

## Where should It Go!? Here? There? Everywhere?

### Only One Option Needed!

Please use the following tables to assist you and your teams navigate where to send documents and information to for ODE Pupil Transportation:

#### BusLicense

Email Box for ODE Pupil Transportation  
(BusLicense@ode.oregon.gov)

##### What should be submitted:

- Email Communication
- General Inquiries
- Document Requests
  - Reports
  - Master Spreadsheets
- Submitting none PII documents
  - License approvals
  - Vehicle purchases
  - Posting Training spreadsheets (.xls)

#### Web Portal

An application for submitting Bus Driver documents

##### What should be submitted:

- School Bus Applications
  - Permit
  - Originals
  - Renewals
- Change Requests
  - Upgrades
  - Information Updates
- Valid Conversion Cards
- Diabetic Reports
  - HbA1C
  - Eye Exams
  - Diabetic Mellitus Forms

#### Secure File Transfer (Central Login)

A file transfer system for documents that contain PII (Personally Identifiable Information) for all locations that have a Central Login

##### What should be submitted:

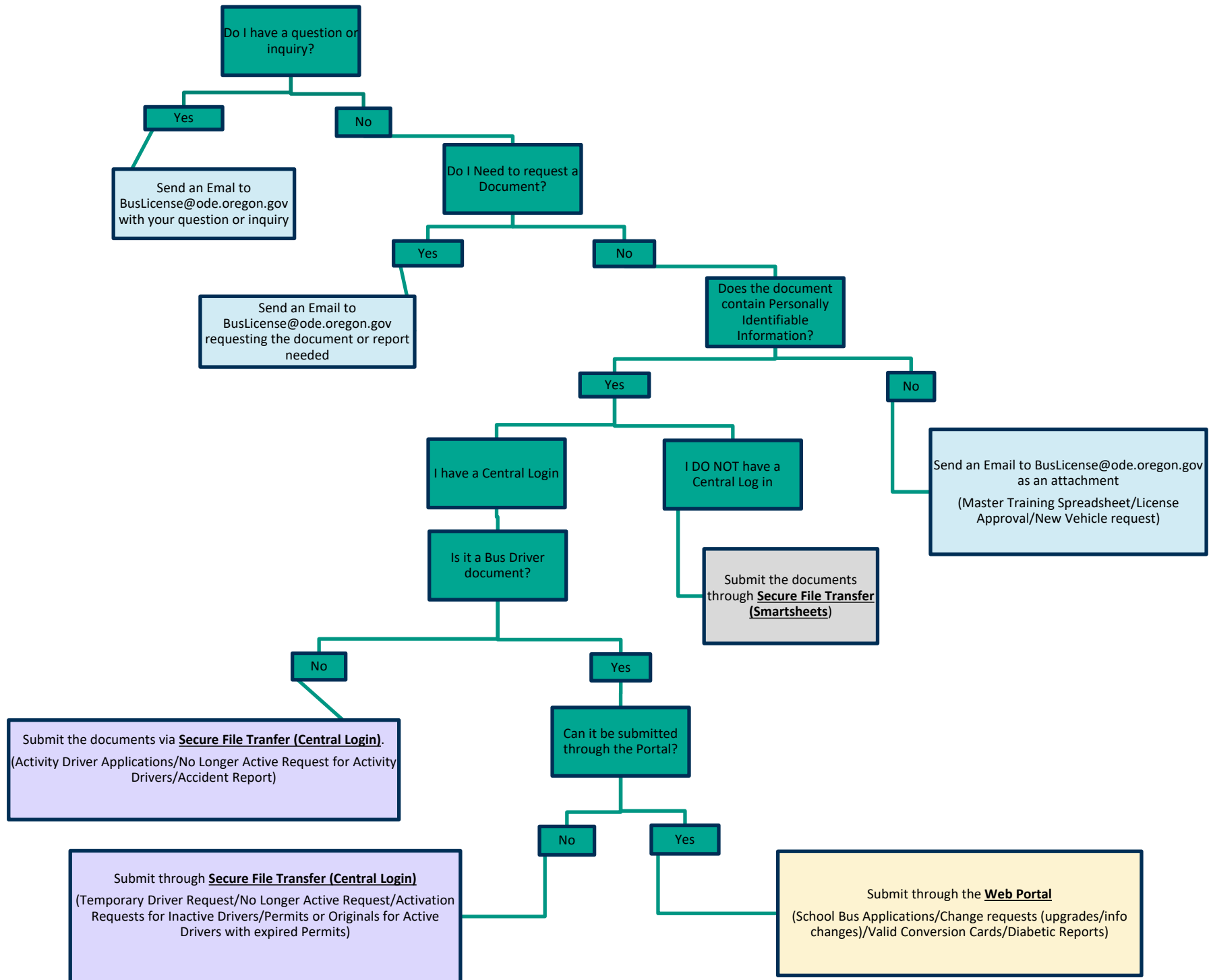
- Temporary Driver Requests
- No Longer Active Change Requests
- Permits/Original applications for Active drivers with expired Permits.
- Activation Requests for inactive drivers
- Activity Driver Applications
  - Type 10
  - Type 20
  - SPAB
- Accident Reports

#### Secure File Transfer (Smartsheet)

A file transfer system for documents that contain PII (Personally Identifiable Information) for locations that DO NOT have a Central Login or locations that have been directed to use by ODE staff

##### What should be submitted:

- Temporary Driver Requests
- No Longer Active Change Requests
- Permits/Original applications for Active drivers with expired Permits.
- Activation Requests for inactive drivers
- Activity Driver Applications
  - Type 10
  - Type 20
  - SPAB
- Accident Reports



Do I have a question or inquiry?

Yes

Send an Email to BusLicense@ode.oregon.gov with your question or inquiry

No

Do I Need to request a Document?

Yes

Send an Email to BusLicense@ode.oregon.gov requesting the document or report needed

No

Does the document contain Personally Identifiable Information?

Yes

I have a Central Login

Is it a Bus Driver document?

No

Submit the documents via **Secure File Transfer (Central Login)**. (Activity Driver Applications/No Longer Active Request for Activity Drivers/Accident Report)

Yes

Can it be submitted through the Portal?

No

Submit through **Secure File Transfer (Central Login)** (Temporary Driver Request/No Longer Active Request/Activation Requests for Inactive Drivers/Permits or Originals for Active Drivers with expired Permits)

Yes

Submit through the **Web Portal** (School Bus Applications/Change requests (upgrades/info changes)/Valid Conversion Cards/Diabetic Reports)

I DO NOT have a Central Log in

Submit the documents through **Secure File Transfer (Smartsheets)**

No

Send an Email to BusLicense@ode.oregon.gov as an attachment (Master Training Spreadsheet/License Approval/New Vehicle request)