

Bus Details File Import

In lieu of updating Bus Details for each school bus via the Bus page, a new upload option has been added. In order to successfully import Bus details, the following steps must be completed correctly.

All current records in LEA Profile will be replaced by the records in your uploaded file.

- 1) 3 new buttons have been added to the Bus Details screen.
 - a. “Export to Excel”
 - b. “Export to Comma Delimited”
 - c. “Import Comma Delimited File”.
 - d. There is also a link to instructions for its use. (This document.)

[Home](#) > [Update Data](#) > [LEA Profile](#) > Bus

Bus Details

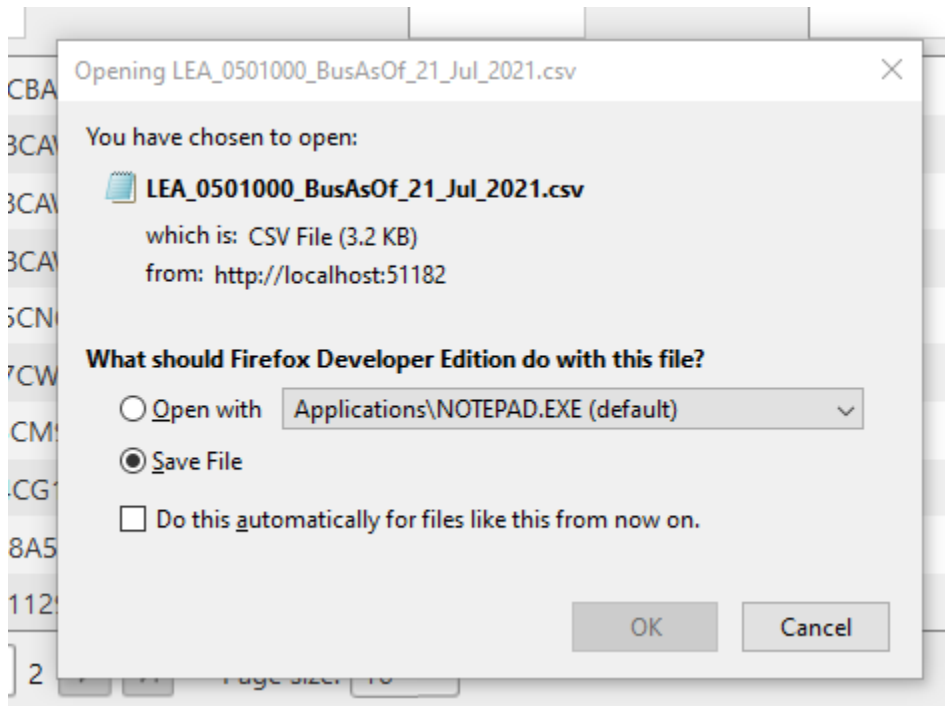
Export to Excel Import Comma Delimited File
Export to Comma Delimited [Bus Details Upload Instructions](#)

+ Add new record Refresh

VIN #	Make	Year	Capacity		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
4UZBPDUXCCBA2133	7-Thomas	2012	53	Edit	Delete
4UZABPDKXBCAW0600	7-Thomas	2011	53	Edit	Delete
4UZABPDKSBCAW0602	7-Thomas	2011	53	Edit	Delete
4UZABPDK7BCAW0604	7-Thomas	2011	53	Edit	Delete
4UZAAXCS65CN67323	7-Thomas	2004	71	Edit	Delete
4UZAAXCS37CW39310	7-Thomas	2006	77	Edit	Delete
4UZAAWC95CM98244	7-Thomas	2004	35	Edit	Delete
4UZ6CJAA64CG14820	7-Thomas	1999	71	Edit	Delete
4DRBUAAN18A560060	11-International	2007	65	Edit	Delete
1T88Y9D2XJ1129837	7-Thomas	2018	84	Edit	Delete

Page size: 1013 items in 2 pages

- 2) You may want to export your data via the “Export to Comma Delimited” button above.



- 3) The import file will be a comma delimited file. You may create this file in Microsoft Excel (or other spread sheet), but save it as a .CSV file format.

> Documents > Safety Drill Uploads

Search Safety Drill Uploads

Name	Date modified	Type	Size
LEA_0101000_SafetyDrillAsOf_29_Jun_2021.xls	6/29/2021 2:17 PM	Microsoft Excel 97...	22 KB
LEA_0101000_SafetyDrillAsOf_30_Jun_2021.csv	7/6/2021 3:58 PM	CSV File	11 KB
LEA_0501000_SafetyDrillAsOf_07_Jul_2021.csv	7/7/2021 10:08 AM	CSV File	3 KB
LEA_0501000_SafetyDrillAsOf_30_Jun_2021.csv	7/6/2021 4:05 PM	CSV File	11 KB

4) For Bus Details, your file will have 30 columns:

- a. District LEA (don't worry if your district has a leading zero.)
- b. Fall Inspection Date
- c. Spring Inspect Date
- d. Vin Number
- e. Body Make (One of the numbers below:)

1	Am Tran
2	Ward
3	Blue Bird
4	Wayne
5	Carpenter
6	Superior
7	Thomas
8	Couchette
9	Collins
10	Other
11	International

- f. Body Year (*less than next year.*)
- g. Primary Usage (*1, 2, 3*)
- h. Capacity (*Numeric*)
- i. Fuel Type (*G, C, D, P, E*)
- j. Is Bus Primarily For Handicapped? (*Y, N*)
- k. Wheelchair Lift (*Y, N*)
- l. Passenger Restraint (*Y, N*)
- m. Wifi Enabled (*Y, N*)
- n. Purchase Method

<i>N</i>	<i>Bought New</i>
<i>U</i>	<i>Bought Used</i>
<i>C</i>	<i>Lease Contract</i>

- o. Purchase Amount (*Numeric*)
- p. Purchase Date (*Date*)
- q. Daily Route Mileage (*Numeric*)
- r. Bus Damage Amount (*Numeric*)
- s. Destroyed (*Y, N*)
- t. Property Damage Amount (*Numeric*)
- u. Total Accidents (*Numeric*)
- v. Student Fatalities (*Numeric*)
- w. Driver Fatalities (*Numeric*)
- x. Teacher Fatalities (*Numeric*)
- y. Other Fatalities (*Numeric*)
- z. Student Injuries (*Numeric*)
- aa. Driver Injuries (*Numeric*)
- bb. Teacher Injuries (*Numeric*)
- cc. Other Injuries (*Numeric*)
- dd. Out Of Service Date (*nothing, or date if needed*)

- 6) Clicking on the Import button will take you to the first page of the import process. The drop down list should pre-select to Bus.

The screenshot shows the 'Statewide Information System' interface. At the top, a dark header contains the text 'Division of Elementary and Secondary Education (DESE)' and 'Statewide Information System'. Below this is a navigation bar with buttons for 'Home', 'Resources', 'Update Data', 'Submit Data', 'Certified Reports', and 'Sa'. On the left side, a blue sidebar highlights 'Import Data' and shows 'Upload Status' below it. The main content area has a breadcrumb trail: 'Home > Import Data > Import Data'. The title is 'Import LEA Profile Data - Start'. The 'Table' field is a dropdown menu with 'Bus (Details)' selected. The 'File' field has a 'Browse...' button and the text 'No file selected.'. A 'Next' button with a green arrow is at the bottom.

Division of Elementary and Secondary Education (DESE)
Statewide Information System

Home Resources Update Data Submit Data Certified Reports Sa

Import Data

Upload Status

Home > Import Data > Import Data

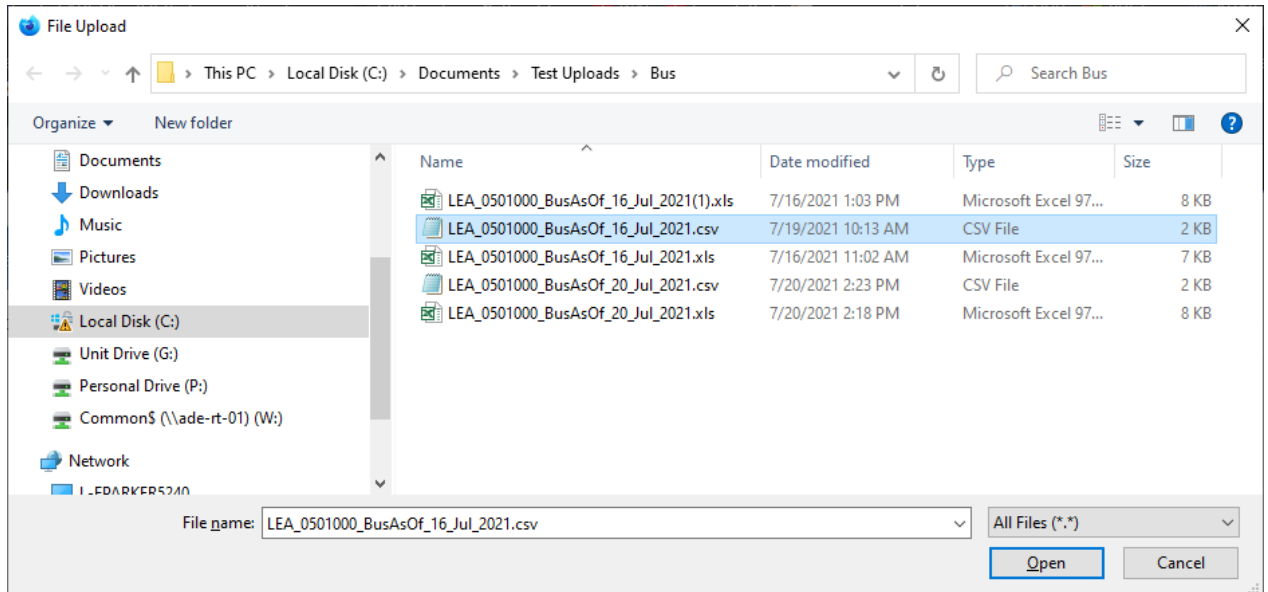
Import LEA Profile Data - Start

Table : Please select file for upload.
Bus (Details) ▼

File : Browse... No file selected.

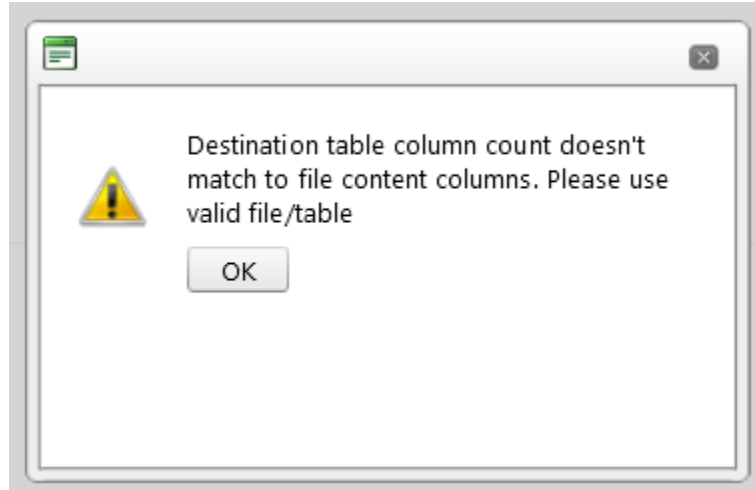
Next

- 7) You will need to click on the browse button to navigate to where you have saved your comma delimited Bus Details file.



- 8) Click “Open” and “Next” will cause your file to be uploaded and validated.
9) If upload is unsuccessful, then you may see the following errors:

- (1) Wrong number of columns produces this error:



- (2) Extra blank lines at the bottom of the input file will produce the following error:

Server Error

An error occurred while processing your request.

This error has been logged.

If this is your first time seeing this page, try your request again.

Sorry for the inconvenience.

Use site navigation to proceed to a new page or [go back to the previous page.](#)

10) The page will then display any errors in the input document.

[Home](#) > [Import Data](#) > [Import Data](#) > Import Data

Import LEA Profile Data

Destination Table : **Bus**

No of lines : **54**

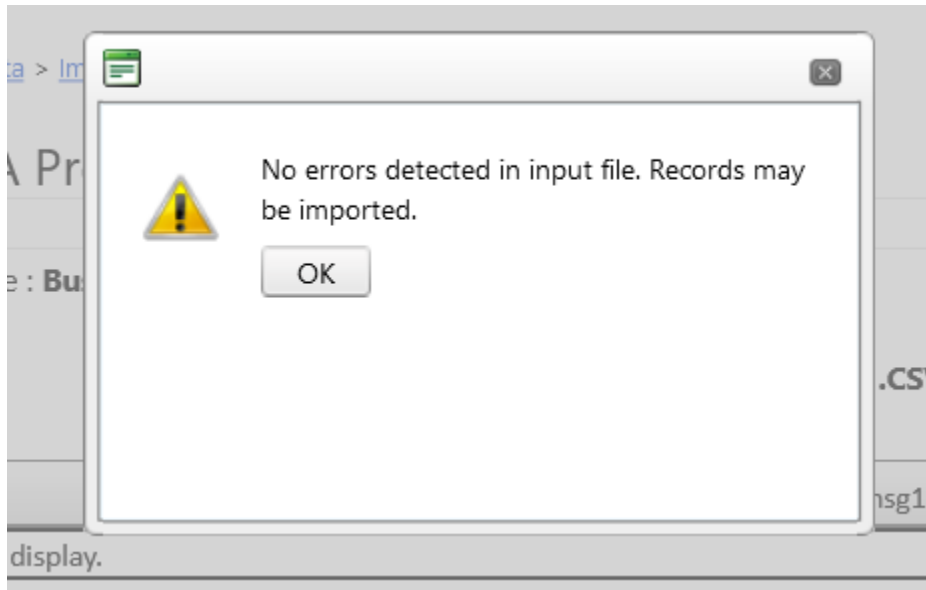
File :

**LEA_0501000_BUSASOF_16_JUL_2021
BAD DATA.CSV**

[unique_id]	[err_code]	[err_seq]	[err_msg1]	[err_msg2]	[err_msg3]
53	BU0200	19	Record number 53 has an error.	Bus Damage Amount (N) must be numeric.	Vin Number: 1GB3G5BG1G1294810
53	BU0210	20	Record number 53 has an error.	Bus Destroyed (0) must be 'Y' or 'N'	Vin Number: 1GB3G5BG1G1294810
38	BU0310	30	Record number 38 has an error.	Other injuries (A) is a numeric field.	Vin Number: Test_Bad_OtherInju
37	BU0300	29	Record number 37 has an error.	Teacher Injuries (A) is a numeric field.	Vin Number: Test_Bad_TeacherIn
36	BU0290	28	Record number 36 has an error.	Driver Injuries (A) is a numeric field.	Vin Number: Test_Bad_DriverInju
35	BU0280	27	Record number 35 has an error.	Student Injuries (A) is a numeric field.	Vin Number: Test_Bad_StudentInj
34	BU0270	26	Record number 34 has an error.	Other Fatalities (A) is a numeric field.	Vin Number: Test_Bad_OtherFatal

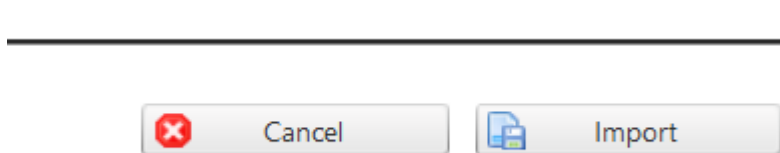
11) If errors are displayed, you will need to correct your comma delimited file, and re-upload.

12) An error free file will result in the following pop-up:

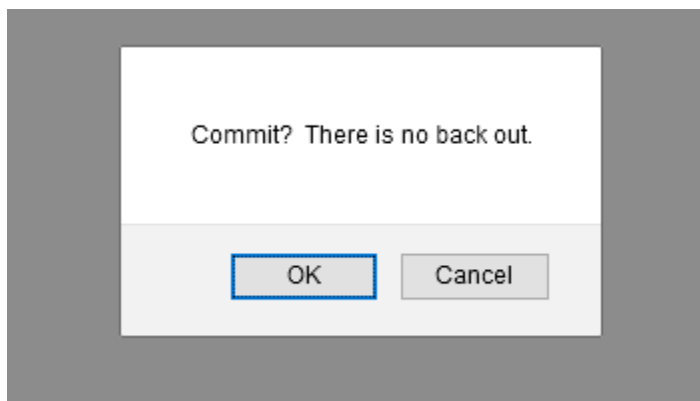


13) Click OK

14) Click the "Import" button in the lower right corner of the page:



15) One final warning that this is permanent and will replace all current records.



16) Once committed you will be returned to the Bus Details page where your imports have been further checked by the system.