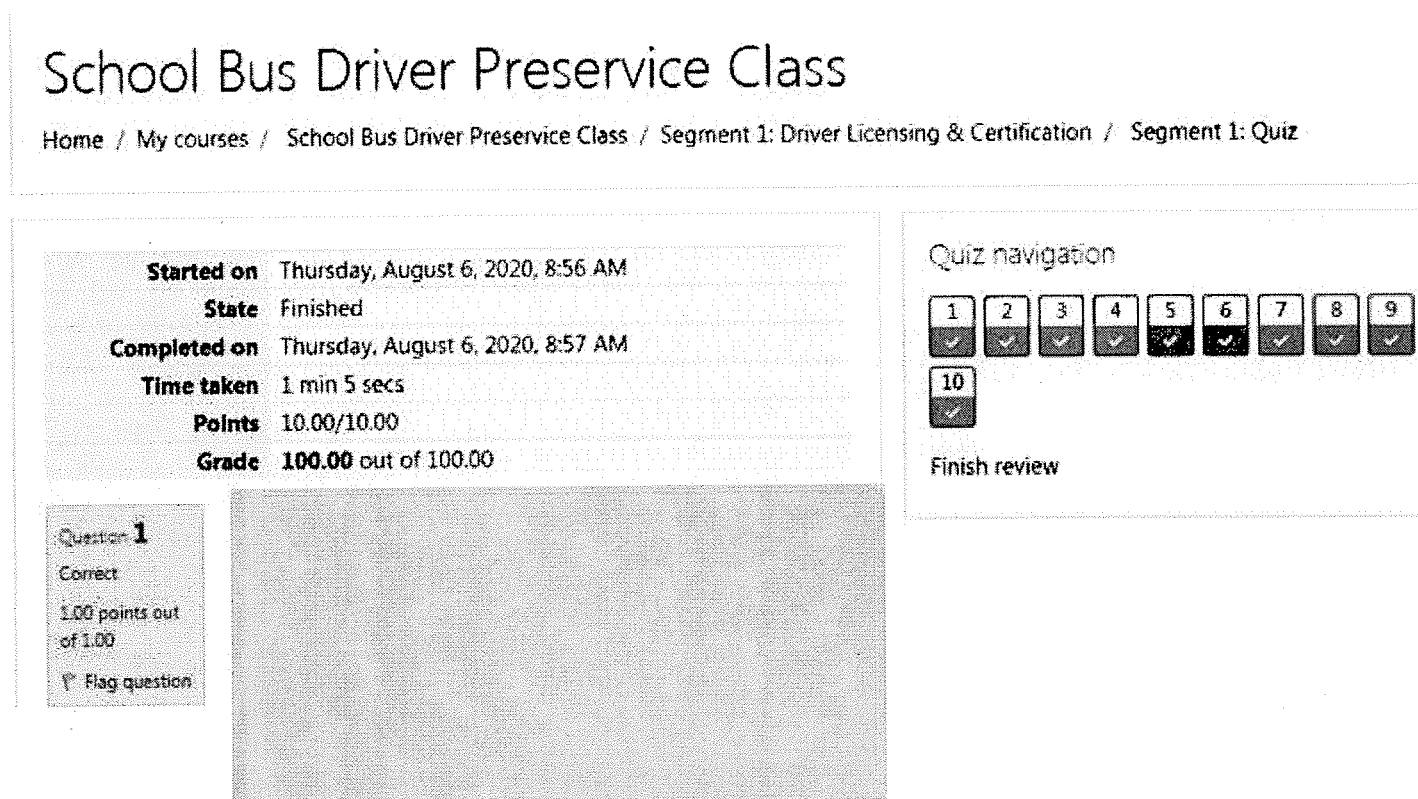
Submit all and finish

If you wish to change an answer you would click the "Return to attempt" button. If you are satisfied with your answers you would then click the "Submit all and finish button". Clicking the submit button gets you the following screen and you would click "Submit all and finish" to finally submit your answers for grading.



You will then get to view your results.

If you click the "Submit all and finish" button you will get this screen:



The screenshot shows a quiz results page for "School Bus Driver Preservice Class". The breadcrumb trail is: Home / My courses / School Bus Driver Preservice Class / Segment 1: Driver Licensing & Certification / Segment 1: Quiz. The main content area is divided into two sections. On the left, a table displays the quiz details:

Started on	Thursday, August 6, 2020, 8:56 AM
State	Finished
Completed on	Thursday, August 6, 2020, 8:57 AM
Time taken	1 min 5 secs
Points	10.00/10.00
Grade	100.00 out of 100.00

Below the table, a box for "Question 1" shows it is "Correct" and worth "1.00 points out of 1.00". There is a "Flag question" link. The right side of the screen features a "Quiz navigation" section with a row of 10 question indicators. Questions 1 through 9 are shown with a checkmark, and question 10 is also shown with a checkmark. Below the indicators is a "Finish review" link.

Regardless of the result you will then click the “finish review” button at the bottom of the quiz result which will take you to this screen.

Segment 1: Quiz

Grading method: Highest grade

Summary of your previous attempts

Attempt	State	Points / 10.00	Grade / 100.00	Review
1	Finished Submitted Thursday, August 6, 2020, 8:55 AM	5.00	50.00	Review

Highest grade: 100.00 / 100.00.

Re-attempt quiz

If you did not get 80% or better you will need to click on the “re-attempt quiz” to retry the quiz. **You cannot progress to the next segment until you have passed the quiz!**

Verification of Completion!

Once you have passed all quizzes you will get the following screen. At this point we are asking you to complete the “Pre-service Class Evaluation”.

Segment 18: Quiz

Grading method: Highest grade

Summary of your previous attempts

Attempt	State	Points / 10.00	Grade / 100.00	Review
1	Finished Submitted Thursday, August 6, 2020, 10:22 AM	10.00	100.00	Review

Highest grade: 100.00 / 100.00.

Re-attempt quiz

← Segment 18: Slides

Jump to...

Pre-service Class Evaluation ▶

Once you have completed the course evaluation you have now completed the Preservice Class, if you click on the “School Bus Driver Preservice Class” you will get the opportunity to download a certificate as proof of your completion.

If you have any questions or need additional assistance, please feel free to contact Lisa Callihan..... or Mike LaRocco at the address below.

Lisa Callihan lcallihan1@doe.in.gov (317) 232 - 1377

Mike LaRocco mlarocco@doe.in.gov (317) 232 - 0890

Office of School Transportation (317) 232 - 0890

Website with information and links:

<http://www.doe.in.gov/transportation>

NORTH HARRISON COMMUNITY SCHOOL CORP.
1260 Hwy. 64 NW
Ramsey, IN 47166
Phone: 812-347-2407 Fax: 812-347-2870
Steve Hatton, Transportation Director

Checklist for Obtaining a DOE Driver Certification

- _____ 1. Attend a Pre-Service training school sponsored by the State Dept. of Education. Contact Central Office for class dates and times. After you attend class, Central Office will print your Blue Card.
- _____ 2. Obtain a CDL Learner's Permit at License Branch.(You must pass the 4 knowledge tests(General Knowledge, Air Brakes, School Bus, Public Passenger), have a Blue Card and a Physical)
- _____ 3. Submit to Central Office the required ON-Bus Driving/ ON-Bus Observation form certifying eight (8) driving hours and four (4) observation hours. We will help you find a driver to work with.
- _____ 4. Pass Driving Skills Test(s) (Your cost \$100 per test) Test sites are Mitchell (877-849-5405) and Sellersburg (812-246-1085) and you should provide your own bus for the test. You must make arrangements with our transportation director for bus. We will reimburse you \$100 when you pass.
- _____ 5. Go to License Branch to get CDL
Central Office will print your Yellow Card.

Yellow Card Certification. You must pass an annual safety test each year. (online) to keep your Yellow Card.
- _____ 6. You will be required to take a drug test before you can drive. This is paid for by the School Corporation.
- _____ 7. You will be required to obtain a criminal history from BIB. The cost of this is \$24.90



WALK AROUND CHECK LIST FOR CDL TEST

Front of Bus

Check beneath the bus for leaks and spills	
Clearance Lights, Student Lights, Caution Lights, Headlights H/L beams, Turn Signal Lights, Parking Lights, Reflectors and Taping	PMS, NC, NW, Proper Color

- **Open the hood of the bus walk to passenger side**

Passenger Side Engine Compartment

Water Pump and Belt	PMS, GWO, NC, No Welds, NL, the belt cannot be over 3/4" play, no fray's
Alternator and Belt	PMS, NC, No Welds, GWO, the belt cannot be over 3/4" play, no fray's
Exhaust System From Front to Back and Hangers	PMS, NC, No Welds, NL

Driver Side Engine Compartment

Air Governor and Compressor (GEAR DRIVEN)	PMS, NC, No Welds, NL, GWO, No Missing Parts
Air Lines and Hoses	PMS, NC, NB, NL
Oil Dipstick	PMS, NC, NW, NL, PL
Coolant Reservoir, Radiator, and Hoses	PMS, NC, NL, PL, NB
Steering Shaft, All Rods and Linkages	PMS, NC, No Welds, GWO
Steering Gear Box & Hoses	PMS, NC, No Welds, GWO, NB, NL
Power Steering Pump and Fluid (GEAR DRIVEN)	PMS, NC, NL, No Welds, PL
Front Shock Absorber	PMS, NC, NL, No Welds
Front Leaf Springs, Hangers, and U-Bolts	PMS, NC, No Welds, No Missing Leafs
Frame and Cross Member all around the bus	PMS, NC, No Welds
Front Axle	PMS, NC, No Welds

Brake Chamber	PMS, NC, NL, No Welds
Slack Adjuster & Push Rods	PMS, NC, No Welds, No Loose or missing parts, Max 1" movement when brakes are released
Drum	PMS, NC, Free of oil and debris, no loose or missing bolts
Linings	PMS, Min 1/4" thick, Free of oil & grease, No loose or missing parts
Front Tire and Tread Depth	PMS, NC, NB, Cannot be any less than 100 psi or manufactures spec's. 4/32 min tread depth, No Recaps Allowed in Front
Front Rim	PMS, NC, No Welds
Wheel Lug Nuts	PMS, No Rust, or oil Trails, All Lug Nuts ARE Present
Front Hub Seal Inner & Outer	PMS, NC, NL, No Welds
Front Mud Flaps	PMS, NR, GC

Driver Side of Bus

Clearance Lights, Stop Lights, Turn/Caution Lights, Reflectors and Tape	PMS, NC, NW, Proper Color
Side Mirrors (make sure to look in the mirror)	PMS, NC, No Obstruction, Hardware is present
Fuse Box and Door	PMS, all fuses in place /extra fuses available Door Opens and Closes Freely
Stop Arm (pull to check arm and wiring)	PMS, NC, No welds, No Frays on wires
2 Storage Compartments and Hinges	PMS, Opens and Closes Freely, NR

Rear Brake Assembly

Air Bag and Mounts	PMS, NC, NB, NL, No Welds
Rear Leaf Springs, Hangers and U-Bolts	PMS, NC, No Welds, No Broken or Missing Leafs
Rear Axle	PMS, NC, No Welds
Rear Shock	PMS, NC, No Welds, NL
Torque Bar/Rod	PMS, NC, No Welds

All the Braking System in the back is the same as the front includes: Air Lines and Hoses Brake Chamber Slack Adjuster and Push Rod Drum Brake Linings	
Rear Wheel Spacer	PMS, NC, No Welds, No Debris
Rear Tire and Tread Depth	PMS, NC, NB, Cannot be less than 100 psi or manufactures specs. 2/32 of tread Recaps ARE allowed
Inner and Outer Wheel Rims	PMS, NC, No Welds
Inner and Outer Rear Wheel Axle and Hub Seal	PMS, NC, NL, No Welds
Lug Nuts	PMS, No Rust Trails
Rear Mud Flaps	PMS, NR, GC

Rear of Bus

Clearance Lights, Student Lights, Reverse Lights, Brake Lights, Turn/ Caution Lights, Tail Lights, License Plate Light, Reflectors, and Tape	PMS, NC, NW, Proper Color
Rear Emergency Exit Door Opens & Closes & Locks Properly, Window	PMS, NC, No Welds, WP Free of Obstruction, Seal is in good shape

Passenger Side of Bus

***** Everything over here is the same EXCEPT (must say)**

Fuel Tank and Cap	PMS, NC, No Welds, NL
Drive Shaft Front to Back and U Joints	PMS, NC, No Welds, NO OBSTRUCTION
DEF Tank	PMS, NC, No Welds, NL
Student Door	PMS, GWO, Opens Freely, No Obstructions
Entry Step Rubber Tread	PMS, NC, NB, NR
Student Hand Rail	PMS, NC, No Welds, GC
Student Light	PMS, NC, NW
ABC Fire Extinguisher	PMS, Fully Charged, In Date, Pin is Present
First Aid Kit and Body-Fluid Kit	PMS, Fully Stocked
Seat Belt Cutter	PMS, Present

Emergency Triangles	PMS, All 3 are Present
***** Turn Bus To CHARGE Position*****	
Seat Conditions Go thru Aisles Tapping Seats	PMS, NR, GC
Emergency Window Buzzers Ask "would you like me to open the others to ensure they are working"	PMS, Open & check for Buzzer & Opens Freely, GWO
Rear Door Emergency Buzzer	PMS, Open & Check for Buzzer & Opens Freely, GWO
Roof Hatch	PMS, GWO, Ask "would you like me to open and ensure it is working"
Rubber Tread on Aisle and is free of Debris	PMS, NR, GC
Driver Seat	PMS, NR, GC
Seat Belt	PUT IT ON!!!!, PMS, NR, GWO

Student Mirror	PMS, NC, No Obstructions, Properly Adjusted for Me
Front Windshield	PMS, NC, No Obstructions
Wipers/Washer	PMS, GWO, Washer Fluid WP
Mirror Adjustment	PMS, No Obstruction, Properly Adjusted for me
Head Lights/ Check Bright and Dim	PMS, GWO
Turn Signals	PMS, GWO
Caution Lights	PMS, GWO
Horn	PMS, GWO
Student Amber Lights	PMS, GWO
Stop Arms & Red Student Lights and Door	PMS, GWO, Opens and Closes Freely
Defroster Fan & Motors and Heaters	PMS, GWO (feel the driver defrost)
Strobe Light	PMS, GWO
Dome Lights	PMS, NC, GWO
<u>TURN BUS TO ACCESSORY.</u> <u>DEACTIVATE NO CHILD</u> <u>LEFT BEHIND ALARM!!!!!!</u>	
BUCKLE UP.....	
Tell examiner "I am going to perform a safe start" ABS Light Check comes on and goes off properly.... Then start the bus	PMS, GWO
Oil Gauge	PMS, Safe Operating Range
DEF Gauge	PMS, Safe Operating Range

Fuel Gauge	PMS, Safe Operating Range
Temperature Gauge	PMS, Safe operating Range
Volt meter Gauge	PMS, Safe Operating Range
Speedometer	PMS, GWO, We'll test on the road
Tachometer (rpm)	PMS, GWO, We'll test on the road
Primary Air Gage (this tank is used to measure the amount of air pressure I have in the tank for stopping)	PMS, Safe Operating Range
Secondary Air Gage	PMS, Safe Operating Range

2 Brake Checks To Complete:

Park Brake Check: Put bus in Drive, Apply Park Brake, Rev up to 1500 RPM	Bus Should NOT move: Park Brake is in GWO
Service Brake Check: Put bus in drive, move 5 mph, put foot on service brake	Bus Should NOT pull left or right Brake is in GWO

Air Brake Check
(Must Verbally Speak as well as Perform)

<p>Step 1=</p> <ul style="list-style-type: none"> Fan down to 90, rev up to 1500 rpm Between 120-140 governor should kick out Turn Bus off, Turn to charge position Chock Wheels if necessary Release Park Brake, Hold foot on Service Brake for 1 min Should not lose more than 3 psi for a single and 4 psi for a combo. 	<p>Governor= GWO</p> <p>There is NO AIR LEAK</p>
<p>Step 2=</p> <ul style="list-style-type: none"> Fan down to 60 psi Warning lights and buzzer should activate 	<p>The lights and buzzer is in GWO</p>
<p>Step 3=</p> <ul style="list-style-type: none"> Continue to fan down to approximately 40 psi. The parking brake should deploy. 	<p>Breaking system is in GWO.</p>
<p><u>Turn Engine back on to build up air pressure.</u></p>	<p><u>While pressure is building up EXAMINER will get out of bus to check ALL lights on outside</u></p> <p><u>Turn on the LMP light (so that all lights are working)</u></p>

Key

PMS = PROPERLY MOUNTED AND SECURE	NW = NO WATER
NC = NO CRACKS	NL = NO LEAKS
NB = NO BLUGES	GC = GOOD CONDITION
WP= WORKS PROPERLY	GWO = GOOD WORKING ORDER
PL= PROPER LEVEL	NO = NO OBSTRUCTION
NR= NO RIPS	

Revised by Yvonne Blevins 7/18/2018

Appendix for Rail Road Crossing
(Must Perform)

- 200 Feet turn on flashers (Emergency Hazards)
- Between 15-50 ft. Stop, turn off Noise Makers, Open Window, Open Student Door.
- **Look and Listen both ways**
- When it is safe to do so, Close Student Door,
- Proceed across the tracks
- Turn off flashers (Hazards), Turn on Noise makers, Shut Window.

Emergency Stops
(Must Perform)

In the event of an emergency
Turn on Right Turn Signal
Reduce Acceleration
Continually check ALL mirrors
When it is safe to do so
Pull to the right as possible (shoulder)
Turn on Hazards (flasher)
Put bus in Neutral
Apply Park Brake
Dispatch Base to notify them of the problem

When all is Clear
Turn off Hazards (flashers)
Turn on Left Turn Signal
Release Park Brake, Put Gear into Drive
Checking ALL mirrors
Proceed straight ahead WITHOUT turning
the wheel
When it is safe to do so
Merge back into traffic

Student Drop Off
(Must Verbally Speak as well as Perform)

- 200 ft. Turn on Right signal & engage Student Ambers
- Pull over to the right as possible.
- Put bus in Neutral, Engage Park Brake.
- Hit Override to deploy Stop Arm (this will keep the door closed)
- Ensure all traffic has stopped
- Make sure students do not stand in FRONT of white line in the bus while waiting on directions
- Check mirrors again and open door
- Get a head count of students leaving the bus.
- Students crossing the road are to wait for driver's signal, before crossing the road. Students are to walk 10 ft from the bus.
- While students are going to their destination get a quick head count to ensure all student are AWAY from the bus before moving.
- When students are away from bus..... Engage Transmission, While foot is on Service Brake, Release Park Brake, Close door,
- Turn on left blinker,
- After checking all mirrors,
- Pull back into flow of traffic, when it is safe. KEEP Steering Wheel straight until you have picked up enough speed to merge into traffic.



Make sure to check intersection before, during , and after...on turns and going forward.

Both hands on the wheel during turns.

Check mirrors every 8-10 seconds.

Cancel turn signals after use.

Stop - make sure you see white lines over hood or enough of a gap between you and vehicle in front.

Smooth brake – no hard stops.

Maintain a safe following distance.

Speed Limit

Going over the lines

Mirror usage

