

Bus Transportation Personnel File Import

In lieu of updating Bus Transportation Personnel for each school bus driver via the Bus Transportation Personnel page, a new upload option has been added. To successfully import Bus Transportation Personnel, 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 Transportation Personnel 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 Transportation Personnel

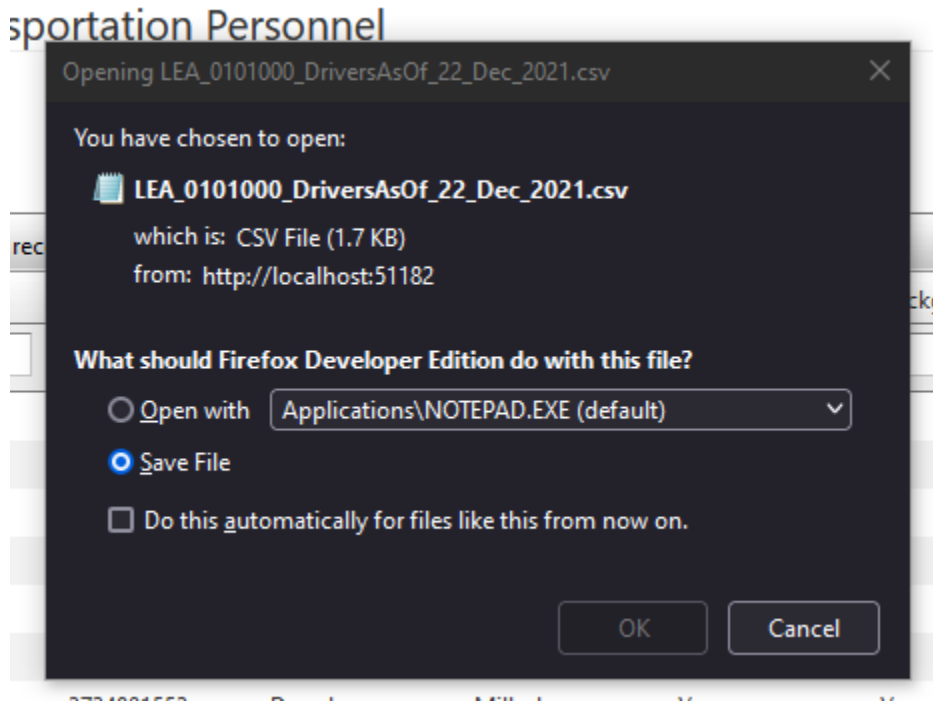
Bus Transportation Personnel

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

+ Add new record							Refresh
Ssn	State Id	First Name	Last Name	Driver Record	Background Check	Training Date	
712		S	J	Y	Y	8/24/2020	Edit Delete
390		C	V	Y	Y	8/24/2020	Edit Delete
626		D	R	Y	Y	8/24/2020	Edit Delete
755		M	B	Y	Y	8/24/2020	Edit Delete
657		M	N	Y	Y	8/24/2020	Edit Delete
652		L	R	Y	Y	8/24/2020	Edit Delete
373		D	N	Y	Y	8/24/2020	Edit Delete
260		EC	N	Y	Y	8/24/2020	Edit Delete
205		M	B	Y	Y	8/24/2020	Edit Delete
144		Ta	L	Y	Y	8/24/2020	Edit Delete

Page size: 10 24 items in 3 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.

03 Documents > Test Uploads > Bus Drivers

Search Bus Drivers

Name	Date	Type	Size	Tags
LEA_0501000_DriversAsOf_16_Dec_2021.xls	12/16/2021 11:56 AM	Microsoft Excel 97...	5 KB	
File download.jpg	12/22/2021 9:52 AM	IrfanView JPG File	27 KB	
Bus driver screen.jpg	12/22/2021 9:52 AM	IrfanView JPG File	72 KB	
LEA_0501000_DriverUpdate.csv	12/16/2021 11:58 AM	CSV File	2 KB	
LEA_0501000_DriversAsOf_16_Dec_2021.csv	12/16/2021 11:53 AM	CSV File	3 KB	

- 4) For Bus Transportation Personnel, your file will have 16 columns. Note that SSN is no longer included:
- a. DistrictLea – District level, not school.
 - b. StateId – 10 digit ID given by the state
 - c. FirstName
 - d. MiddleName
 - e. LastName
 - f. CdlNumber – Commercial Driver’s License Number
 - g. CdlEndorsement - Commercial Driver’s License Edorsement
 - h. PhysicalDate – Date of last Physical
 - i. DriverRecord – Y/N
 - j. BackgroundCheck – Y/N
 - k. BackgroundCheckDate
 - l. CentralRegistryCheck – Y/N
 - m. CentralRegistryCheckDate
 - n. TbTest – Y/N
 - o. DrugTest – Y/N
 - p. TrainingDate – Last training date.

DO NOT USE COLUMN HEADERS. This will result in an error.

Note, if using a downloaded file, you will delete the two dates at the end of the file, which are created date, and modified date, and the first row which contains the column headers.

- 5) 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 Drivers.

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

Home Resources Update Data Submit Data Certified Reports Salaries and FTE LEA Management

Import Data
Upload Status

Home > Import Data > Import Data

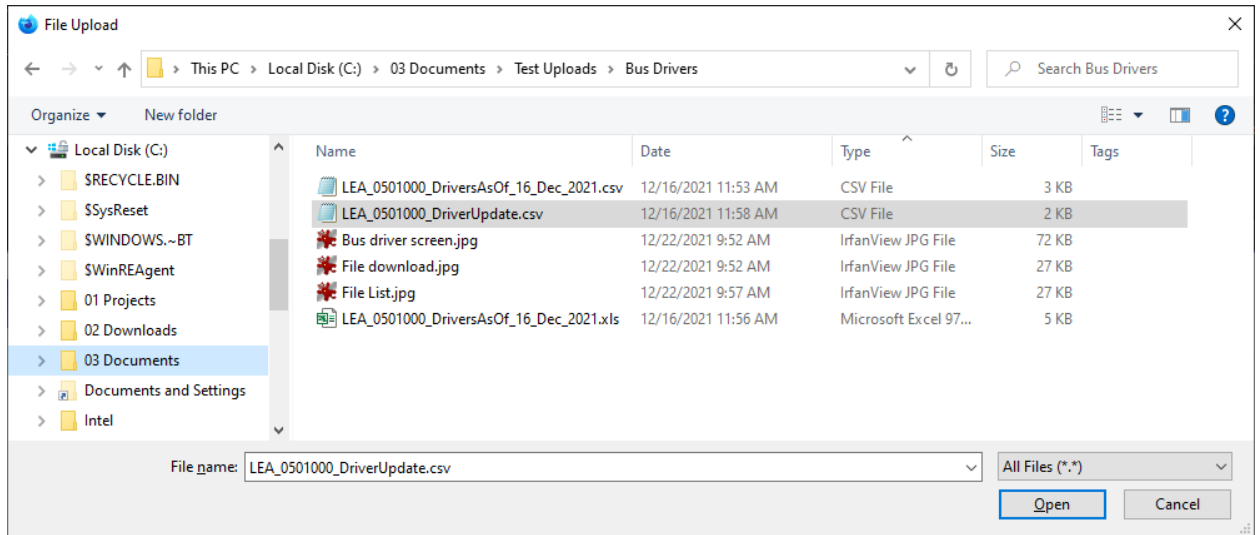
Import LEA Profile Data - Start

Table : Please select file for upload.
Bus Drivers

File : Browse... No file selected.

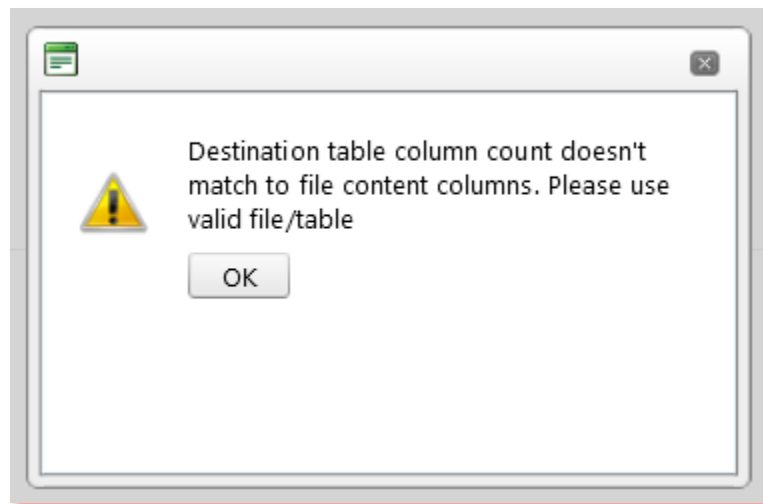
Next

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



- 7) Click “Open” and “Next” to validate the input file.

- 8) Wrong number of columns produces this error:



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.](#)

- 9) If your input file is in the proper format, the next page will display any errors in the input document.

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

Import LEA Profile Data

Destination Table : **BusTransportationPersonnel**

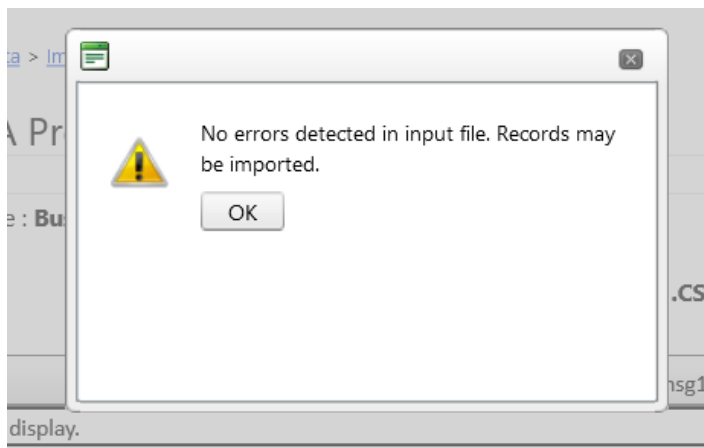
No of lines : 13

File : **BAD**
LEA_0501000_DRIVERSASOF_16_DEC_2021.CSV

[unique_id]	[err_code]	[err_seq]	[err_msg1]	[err_msg2]	[err_msg3]
■ ■ ■	TS0035	1	Invalid SSN	Staff Id : , CDL Number: 921901989	District LEA = 0501000

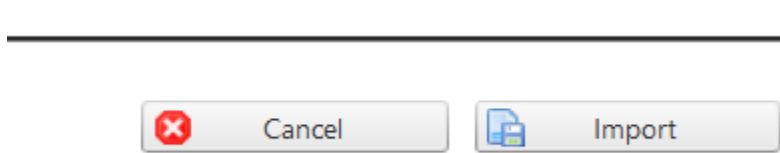
- 10) If errors are displayed, you will need to correct your comma delimited file, and re-upload.

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

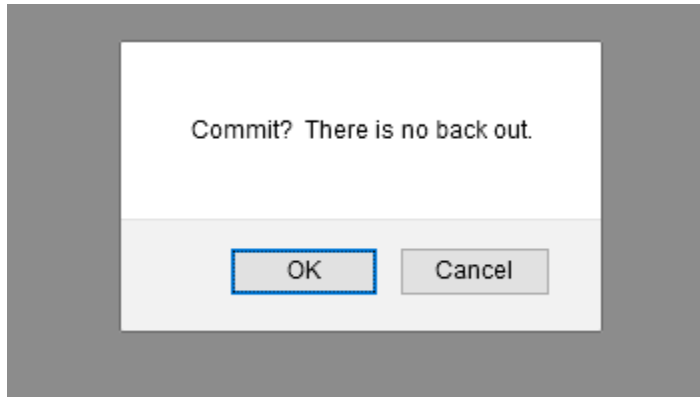


12) Click OK

13) Click the “Import” button in the lower right corner of the page:



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



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