

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	<div>Edit</div> <div>Delete</div>
390		C	V	Y	Y	8/24/2020	<div>Edit</div> <div>Delete</div>
626		D	R	Y	Y	8/24/2020	<div>Edit</div> <div>Delete</div>
755		M	B	Y	Y	8/24/2020	<div>Edit</div> <div>Delete</div>
657		M	N	Y	Y	8/24/2020	<div>Edit</div> <div>Delete</div>
652		L	R	Y	Y	8/24/2020	<div>Edit</div> <div>Delete</div>
373		D	N	Y	Y	8/24/2020	<div>Edit</div> <div>Delete</div>
260		E	N	Y	Y	8/24/2020	<div>Edit</div> <div>Delete</div>
205		M	B	Y	Y	8/24/2020	<div>Edit</div> <div>Delete</div>
144		T	L	Y	Y	8/24/2020	<div>Edit</div> <div>Delete</div>

1

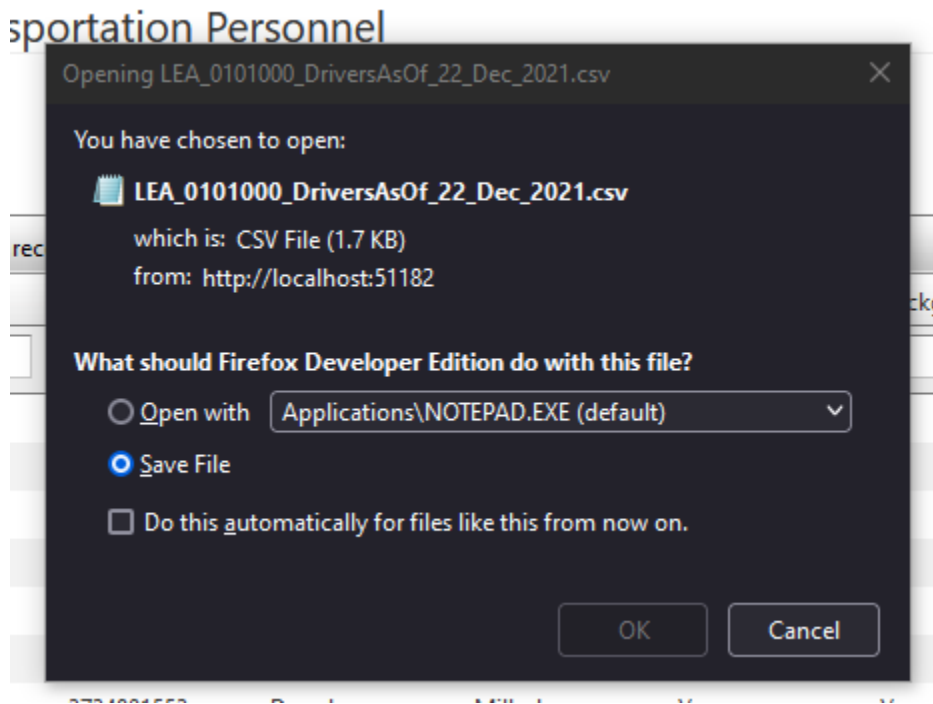
2

3

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 17 columns:
- DistrictLea – District level, not school.
 - Driver's SSN
 - StateId – 10 digit ID given by the state
 - FirstName
 - MiddleName
 - LastName
 - CdlNumber – Commercial Driver's License Number
 - CdlEndorsement - Commercial Driver's License Edorsement
 - PhysicalDate – Date of last Physical
 - DriverRecord – Y/N
 - BackgroundCheck – Y/N
 - BackgroundCheckDate – Must be within the last 5 years
 - CentralRegistryCheck – Y/N
 - CentralRegistryCheckDate – Must be within the last 5 years
 - TbTest – No longer used and may be left blank.
 - DrugTest – Y/N
 - 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.

- 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.

The screenshot displays the 'Statewide Information System' (SIS) interface. At the top, a navigation bar includes links for Home, Resources, Update Data, Submit Data, Certified Reports, Salaries and FTE, and LEA Management. The 'Import Data' section is active, showing a breadcrumb trail: Home > Import Data > Import Data. The main heading is 'Import LEA Profile Data - Start'. Below this, there are two fields: 'Table :' and 'File :'. The 'Table :' field is a dropdown menu with 'Bus Drivers' selected. The 'File :' field has a 'Browse...' button and the text 'No file selected.'. At the bottom, there is a 'Next' button with a green arrow icon.

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

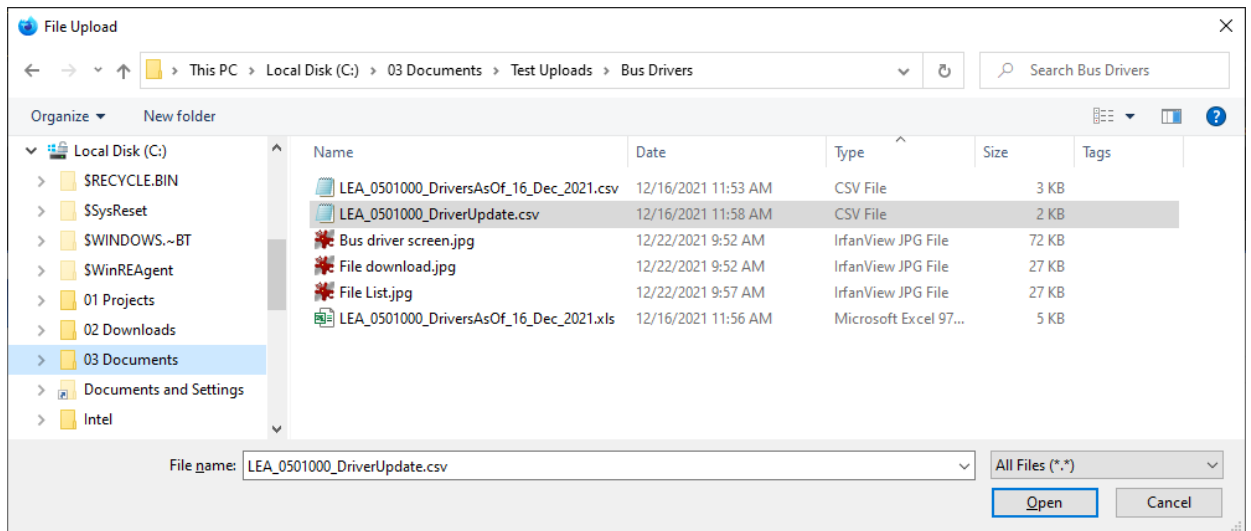
Import LEA Profile Data - Start

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” will cause your file to be uploaded and validated. The page will then display any errors in the input document.

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

Import LEA Profile Data

Destination Table : **BusTransportationPersonnel**

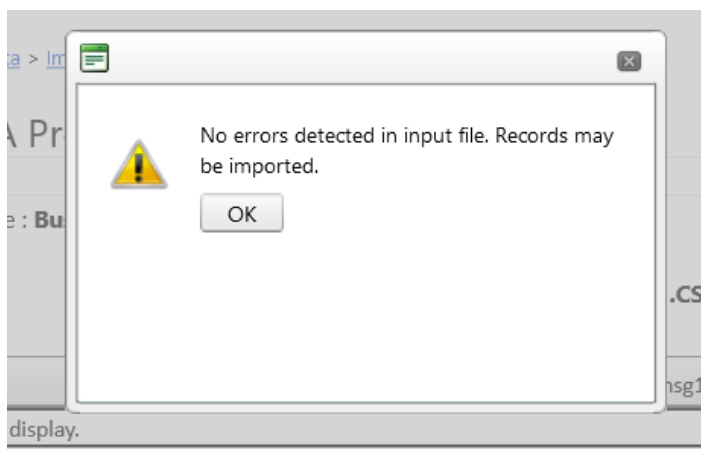
No of lines : 13

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

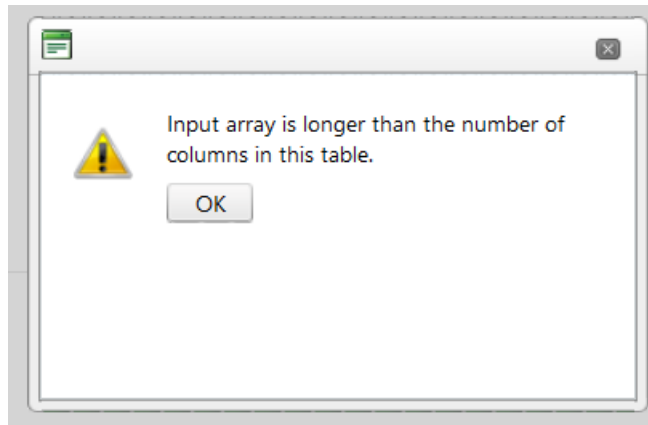
- 8) If errors are displayed, you will need to correct your comma delimited file, and re-upload.
- 9) An error free file will result in the following pop-up:



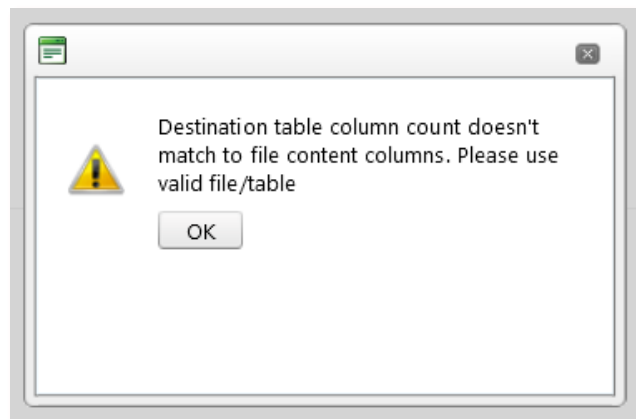
- 10) Click OK

11) You may also see the following errors:

- a. A column containing a comma will confuse the upload, such as “Jones, Jr.” in last name field. Change to Jones Jr. In this case, the Input Array is the line of data.



- b. Wrong number of columns produces this error:



- c. 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.

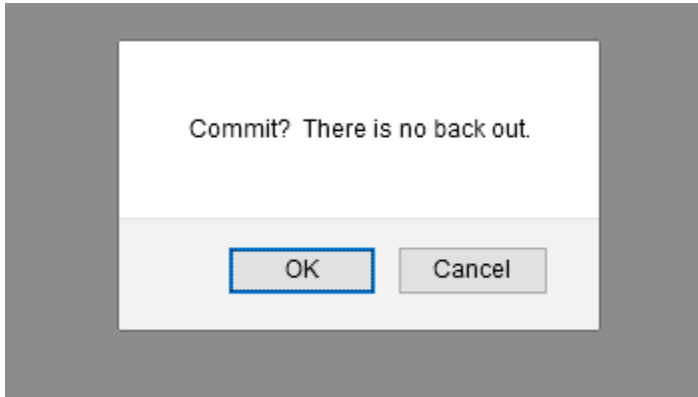
Sorry for the inconvenience.

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

- 12) If you get past or do not encounter these errors, you click the “Import” button in the lower right corner of the page:



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



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