

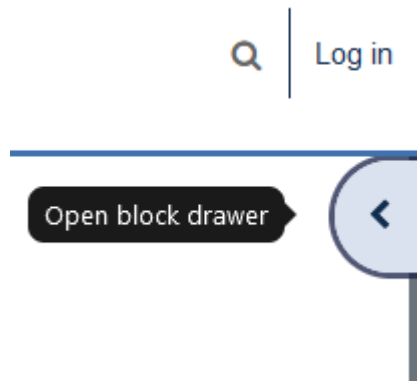
2024 ASM

FREQUENTLY ASKED QUESTIONS

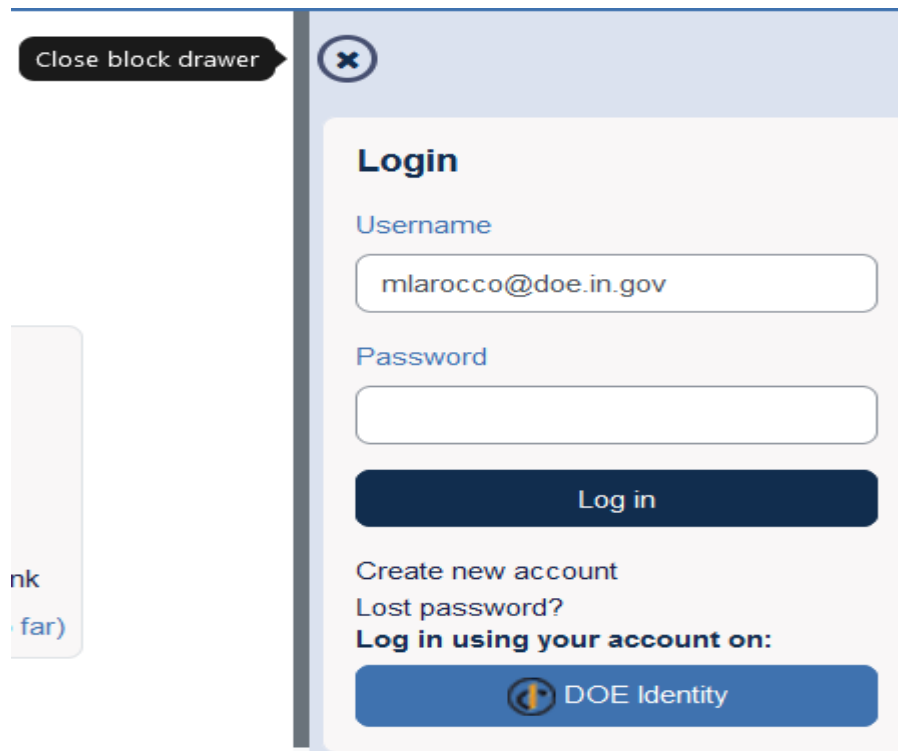
How do I log into Moodle?

You can access the Moodle website at: <http://moodle.doe.in.gov/>

This user will be greeted with the screen below. 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". If you already have a Moodle account using an email address then you would login using that account.



If you click on the open block drawer arrow you will get this screen:



I am having trouble logging into Moodle and/or viewing the videos. That should I do now?

To ensure quality viewing of the Moodle videos, we recommend allowing the video to completely download before viewing. Your computer should also be set to accept cookies.

The video won't play or keeps stopping.

Once you start the video, you can pause it and let the content completely download before viewing the video. If you continue to have issues check with your internet service provider to be sure you have enough bandwidth to run the video.

When will I get my card?

All yellow cards will be printed by the local districts, so when you pass the ASM check with your local district as to when they will be giving you your yellow card.

Will you mail my card to my home?

We do not mail yellow card certifications any longer; you would need to check with your local district, private school, or contractor for delivery of your card.

Can I drive a school bus if I have passed the ASM course, but have not received my 2025 yellow card?

State law requires you to have a valid certification in your possession while driving a school bus on Indiana roadways. If you currently have a yellow card that is valid through December 31, 2024, you may drive with that card until it expires on December 31, 2024. If you have not received your renewed 2025 yellow card prior to January 1, 2025, you cannot legally drive a school bus until you have the 2025 card in your possession.

IC 20-27-8-15 School bus driver training certification

Sec. 15. (a) The driver of a school bus for a public or nonpublic school that is accredited by the state board shall have in the school bus driver's possession, while transporting passengers, a certificate that states the school bus driver has:

(1) enrolled in or completed a course in school bus driver safety education as required under sections 9 and 10 of this chapter; or

(2) operated a school bus at least thirty (30) days during the three (3) year period preceding the effective date of the school bus driver's employment.

(b) A certificate of enrollment in or completion of the course or courses in school bus driver safety education shall be prescribed by the committee and completed by the designated representative of the committee.

(c) A driver of a school bus who fails to complete the school bus driver safety education course or courses, as required, shall be reported by the person who conducted the course to the committee and to the school corporation where the school bus driver is employed or under contract.

(d) A driver of a school bus who fails to complete the school bus driver safety education course or courses, as required, may not drive a school bus within Indiana while transporting a student.

I am not working as a school bus driver currently. Can I still renew my certification?

We encourage all drivers, active and inactive, to renew their certifications. Inactive drivers will take the ASM course on Moodle. If you have been removed from a school corporation or bus company's driver roster you now become and "unknown" and can create an account in Moodle. Should you need instructions please check the Office of School Transportation at <https://www.in.gov/doi/school-operations/transportation/> for the posted instructions to access. They will also be posted on the Moodle website. We do not however mail renewed certificates to individual home addresses.

Can I start the course, leave, and come back later?

Yes. You can log out of the course at any time and return to finish later. When you want to leave the course, click on the word (Logout) located in the upper right hand corner of the web page on the black band going across the top of the page. When you return, you will need to log back into the site using your Driver ID and the password you selected on your initial login.

What do I do if I forget my new password?

If you forget the password you created at your initial login, you will need to click on "Lost Password" in Moodle and go through that process to reset your password. We recommend you write down the new password when you change it at the initial login.

I don't have a computer. What are my options?

If you are using the Moodle option and do not have a home computer, you can usually find a computer with internet access at your local library, community center or even your school district. Check with your transportation supervisor or school media specialist.

Questions or additional assistance?

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Office of School Transportation (317) 232 - 0890

Website with information and links: <https://www.in.gov/doi/school-operations/transportation/>