Student Passenger Left on Bus Report

Login

https://dc.doe.state.in.us/DOEOnline/Login.aspx

To complete a report you must have 'corporation administrator' permission in DOE Online. For assistance with creating an account or determining if you have access to the report please send email to sts-support@doe.in.gov.
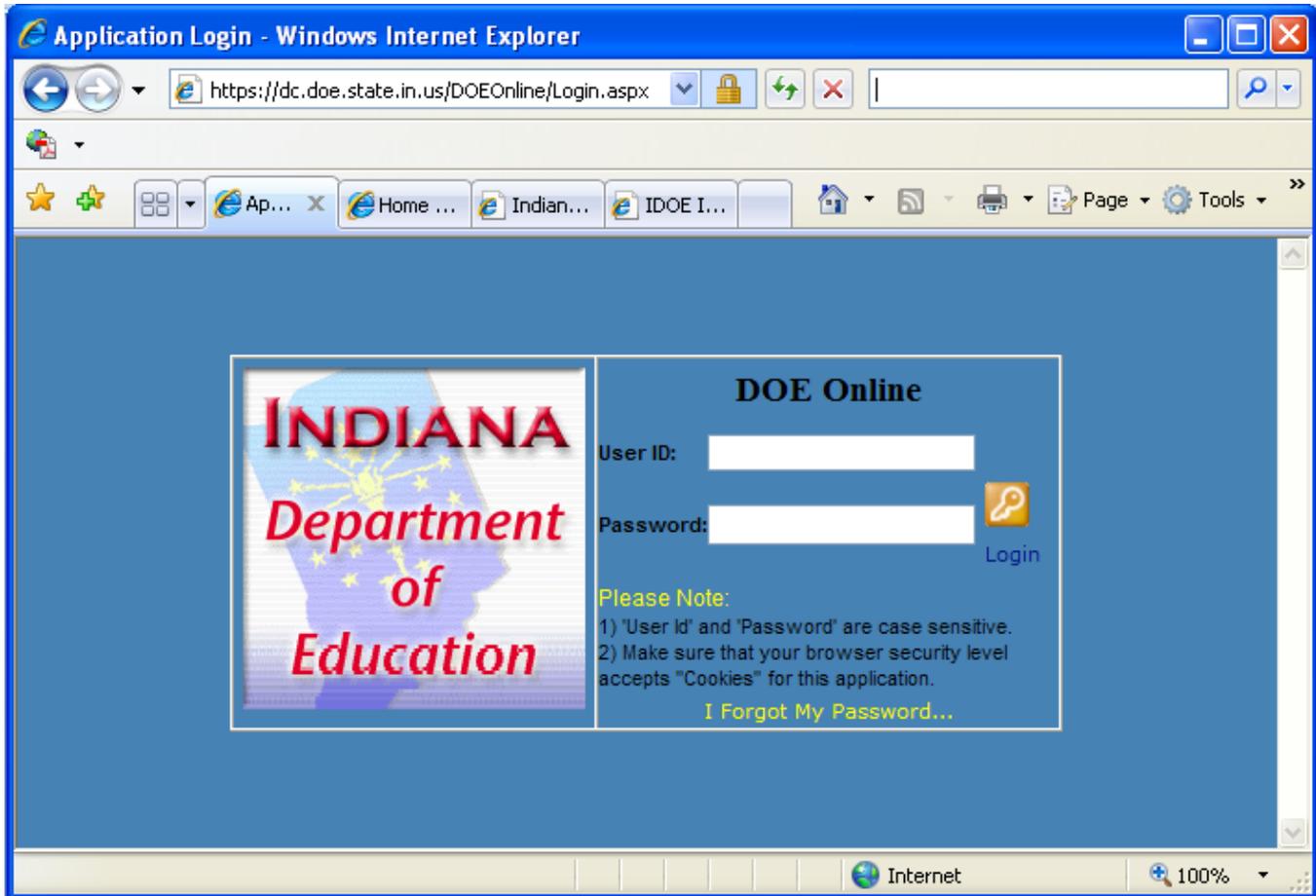
To open the 'Students Left on Bus Report' follow the tabs from the left margin:

School Traffic Safety >> Student Left on Bus

Viewing the Report

Click the link 'report a student /passenger left on a bus' to make a report.

If a report already exists a brief overview will show. To see report details click 'view'.

A report highlighted in yellow, as in the example below, indicates it was filed after the deadline of five working days from the date of the incident.

Students Left on Bus

As per **Senate Bill 0228, Public Law 39-2009**, in the event a student or passenger is found on the bus and the operator has exited the bus, the incident must be reported to the superintendent or superintendent's designee. Within five working days of the incident it shall be reported to the Department of Education.

If you have questions or comments about this page, please contact: sts-support@doe.in.gov

There are 1 incidents.

Date Reported	Date of Incident	Corporation Reporting	Driver Last Name	Age of Student	Grade	View
06/24/2009	06/01/2009	SAFE PASSAGE	DOE	12	05	🔍

Report a student/passenger left on a bus   Exit

Completing the Report

Completing the brief report is intuitive with point click data fields and some fields are pre-populated when the report is opened.

If more than one student or passenger was left on a bus please make a separate report for each individual.

Corp: This data field is pre-populated when the report is opened.

Person Reporting: This data field is pre-populated using the ID of the person who logged on.

Date Reported: This data field is pre-populated using the current date.

Date of Incident: Manually enter the date or use the calendar icon to select the date of the incident.

Student Age: Manually enter the student or passenger age using a whole number.

Student Grade: Use the drop-down menu to select grade level.

Student Type: Click the applicable choice.

Vehicle Type: Click the applicable type of bus.

Vehicle Ownership: Click the applicable choice.

Driver SSN Last 4: If the operator of the school or special purpose bus is certified (holds a certificate of enrollment or standard certificate) enter the last four digits of their social security number and click 'search drivers'. Select their name to insert into the next data field.

If the bus operator is NOT certified manually enter their first and last names into the appropriate data fields.

Trip Type: Click the applicable choice.

Trip Other: If 'other' is selected for trip type please enter a short description of the trip.

Description of Event: Please enter a brief explanation of the incident.

Save and Close: Click this button to submit the report to the Department of Education. Once submitted the report cannot be edited. Please contact the Office of School Transportation if an error or omission is made by sending email sts-support@doe.in.gov or telephoning 317-232-0890.

Cancel: Click this button to stop. No report will be filed.

Report Form

Students Left on Bus

Corp:	SAFE PASSAGE
Person Reporting:	Erin Anderson
Date Reported:	6/26/2009
Date of Incident:	
Student Age:	
Student Grade:	- Select One -
Student Type:	⦿ Regular ◯ Pre-K ◯ Special Education
Vehicle Type:	⦿ School Bus ◯ Special Purpose Bus
Vehicle Ownership:	⦿ Corporation Owned ◯ Contractor Owned
Driver SSN Last 4:	[ ] Search Drivers
Driver First Name:	
Driver Last Name:	
Trip Type:	◯ AM Route ◯ Athletic Event ◯ PM Route ◯ Extra Curricular Activity ◯ Mid-day Route ⦿ Other ◯ Field Trip
Trip Other:	
Description of Event:	

Save & Close   Cancel