

# 2016 ASM

## FREQUENTLY ASKED QUESTIONS

### How do I log into Moodle?

You can access the Moodle website at: <http://moodler.doe.state.in.us>

Username: characters to the left of the dash on the bottom (highlighted in red below) of the Enrolment Certificate (blue card) or Standard Certificate (yellow card). Use lower case letters.



Password: **changeme**, all one word lower case letters.

**\*IMPORTANT:** All passwords have been reset to **changeme**. Upon the first logon it must be changed by the driver. **Please remember to write your password down!**

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

To insure quality viewing of the Moodle videos, we recommend Mozilla Firefox as the browser and using the latest version of Adobe Flash and allowing the video to

completely download before viewing. Your computer should also be set to accept cookies.

### **What is the enrollment key?**

The enrollment key is a tool for transportation supervisors to access the videos for the Group View option only. If you are taking the course as an individual on Moodle, you should not receive this prompt. If you do receive this prompt, review the username and password used to log into Moodle. You have accessed a personal account and are not in the correct driver account set up for you by the DOE.

### **The video won't play or keeps stopping.**

Be sure you are using the latest version of Adobe Flash and your computer is set to accept cookies. Additionally, 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 2017 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, 2016, you may drive with that card until it expires on December 31, 2016. If you have not received your renewed 2017 yellow card prior to January 1, 2017, you cannot legally drive a school bus until you have the 2017 card in your possession.

### **C 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. *As added by P.L.1-2005, SEC.11.*

### **I am not working at this time. 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 can obtain your Driver Id number by contacting the Office of School Transportation at the DOE at 317-232-0890. 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 is my Driver ID?**

Your Driver ID is a specific number assigned to you when you by the DOE. You can find your Driver ID on the bottom of your Yellow Card. It is the 16 digit alpha numeric code to the left side of your yellow card. You will use your Driver ID as your Username when you log into the Moodle system.



**What is the Moodle password?**

Each year we reset the Moodle password to **changeme**. Please use **changeme** for your initial login. You will be prompted to change your password to one of your choice. We recommend you write the new password down so you will remember it for future logins.

**What do I do if I forget my new password?**

If you forget the password you created at your initial login, you should call the Office of School Transportation at the DOE at 317-232-0890. 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.