

Special Needs Transportation

SC Department of Education
Medicaid Services

SETTING THE BASE UP

- Logging Into Member Center
- District Bus Management
- Bus Driver Assignment
- Student Information
- Ridership

Logging Into Member Center

Click Login Link

SNT Coordinator/Bus Driver Login/Password

Log in to www.ed.sc.gov

The screenshot shows the homepage of the South Carolina State Department of Education. At the top left is the department's logo. To the right is a search bar and social media icons. A dark blue navigation bar contains links for 'I'm Looking For?', 'Agency', 'Programs & Services', 'Research Portal', 'Contact', 'Login', and 'Help'. A blue arrow points from the text 'Click Login Link' to the 'Login' link. Below the navigation bar is a large banner titled 'Celebrating Our Success' featuring a smiling man in a classroom. To the right of the banner is a section for the 'State Superintendent of Education' with a photo of Molly and a link to watch her video blogs. Below that is a 'School Directory' with a map of South Carolina. Further down are three columns for 'Students', 'Parents', and 'Teachers', each with a photo and a brief description. On the right side, there are two more buttons: 'Click here to view the Summer Food Map' and 'District Memoranda'. At the bottom are three footer links: 'About Us', 'Agency-Wide Calendar', and 'Agency Staff Directory'. A 'New ELA/Math Standards' button is located at the bottom right.

Login/Password: Enter Username and Permanent Password

SOUTH CAROLINA
STATE DEPARTMENT
OF EDUCATION

Login to the SCDE Web Site Member Center

Log on using E-Mail Address

User Id / E-mail:

Password:

Teachers

[Click here to view Certification Status](#)

Log On

If you are experiencing issues with 'Authorization' of your log in, please use the 'Reset Password' option below.

Create Account

Reset Password

Request Tech Support

You are accessing this site from a device running Windows Server 2008 R2.

This site is intended for authorized users only.

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Select “Special Needs Transportation” under Web Applications

Logout

Member Center

Name: Quinton Harris | E-mail: QHarris@ed.sc.gov | Username: qharris

User Tools

- [Change your security question answers](#)

Agency Employee Resources

- [Mick Zais - Transforming Our Schools Presentation](#)
- [MySCEmployee](#)
- [SCDE IT Project FAQ](#)
- [SCEIS - Citrix](#)
- [SCEIS - Supplier Relationship Mgmt \(SRM\)](#)

Web Applications

- [Clemson Combo](#)
- [EPMS](#)
- [SDAC](#)
- [School Nursing Surveys](#)
- [Special Needs Transportation](#)
- [Special Needs Transportation SNT Database](#)
- [WebDAC](#)



Forgot Your Password??

The screenshot shows the homepage of the South Carolina State Department of Education. At the top left, the logo reads "SOUTH CAROLINA STATE DEPARTMENT OF EDUCATION". To the right is a search bar labeled "Search ed.sc.gov" and social media icons for Facebook, Twitter, LinkedIn, YouTube, and Pinterest. Below this is a navigation bar with links: "I'm Looking For?", "Agency", "Programs & Services", "Research Portal", "Contact", "Login", and "Help". The main content area features a large banner titled "Celebrating Our Success" with a video player showing a smiling man in a classroom. To the right of the banner is a section for the "State Superintendent of Education" with a photo of Molly and a link to "Click Here to Watch Molly's Video Blogs". Below that is a "School Directory" section with a map of South Carolina. Further down are three columns for "Students", "Parents", and "Teachers", each with a photo and a brief description of their focus. At the bottom, there are buttons for "About Us", "Agency-Wide Calendar", and "Agency Staff Directory", along with a "District Memoranda" section and a "New ELA/Math Standards" section.

□ If you forget your password, you may obtain it by using the following procedure:

□ Go to the SCDE Web Site www.ed.sc.gov and click the **Login** button at the top, right corner of the page.

Select Reset Password

**SOUTH CAROLINA
STATE DEPARTMENT
OF EDUCATION**

Login to the SCDE Web Site Member Center

Log on using E-Mail Address

User Id / E-mail:

Password:

Teachers
[Click here to view Certification Status](#)

If you are experiencing issues with 'Authorization' on your log in, please use the 'Reset Password' option below.

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Enter your email address in the space provided and press the submit button. This will request an email to be sent to the email address provided with a temporary password.

Log in to the ed.sc.gov member center

To begin the password reset process please re-enter your e-mail address:

E-Mail Address:

Enter email address



Email Containing Temporary Password

----- Forwarded message -----

From: <webmaster-noreply@ed.sc.gov>

Date: Fri, Jul 25, 2008 at 10:39 AM

Subject: South Carolina Department of Education - Temporary Website Password

To: webdacuser@gmail.com

Your temporary password is: 02%(!0dVR

[Click here](#) to login to the South Carolina Department of Education website.

If you cannot click the link above please copy and paste the address below into your browser:

<http://ed.sc.gov/tools/login/>

- Return to the member center login page
- Enter your user id (email address)
- Enter the temporary password by keying in the temporary password as given (Do Not Copy And Paste)

The screenshot shows the login interface for the South Carolina Department of Education (SCDE) Web Site Member Center. The page features a header with the SCDE logo and the text "SOUTH CAROLINA STATE DEPARTMENT OF EDUCATION". The main content area is titled "Login to the SCDE Web Site Member Center" and includes a section for logging in with an email address. It contains two input fields for "User Id / E-mail:" and "Password:", followed by a "Log On" button. Below the login fields, there is a link for "Teachers" to view certification status. At the bottom of the login section, there are three buttons: "Create Account", "Reset Password", and "Request Tech Support". A message at the bottom of the page states: "You are accessing this site from a device running Windows Server 2008 R2. This site is intended for authorized users only." The footer contains the copyright information: "© 2012 South Carolina Department of Education. All rights reserved. [Privacy & Legal Information](#)."

**SOUTH CAROLINA
STATE DEPARTMENT
OF EDUCATION**

Login to the SCDE Web Site Member Center

Log on using E-Mail Address

User Id / E-mail:

Password:

Teachers
[Click here to view Certification Status](#)

If you are experiencing issues with 'Authorization' of your log in, please use the 'Reset Password' option below.

You are accessing this site from a device running Windows Server 2008 R2.
This site is intended for authorized users only.

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Member Center

- You are now logged into the member center
- Please create a permanent password by selecting “Change Your Password” under User Tools
- Your new password must contain at least 8 characters. Avoid using special symbols such as \$%&*
- Once the new password is accepted, login with the new password

The screenshot shows the Member Center interface for the South Carolina State Department of Education. At the top, the logo for the South Carolina State Department of Education is displayed. Below the logo, there is a dark blue navigation bar with a "Logout" button. The main content area is titled "Member Center" and displays the user's name, email, and username. The interface is organized into several sections: "User Tools" (Change your password, Change your security question answers), "User Management" (Web Application Access), "SCDE Applications and Other Forms" (Supplemental Educational Services Provider Application, Career Specialist/Guidance Personnel Accountability Report), "Web Applications" (Exceptional Children Personnel Report, SDAC, Special Needs Transportation, Special Needs Transportation SNT Database, WebDAC), and "Web Training Applications" (SDAC - TRAINING). A note indicates that applications below are for training purposes only.

**SOUTH CAROLINA
STATE DEPARTMENT
OF EDUCATION**

Logout

Member Center

Name: Martha Kelly | E-mail: martha.kelly@sumterschools.net | Username: martha.kelly@sumterschools.net

User Tools

- [Change your password](#)
- [Change your security question answers](#)

User Management

- [Web Application Access](#)

SCDE Applications and Other Forms

- [Supplemental Educational Services Provider Application](#)
- [Career Specialist/Guidance Personnel Accountability Report](#)

Web Applications

- [Exceptional Children Personnel Report](#)
- [SDAC](#)
- [Special Needs Transportation](#)
- [Special Needs Transportation SNT Database](#)
- [WebDAC](#)

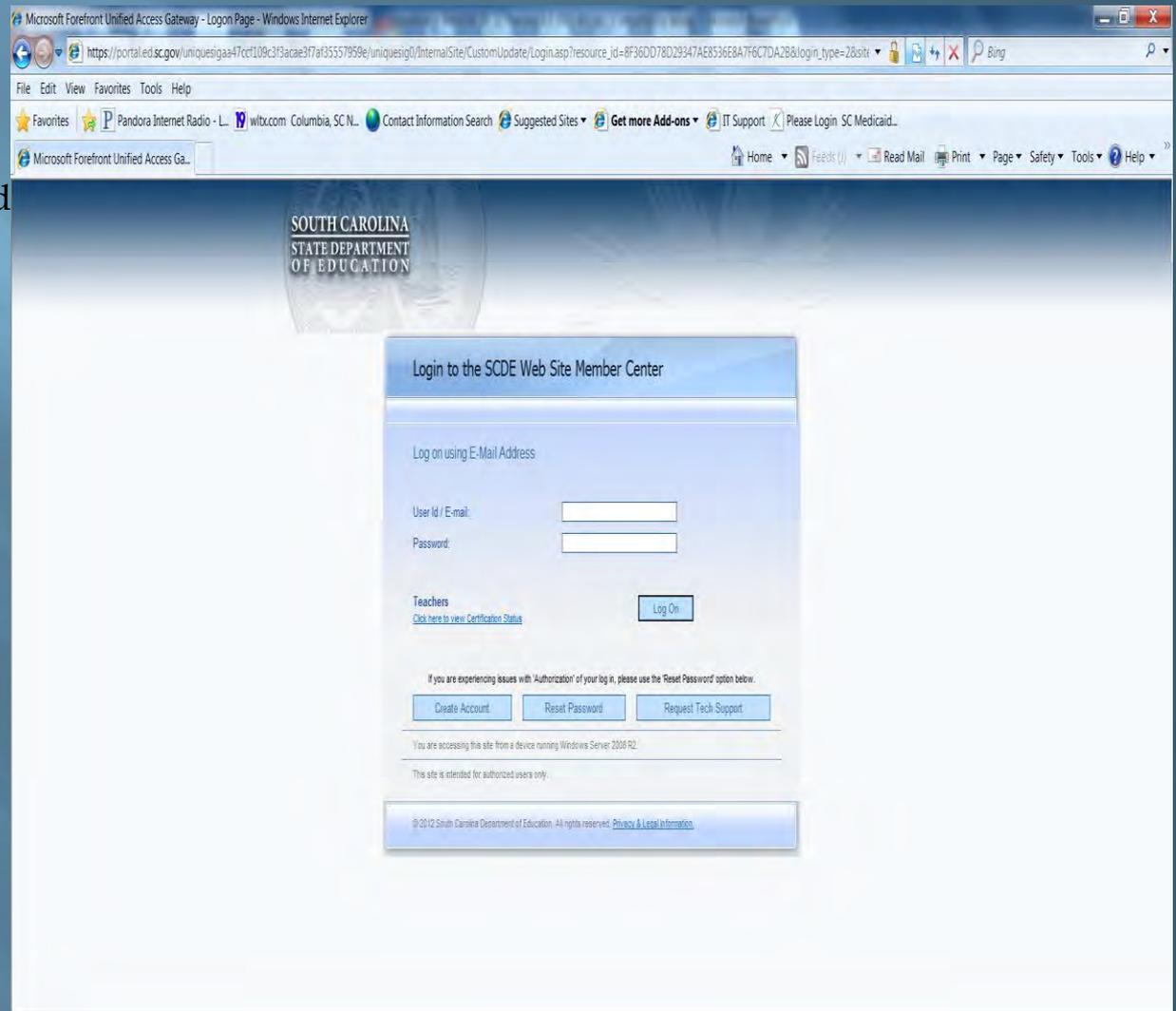
Web Training Applications

* Applications below are for training purposes only.

- [SDAC - TRAINING](#)

Coordinator Login

Login with username (email address) and permanent password



The screenshot shows a web browser window displaying the login page for the South Carolina Department of Education (SCDE) Web Site Member Center. The browser's address bar shows the URL: https://portal.ed.sc.gov/uniqueid=47cct109c3f3acae37af3557959e/uniqueid=0/InternalSite/CustomUpdate/Login.asp?resource_id=8f36d078d29347ae8536e8a7f6c7da2b&login_type=2&site...

The page features the South Carolina State Department of Education logo at the top center. Below the logo is a blue box with the title "Login to the SCDE Web Site Member Center". Inside this box, there is a section titled "Log on using E-Mail Address" with two input fields: "User Id / E-mail:" and "Password:". A "Log On" button is located to the right of the password field. Below the input fields, there is a link for "Teachers" with the text "Click here to view Certification Status".

At the bottom of the login box, there is a message: "If you are experiencing issues with 'Authorization' of your log in, please use the Reset Password option below." Below this message are three buttons: "Create Account", "Reset Password", and "Request Tech Support".

Below the login box, there is a footer area with the text: "You are accessing this site from a device running Windows Server 2008 R2." and "This site is intended for authorized users only." At the very bottom, there is a copyright notice: "© 2012 South Carolina Department of Education. All rights reserved." and a link for "Privacy & Legal Information".

Select “Special Needs Transportation” under Web Applications

Logout

Member Center

Name: Quinton Harris | E-mail: QHarris@ed.sc.gov | Username: qharris

User Tools

- [Change your security question answers](#)

Agency Employee Resources

- [Mick Zais - Transforming Our Schools Presentation](#)
- [MySCEmployee](#)
- [SCDE IT Project FAQ](#)
- [SCEIS - Citrix](#)
- [SCEIS - Supplier Relationship Mgmt \(SRM\)](#)

Web Applications

- [Clemson Combo](#)
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- [School Nursing Surveys](#)
- [Special Needs Transportation](#)
- [Special Needs Transportation SNT Database](#)
- [WebDAC](#)



The **Special Needs Transportation Application** is a database that is used to enable districts to track weekly ridership, produce transportation logs at the district level and electronically submit student ridership data to SCDE for Medicaid invoicing

This is the **“HOME SCREEN”** of the SNT web application

Home

Special Needs Transportation

Select School Year:

The Medicaid Special Needs Transportation Program is designed to provide transportation to Medicaid-eligible school students with special needs requiring transportation to medically necessary services in school-based settings. The South Carolina Department of Education (SCDE), as the Medicaid provider for SNT, pays school districts a portion of its Medicaid SNT revenues when districts track daily student ridership and electronically remit this student ridership data to the SCDE for submission of invoices for Medicaid reimbursement.

Special Needs Transportation services are provided in specially adapted school buses where students are transported to and from reimbursable Medicaid services that are provided at a school or other facility when identified in the Individualized Education Plan (IEP).

The “**HOME SCREEN**” of the SNT web application allows you to select the “**School Year**” you wish to work in. Select the school year from the dropdown listing you wish to work in.

Home

Special Needs Transportation

Select School Year:

- Select School Year-
2015-16
2014-15
2013-14
2012-13

Special Needs Transportation Program is designed to provide transportation to Medicaid-eligible school students with special needs requiring necessary services in school-based settings. The South Carolina Department of Education (SCDE), as the Medicaid provider for SNT, pays school districts a portion of its Medicaid SNT revenues when districts track daily student ridership and electronically remit this student ridership data to the SCDE for submission of invoices for Medicaid reimbursement.

Special Needs Transportation services are provided in specially adapted school buses where students are transported to and from reimbursable Medicaid services that are provided at a school or other facility when identified in the Individualized Education Plan (IEP).

After selecting the school year, you will see all tabs display where you can go in and work on data for the school year selected

Home

District Bus Management

Bus Driver Assignment

Student Information

Ridership

Admin

Special Needs Transportation

Select School Year:

2014-15



The Medicaid Special Needs Transportation Program is designed to provide transportation to Medicaid-eligible school students with special needs requiring transportation to medically necessary services in school-based settings. The South Carolina Department of Education (SCDE), as the Medicaid provider for SNT pays school districts a portion of its Medicaid SNT revenues when districts track daily student ridership and electronically remit this student ridership data to the SCDE for submission of invoices for Medicaid reimbursement.

Special Needs Transportation services are provided in specially adapted school buses where students are transported to and from reimbursable Medicaid services that are provided at a school or other facility when identified in the Individualized Education Plan (IEP).

The SNT/Routing Coordinator will be able to access all links except “Admin,” whereas if your district has decided on letting bus drivers enter ridership data, then they will only be able to access the “Ridership” link. The “Admin” link is for the SC Department of Education use only.

Home

District Bus Management

Bus Driver Assignment

Student Information

Ridership

Admin

Special Needs Transportation

Select School Year:

2014-15



The Medicaid Special Needs Transportation Program is designed to provide transportation to Medicaid-eligible school students with special needs requiring transportation to medically necessary services in school-based settings. The South Carolina Department of Education (SCDE), as the Medicaid provider for the program, pays school districts a portion of its Medicaid SNT revenues when districts track daily student ridership and electronically remit this student ridership data to SCDE for submission of invoices for Medicaid reimbursement.

District Bus Management

Step 1: A Routing Coordinator will need to first set their districts buses up. To set the district buses up, the routing coordinator will click on the District Bus Management link.



Home

District Bus Management

Bus Driver Assignment

Student Information

Ridership

Admin

Special Needs Transportation

Select School Year:

2014-15



The Medicaid Special Needs Transportation Program is designed to provide transportation to Medicaid-eligible school students with special needs requiring transportation to medically necessary services in school-based settings. The South Carolina Department of Education (SCDE), as the Medicaid provider for SNT pays school districts a portion of its Medicaid SNT revenues when districts track daily student ridership and electronically remit this student ridership data to the SCDE for submission of invoices for Medicaid reimbursement.

Special Needs Transportation services are provided in specially adapted school buses where students are transported to and from reimbursable Medicaid services that are provided at a school or other facility when identified in the Individualized Education Plan (IEP).

Step 2: The Routing Coordinator will notice that there is a district drop-down menu. This should automatically default to your district. All the routing coordinator has to do is click on the “Next” button.

Home | Member Center | Logout

SOUTH CAROLINA
STATE DEPARTMENT
OF EDUCATION

Home **District Bus Management** Bus Driver Assignment Student Information Ridership Admin

District Bus Management

School Year: 2014-15

District:

Abbeville 60 

Next

Step 3: Next, the Routing Coordinator will need to click on the “Add Bus to District” button.

Home | Member Center | Logout

SOUTH CAROLINA
STATE DEPARTMENT
OF EDUCATION

Home District Bus Management Bus Driver Assignment Student Information Ridership Admin

District Bus Management

District: Abbeville 60 School Year: 2014-15

[Add Bus to District](#) 

Show Status:
Active

Step 4: Next, the Routing Coordinator selects the "State Bus Number" from the dropdown listing

District Bus Management

District: Abbeville 60 School Year: 2015-16

Add Bus to District

State Bus Number: District Bus Number: Route Time: Bus Destination: Start Date:

 AM Mid PM

- Select Bus--
- 503-7084
- 503-7267
- 503-7413
- 503-7441
- 503-7526
- 507-0172
- 507-0243
- 507-0289
- 507-0346
- 507-0786
- 507-0983
- 507-1142

Clear Cancel

Show Status:

District Bus No	AM	Mid	PM	Destination	Start Date	End Date	Active
-----------------	----	-----	----	-------------	------------	----------	--------

Step 5: Next, The Routing Coordinator will type in the “district bus number” in the District Bus Number box below and check the appropriate “Route Time.” Some districts may make the decision to rename the state bus number by their district bus number. The recommended method is shown below.

District Bus Management

District: Abbeville 60 School Year: 2015-16

Add Bus to District

State Bus Number:

District Bus Number:

Route Time:

Bus Destination:

Start Date:

503-7267



7267-01



AM

Mid

PM

Select Destination



Save

Clear

Cancel

Show Status:

Active



Step 6: The Routing Coordinator will next select all schools or destinations from the dropdown listing where the bus is transporting students to receive a Medicaid health covered service.

Home

District Bus Management

Bus Driver Assignment

Student Information

Ridership

Admin

District Bus Management

District: Abbeville 60

School Year: 2015-16

Add Bus to District

State Bus Number:

503-7267



District Bus Number:

7267-01

Route Time:



AM



Mid



PM

Bus Destination:

3 selected



Search

Select All

Abbeville Cty Career Ctr

Abbeville High

Cherokee Trail Elem

Diamond Hill Elem

Dixie High

John C Calhoun Elem

Long Cane Primary

Start Date:

Save

Clear

Cancel

Bus Status:

Active



State Bus No	District Bus No	AM	Mid	PM	Destination	Active	Edit
507-0172	13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Abbeville High	<input checked="" type="checkbox"/>	Edit
507-0172	13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Long Cane Primary	<input checked="" type="checkbox"/>	Edit
507-0172	13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Westwood E	<input checked="" type="checkbox"/>	Edit

Step 7: Select “Start Date” from the calendar and click “Save.” The selected state bus number, district bus number, route time, destinations, and start date will appear in the dropdown listing.

Home

District Bus Management

Bus Driver Assignment

Student Information

Ridership

Admin

District Bus Management

District: Abbeville 60

School Year: 2015-16

Add Bus to District

State Bus Number:

District Bus Number:

Route Time:

Bus Destination:

Start Date:

503-7267



7267-01



AM



Mid



PM

2 selected

08/01/2015



Save

Clear

Cancel

Show

Acti

August 2015



Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

State Bus No

District Bus No

AM

Mid

PM

Destination

Start Date

End D

503-7084

ani1



Abbeville Cty Career Ctr

08/01/2013

503-7084

kin k



Cherokee Trail Elem

08/01/2013

Edit

**How do I set up district buses if
my district transports students
across district lines to receive
Medicaid covered health
services?**

**(Only Applicable to Project Share
Districts)**

Districts who have contracts with other districts to provide Medicaid covered health services to students (Project Share) will have to set up their buses and assign them to the destinations(schools) for which the students are zoned for in their home district

The Routing Coordinator from the home district will select all students' home schools or destinations for which they are zoned for from the dropdown listing or where the bus is transporting students from to receive a Medicaid health covered service in another district **(Only Applicable to Project Share Districts)**

District Bus Management

District: Abbeville 60 School Year: 2015-16

Add Bus to District

State Bus Number: 503-7267 District Bus Number: 7267-01 Route Time: AM Mid PM Bus Destination: 3 selected Start Date:

Save Clear Cancel

State Bus No	District Bus No	AM	Mid	PM	Destination	Active	Edit
507-0172	13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Abbeville Hi	<input checked="" type="checkbox"/>	Edit
507-0172	13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Long Cane	<input checked="" type="checkbox"/>	Edit
507-0172	13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Westwood	<input checked="" type="checkbox"/>	Edit

3 selected

Search

- Select All
- Abbeville Cty Career Ctr
- Abbeville High
- Cherokee Trail Elem
- Diamond Hill Elem
- Dixie High
- John C Calhoun Elem
- Long Cane Primary



Need to make an edit to a bus route?

Click on “Edit” on the right side of the screen for the bus you need to make a change to.

District Bus Management

District: Aiken 01 School Year: 2015-16

Add Bus to District

Show Status:

Active



State Bus No	District Bus No	AM	Mid	PM	Destination	Start Date	End Date	Active	
503-6394	ROSS1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Aiken Elem	08/20/2014		<input checked="" type="checkbox"/>	 Edit
503-6394	ROSS1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Aiken High	08/20/2014		<input checked="" type="checkbox"/>	Edit
503-6516	ROSS2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Aiken High	08/20/2014		<input checked="" type="checkbox"/>	Edit

After the routing coordinator clicks on the “Edit” button, the record is opened for editing. The routing coordinator can make all necessary changes to the record and assign an “End Date” when the bus is no longer operational or in use. After making the changes, the routing coordinator will click on the “Save” button.

District Bus Management

District: Aiken 01 School Year: 2015-16

Add Bus to District

Show Status:

Active

State Bus No	District Bus No	AM	Mid	PM	Destination	Start Date	End Date	Active	
503-6394	<input type="text" value="ROSS1"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="Aiken Elem"/> <input type="button" value="v"/>	<input type="text" value="08/20/2014"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="button" value="Save"/> <input type="button" value="Cancel"/>
503-6394	ROSS1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Aiken High	08/20/2014		<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>
503-	ROSS2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Aiken High	08/20/2014		<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>

Need to view inactive buses?

Click on dropdown arrow under “Show Status:” to filter buses by active and inactive on right side of the screen.

District Bus Management

District: Aiken 01 School Year: 2015-16

Add Bus to District

Show Status:

Active



State Bus No	District Bus No	AM	Mid	PM	Destination	Start Date	End Date	Active	
503-6394	ROSS1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Aiken Elem	08/20/2014		<input checked="" type="checkbox"/>	Edit
503-6394	ROSS1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Aiken High	08/20/2014		<input checked="" type="checkbox"/>	Edit
503-6516	ROSS2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Aiken High	08/20/2014		<input checked="" type="checkbox"/>	Edit

Bus Driver Assignment

Step 1: After setting the districts buses up, the Routing Coordinator will need to assign bus drivers to each bus. To assign bus drivers to bus routes, the routing coordinator will click on the Bus Driver Assignment link.



Home

District Bus Management

Bus Driver Assignment

Student Information

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Special Needs Transportation

Select School Year:

2014-15



The Medicaid Special Needs Transportation Program is designed to provide transportation to Medicaid-eligible school students with special needs requiring transportation to medically necessary services in school-based settings. The South Carolina Department of Education (SCDE), as the Medicaid provider for SNT pays school districts a portion of its Medicaid SNT revenues when districts track daily student ridership and electronically remit this student ridership data to the SCDE for submission of invoices for Medicaid reimbursement.

Special Needs Transportation services are provided in specially adapted school buses where students are transported to and from reimbursable Medicaid services that are provided at a school or other facility when identified in the Individualized Education Plan (IEP).

Step 2: After clicking on “Bus Driver Assignment,” the Routing Coordinator will notice that the district will automatically default to their district. Therefore, all the routing coordinator needs to do is click the “Next” button.

Home	District Bus Management	Bus Driver Assignment	Student Information	Ridership
------	-------------------------	------------------------------	---------------------	-----------

Bus Driver Assignment

School Year: 2015-16

District:

Abbeville 60

Step 3: Next, the Routing Coordinator will need to deactivate bus drivers who are no longer in the district before assigning drivers to buses. To do so, the routing coordinator will need to click on the “Bus Driver Management” button.

Home District Bus Management **Bus Driver Assignment** Student Information Ridership Admin

Bus Driver Assignment

District: Abbeville 60 School Year: 2015-16

[Assign Driver](#) [Bus Driver Management](#)

Show Status:

Last Name	First Name	District Bus No.	Bus Destination	Start Date	End Date	Active	
BOYD	EUNICE	TQM	Cherokee Trail Elem	08/01/2013		<input checked="" type="checkbox"/>	Edit

Step 4: A list of all active drivers will appear in the listing. To deactivate a bus driver, the Routing Coordinator will click on the “Deactivate” button and the check mark will disappear under the column titled “Active” making the driver inactive. Please deactivate any driver that is not a special needs driver and who no longer works in your district.

Home District Bus Management **Bus Driver Assignment** Student Information Ridership Admin

Bus Driver Assignment

School Year: 2015-16

District:

Abbeville 60 [Back](#)

Last Name	First Name	Middle Name	Driver Id	District	Active		
BOYD	EUNICE	ELAINE	510	Abbeville 60	<input checked="" type="checkbox"/>	Deactivate	Activate
BOYD	EUNICE	ELAINE		Abbeville 60	<input checked="" type="checkbox"/>	Deactivate	Activate
DAVENPORT	PATRICK	EVANS		Abbeville 60	<input checked="" type="checkbox"/>	Deactivate	Activate
DAVIS	JOHN	BERRY		Abbeville 60	<input checked="" type="checkbox"/>	Deactivate	Activate
DEVORE	ROBERT	NEWTON		Abbeville 60	<input checked="" type="checkbox"/>	Deactivate	Activate
DEVORE	ROBERT	NEWTON	262	Abbeville 60	<input checked="" type="checkbox"/>	Deactivate	Activate



Step 5: The Routing Coordinator will then click the “Back” button after deactivating drivers no longer working in the district

Home District Bus Management **Bus Driver Assignment** Student Information Ridership Admin

Bus Driver Assignment

School Year: 2015-16

District:

Abbeville 60 [Back](#) 

Last Name	First Name	Middle Name	Driver Id	District	Active		
BOYD	EUNICE	ELAINE	510	Abbeville 60	<input checked="" type="checkbox"/>	Deactivate	Activate
BOYD	EUNICE	ELAINE		Abbeville 60	<input checked="" type="checkbox"/>	Deactivate	Activate
DAVENPORT	PATRICK	EVANS		Abbeville 60	<input checked="" type="checkbox"/>	Deactivate	Activate
DAVIS	JOHN	BERRY		Abbeville 60	<input checked="" type="checkbox"/>	Deactivate	Activate
DEVORE	ROBERT	NEWTON		Abbeville 60	<input checked="" type="checkbox"/>	Deactivate	Activate
DEVORE	ROBERT	NEWTON	262	Abbeville 60	<input checked="" type="checkbox"/>	Deactivate	Activate

Step 6: The Routing Coordinator will now assign drivers by clicking on the “Assign Driver” button.

Home District Bus Management **Bus Driver Assignment** Student Information Ridership Admin

Bus Driver Assignment

District: Abbeville 60 School Year: 2014-15



Assign Driver Bus Driver Management

Show Status:

Active

Last Name	First Name	District Bus No.	Bus Destination	Start Date	End Date	Active	
BOYD	EUNICE	TQM	Cherokee Trail Elem	08/01/2013		<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>

Step 7: Next, the Routing Coordinator will select a district bus number and destination.

Home

District Bus Management

Bus Driver Assignment

Student Information

Ridership

Admin

Bus Driver Assignment

District: Abbeville 60

School Year: 2014-15

Assign Driver

Bus Driver Management

District:

Abbeville 60

District Bus Number and Destination:

- Select Bus-

- 092414 Abbeville High
- 0925 Diamond Hill Elem
- 1007-9 Wright Middle
- 1008-1 Dixie High
- 1224 Diamond Hill Elem
- 323223 Westwood Elem
- 3rdtest Wright Middle
- A13 Westwood Elem
- amecaj Wright Middle
- ani Abbeville Cty Career Ctr
- ani Abbeville Cty Career Ctr
- ani1 Abbeville Cty Career Ctr
- ani1 Abbeville High

Bus Driver:

- Select Driver-

Start Date:

Save New

Show Status:

Active

Last Name

First Name

on

Start Date

End Date

Active

BOYD

EUNIC

Elem

08/01/2013

Edit

Step 8: Next, the Routing Coordinator will select a bus driver from the dropdown listing

Home

District Bus Management

Bus Driver Assignment

Student Information

Ridership

Admin

Bus Driver Assignment

District: Abbeville 60

School Year: 2014-15

Assign Driver

Bus Driver Management

District:

District Bus Number and Destination:

Bus Driver:

Start Date:

Abbeville 60

- Select Bus-

- Select Driver-

Save New

Clear

Cancel

CALVIN WHARTON
CHASTITY PARTON
DEBORAH ENGLER
ENOCH PAUL
ENOCH PAUL 51
EUNICE BOYD
EUNICE BOYD 510

Show Status:

Active



Step 9: Next, the Routing Coordinator will select a start date from the calendar when the driver began driving the route and click “Save New.” The driver’s name, route, and start date will appear in the listing.

Bus Driver Assignment

District: Abbeville 60 School Year: 2014-15

[Assign Driver](#) [Bus Driver Management](#)

District:
 District Bus Number and Destination:
 Bus Driver:
 Start Date:

[Save New](#) [Clear](#) [Cancel](#)



August 2014 »

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Last Name	First Name	District Bus No.	Bus Destination	Start Date	End D	
BOYD	EUNICE	TQM	Cherokee Trail Elem	08/01/2013		
DEVORE	ROBERT	SRC-15	Long Cane Primary	08/01/2013		
PAUL	ENOCH	TQM	Cherokee Trail Elem	08/01/2013		<input checked="" type="checkbox"/> Edit
WHARTON	CALVIN	1224	Diamond Hill Elem	08/01/2014		<input checked="" type="checkbox"/> Edit

Step 10: Make sure to repeat steps 6-9 to assign the driver to each destination he or she is transporting students to and from.

Home District Bus Management **Bus Driver Assignment** Student Information Ridership Admin

Bus Driver Assignment

District: Abbeville 60 School Year: 2015-16

[Assign Driver](#) [Bus Driver Management](#)

District: Bus Number And Destination: Bus Driver: Start Date:

[Save New](#) [Clear](#) [Cancel](#)

Show Status:

Last Name	First Name	District Bus No.	Bus Destination	Start Date	End Date	Active	
ARNOLD	JAMES	15	Abbeville High	08/01/2014		<input checked="" type="checkbox"/>	Edit
ARNOLD	JAMES	15	Dixie High	08/01/2014		<input checked="" type="checkbox"/>	Edit
ARNOLD	JAMES	15	Wright Middle	08/01/2014		<input checked="" type="checkbox"/>	Edit
ARNOLD	JAMES	15	Cherokee Trail Elem	08/01/2014		<input checked="" type="checkbox"/>	Edit
ARNOLD	JAMES	15	Long Cane Primary	08/01/2014		<input checked="" type="checkbox"/>	Edit

Need to make an edit to a driver's record?

Click on "Edit" on the right side of the screen for the driver's record you need to make a change to.

Home

District Bus Management

Bus Driver Assignment

Student Information

Ridership

Admin

Bus Driver Assignment

District: Abbeville 60

School Year: 2014-15

Assign Driver

Bus Driver Management

Show Status:

Active



Last Name	First Name	District Bus No.	Bus Destination	Start Date	End Date	Active	
BOYD	EUNICE	TQM	Cherokee Trail Elem	08/01/2013		<input checked="" type="checkbox"/>	Edit
DEVORE	ROBERT	SRC-15	Long Cane Primary	08/01/2013		<input checked="" type="checkbox"/>	Edit
PAUL	ENOCH	TQM	Cherokee Trail Elem	08/01/2013		<input checked="" type="checkbox"/>	Edit
WHARTON	CALVIN	1224	Diamond Hill Elem	08/01/2014		<input checked="" type="checkbox"/>	Edit
WHARTON	CALVIN	LCM1	Long Cane Primary	12/16/2014		<input checked="" type="checkbox"/>	Edit
WHARTON	CALVIN	092414	Abbeville High	08/01/2014		<input checked="" type="checkbox"/>	Edit



After the routing coordinator clicks on the “Edit” button, the record is opened for editing. The routing coordinator can make all necessary changes to the record and assign an “End Date” when the bus driver is no longer driving the assigned bus. After making the changes, the routing coordinator will click on the “Save” button.

Home

District Bus Management

Bus Driver Assignment

Student Information

Ridership

Admin

Bus Driver Assignment

District: Abbeville 60

School Year: 2014-15

Assign Driver

Bus Driver Management

Show Status:

Active



Last Name	First Name	District Bus No.	Bus Destination	Start Date	End Date	Active	
BOYD	EUNICE	TQM <input type="text" value="TQM"/>	Cherokee Trail Elem	08/01/2013	<input type="text" value=""/>	<input checked="" type="checkbox"/>	Save Cancel
DEVORE	ROBERT	SRC-15	Long Cane Primary	08/01/2013			
PAUL	ENOCH	TQM	Cherokee Trail Elem	08/01/2013			
WHARTON	CALVIN	1224	Diamond Hill Elem	08/01/2014			
WHARTON	CALVIN	LCM1	Long Cane Primary	12/16/2014			
WHARTON	CALVIN	092414	Abbeville High	08/01/2014			

« January 2015 »

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Need to view inactive driver record?

Click on dropdown arrow under “Show Status:” to filter drivers by active and inactive on right side of the screen.

Home District Bus Management **Bus Driver Assignment** Student Information Ridership Admin

Bus Driver Assignment

District: Abbeville 60 School Year: 2014-15

[Assign Driver](#) [Bus Driver Management](#)



Show Status:
Active
Inactive
All

Last Name	First Name	District Bus No.	Bus Destination	Start Date	End Date		
BOYD	EUNICE	TQM	Cherokee Trail Elem	08/01/2013		<input checked="" type="checkbox"/>	Edit
DEVORE	ROBERT	SRC-15	Long Cane Primary	08/01/2013		<input checked="" type="checkbox"/>	Edit
PAUL	ENOCH	TQM	Cherokee Trail Elem	08/01/2013		<input checked="" type="checkbox"/>	Edit
WHARTON	CALVIN	1224	Diamond Hill Elem	08/01/2014		<input checked="" type="checkbox"/>	Edit
WHARTON	CALVIN	LCM1	Long Cane Primary	12/16/2014		<input checked="" type="checkbox"/>	Edit
WHARTON	CALVIN	092414	Abbeville High	08/01/2014		<input checked="" type="checkbox"/>	Edit

Student Information

A Routing Coordinator will need to assign students to buses. To assign students to a bus, the routing coordinator will click on the **Student Information** link.



Home

District Bus Management

Bus Driver Assignment

Student Information

Ridership

Admin

Special Needs Transportation

Select School Year:

2014-15



The Medicaid Special Needs Transportation Program is designed to provide transportation to Medicaid-eligible school students with special needs requiring transportation to medically necessary services in school-based settings. The South Carolina Department of Education (SCDE), as the Medicaid provider for SNT pays school districts a portion of its Medicaid SNT revenues when districts track daily student ridership and electronically remit this student ridership data to the SCDE for submission of invoices for Medicaid reimbursement.

Special Needs Transportation services are provided in specially adapted school buses where students are transported to and from reimbursable Medicaid services that are provided at a school or other facility when identified in the Individualized Education Plan (IEP).

Step 1: The Routing Coordinator will notice that there is a district drop-down menu. This should automatically default to your district. All the routing coordinator has to do is click on the “Next” button.

Home

District Bus Management

Bus Driver Assignment

Student Information

Ridership

Student Information

School Year: 2014-15

District:

Abbeville 60



Next



Step 2: Next, the Routing Coordinator will select the District Bus Number and Destination

Home

District Bus Management

Bus Driver Assignment

Student Information

Ridership

Student List

District: Abbeville 60

School Year: 2014-15

Bus:

Destination:

503-7084



--Select Destination--

7084-01 Abbeville Cty Career Ctr

Step 3: The screen will now populate a list of special needs students with an IEP from the selected school destination. The Routing Coordinator will click on the box next to the student(s) name to place a check mark in that box. You can select multiple students from the listing.

The screenshot shows the 'Student Information' page of the South Carolina State Department of Education. At the top, there is a navigation bar with links for Home, District Bus Management, Bus Driver Assignment, Student Information (which is highlighted), Ridership, and Admin. The page title is 'Student List'. Below the title, there are filters for District (Florence 03) and School Year (2014-15). There are also dropdown menus for Bus (505-0015) and Destination (1119-1 Lake City Elem). A section titled 'Students Assigned to Bus and Destination:' shows 'No students assigned to bus'. Below this is a blue button labeled 'Add New Student Record' and a note: 'If student(s) are not in below listing, select Add New Student Record button to manually add student(s)'. The 'Available Students:' section contains a table with columns for Last, First, Middle, Date of Birth, and Select. There are four rows of student data, each with a checkbox in the 'Select' column. To the right of the table is a 'Select Start Date:' input field and a blue 'Assign' button.

Last	First	Middle	Date of Birth	Select
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>

Step 4: Select the start date from the calendar when the student(s) began riding the bus and click "Assign"

Home District Bus Management Bus Driver Assignment Student Information Ridership Admin

Student List

District: Abbeville 60 School Year: 2014-15
Bus: 503-7084 Destination: ani1 Abbeville Cty Career Ctr

Students Assigned to Bus and Destination:

Last	First	Middle	Date of Birth	Start	End	Active
[Redacted]	[Redacted]	[Redacted]	10/01/2014	01		<input checked="" type="checkbox"/> Edit

[Add New Student Record](#)

If student(s) are not in below listing, select Add New Student Record button to m

Available Students:

Last	First	Middle	Date of Birth	Select
[Redacted]	[Redacted]	[Redacted]	11/20/2002	<input type="checkbox"/>
[Redacted]	[Redacted]	[Redacted]	11/20/2002	<input type="checkbox"/>

Calendar: May 2015

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

05/01/2015 X

[Assign](#)



Step 5: Student(s) name will appear under “Students Assigned to Bus and Destination:” listing

The screenshot shows the South Carolina State Department of Education's Student List interface. At the top, the logo for the South Carolina State Department of Education is visible. Below the logo is a navigation menu with the following items: Home, District Bus Management, Bus Driver Assignment, Student Information (which is highlighted), Ridership, and Admin.

Student List

District: Abbeville 60 School Year: 2014-15
Bus: Destination:

503-7084 ani1 Abbeville Cty Career Ctr

Students Assigned to Bus and Destination:

Last	First	Middle	Date of Birth	Start	End	Active	
[REDACTED]	[REDACTED]	[REDACTED]	10/01/2014	01/08/2015		<input checked="" type="checkbox"/>	Edit

[Add New Student Record](#)

If student(s) are not in below listing, select Add New Student Record button to manually add student(s).

Need to make an edit to a student's record?

Editing a student's record allows you to:

- ▣ **Assign an end date for when the student stops riding the bus, thus permanently removing the student from the bus**

Need to make an edit to a student's record? Assigning End Dates

Assigning a student an end date will completely remove the student from the bus he or she is currently riding. To do so, click on "Edit" on the right side of the screen for the student's record you need to make a change to.

SOUTH CAROLINA
STATE DEPARTMENT
OF EDUCATION

Home District Bus Management Bus Driver Assignment Student Information Ridership Admin

Student List

District: Abbeville 60 School Year: 2014-15
Bus: 503-7084 Destination: ani1 Abbeville Cty Career Ctr

Students Assigned to Bus and Destination:

Last	First	Middle	Date of Birth	Start	End	Active
			10/01/2014	01/08/2015		

[Add New Student Record](#)

If student(s) are not in below listing, select Add New Student Record button to manually add student(s).

Need to make an edit to a student's record? Assigning End Dates cont..

After clicking "Edit," the record will open up for editing. Select the end date from the calendar within the "End" box and click "Save" when done.

Home District Bus Management Bus Driver Assignment Student Information Ridership Admin

Student List

District: Abbeville 60 School Year: 2015-16
Bus: 503-7084 Destination: ani1 Abbeville High

Students Assigned to Bus and Destination:

Last	First	Middle	Date of Birth	Start	End	Active
				10/13/2014		<input checked="" type="checkbox"/>

Reassign Student to Bus: ani1 Abbeville High

Calendar: August 2015

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Buttons: Add New Student Record, Save, Cancel

If student(s) are not in below listing, select Add New Student Record button to manually add

Available Students:

Need to make an edit to a student's record? Assigning End Dates cont...

After clicking "Save," the record will be assigned the end date selected and the student will no longer be assigned to the bus.

Home District Bus Management Bus Driver Assignment **Student Information** Ridership Admin

Student List

District: Abbeville 60 School Year: 2015-16
Bus: Destination:

503-7084 R01 Diamond Hill Elem

Students Assigned to Bus and Destination:

Last	First	Middle	Date of Birth	Start	End	Active	
[Redacted]				08/11/2014	08/12/2015	<input checked="" type="checkbox"/>	Edit



What If A Student's Name Does Not Appear In The "Available Student" Listing For Selection

You can search for a student's name who does not appear in the school listing by “Student Detail Search” which includes SUNS ID, first and/or last name, and date of birth or by “Medicaid # Search” under “Student Information” in the Special Needs Transportation Application.

The screenshot shows the South Carolina State Department of Education website. At the top left is the logo for the South Carolina State Department of Education. At the top right are links for Home, Member Center, and Logout. Below the logo is a navigation menu with the following items: Home, District Bus Management, Bus Driver Assignment, Student Information (which is highlighted), Ridership, and Admin. The main content area is titled 'Add Student Directory'. Below the title, it shows 'District: York 01' and 'School Year: 2014-15'. There are three buttons: a blue 'Student Detail Search' button, a green 'Medicaid # Search' button, and a light blue 'Back' button.

Step 1: To search for a student utilizing “Student Detail Search,” select Add New Student Record

SOUTH CAROLINA STATE DEPARTMENT OF EDUCATION

Home | Member Center | Logout

Home District Bus Management Bus Driver Assignment Student Information Ridership Admin

Student List

District: Florence 03 School Year: 2014-15
Bus: 508-0015 Destination: 1119-1 Lake City Elem

Students Assigned to Bus and Destination:

No students assigned to bus.

Add New Student Record ←

If student(s) are not in below listing, select Add New Student Record button to manually add student(s).

Available Students:

Last	First	Middle	Date of Birth	Select
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>

Select Start Date: [REDACTED]

Assign

Step 2: Selection of “Add New Student Record” displays “Add Student Directory” page. Select “Student Detail Search.”

Home | Member Center | Logout

SOUTH CAROLINA
STATE DEPARTMENT
OF EDUCATION

Home District Bus Management Bus Driver Assignment **Student Information** Ridership Admin

Add Student Directory

District: York 01 School Year: 2014-15

Student Detail Search ←

Medicaid # Search

Back

Step 3: Student Detail Search page (before search). Enter SUNS ID, last and/or first name, or date of birth to search for a student to add to school listing. Click “Search”

Home | Member Center | Logout

**SOUTH CAROLINA
STATE DEPARTMENT
OF EDUCATION**

Home District Bus Management Bus Driver Assignment **Student Information** Ridership Admin

Student Detail Search

District: York 01 School Name: Hickory Grove-Sharon Elem School Year: 2014-15

SUNS ID:

Or

Last Name: And/Or

First Name: And/Or

Date of Birth: (mm/dd/yyyy format)



Step 4: After clicking “Search,” the student name will appear at bottom of screen. Click “Add Student to School” to add student to the school listing.

Home | Member Center | Logout

SOUTH CAROLINA
STATE DEPARTMENT
OF EDUCATION

Home District Bus Management Bus Driver Assignment Student Information Ridership Admin

Student Detail Search

District: York 01 School Name: Hickory Grove-Sharon Elem School Year: 2014-15

SUNS ID:

Or

Last Name:

And/Or

First Name:

And/Or

Date of Birth:

(mm/dd/yyyy format)

Last	First	Middle	Date of Birth	School	District	Add Student to School
<input type="text"/>	<input type="button" value="Add Student to School"/>					

Step 5: Student name will appear in “Available Students” listing to assign to a bus

SOUTH CAROLINA STATE DEPARTMENT OF EDUCATION

Home | Member Center | Logout

Home District Bus Management Bus Driver Assignment Student Information Ridership Admin

Student List

District: Florence 03 School Year: 2014-15
Bus: 508-0015 Destination: 1119-1 Lake City Elem

Students Assigned to Bus and Destination:

No students assigned to bus.

[Add New Student Record](#)

If student(s) are not in below listing, select Add New Student Record button to manually add student(s).

Available Students:

Last	First	Middle	Date of Birth	Select
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>

Select Start Date: [REDACTED]

[Assign](#)

Step 1: To search for a student By Medicaid ID, select “Add New Student Record”

Home | Member Center | Logout

SOUTH CAROLINA
STATE DEPARTMENT
OF EDUCATION

Home District Bus Management Bus Driver Assignment **Student Information** Ridership Admin

Student List

District: Florence 03 School Year: 2014-15
Bus: Destination:

508-0015 1119-1 Lake City Elem

Students Assigned to Bus and Destination:

No students assigned to bus.

Add New Student Record ←

If student(s) are not in below listing, select Add New Student Record button to manually add student(s).

Available Students:

Last	First	Middle	Date of Birth	Select
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>

Select Start Date: [REDACTED]

Assign

Step 2: Select “Medicaid # Search”

The screenshot shows the South Carolina State Department of Education website. At the top right, there are links for 'Home | Member Center | Logout'. The main navigation menu includes 'Home', 'District Bus Management', 'Bus Driver Assignment', 'Student Information' (which is highlighted), 'Ridership', and 'Admin'. Below the navigation, the page title is 'Add Student Directory'. Underneath the title, it says 'District: York 01' and 'School Year: 2014-15'. There are three buttons: a blue 'Student Detail Search' button, a green 'Medicaid # Search' button (with a red arrow pointing to it), and a light blue 'Back' button.

Step 3: Enter Medicaid number, click “search” and student name will appear at bottom of screen. Click “Add Student to School” to add student to the school listing.

Home | Member Center | Logout

SOUTH CAROLINA
STATE DEPARTMENT
OF EDUCATION

Home District Bus Management Bus Driver Assignment Student Information Ridership Admin

Medicaid # Search

District: York 01 School Name: Hickory Grove-Sharon Elem School Year: 2014-15

Medicaid #

Search Back

Last	First	Middle	Date of Birth	
				Add Student to School

Step 4: Student name will appear in “Available Students” listing to assign to a bus

The screenshot shows the 'Student List' page in the South Carolina State Department of Education's system. The page header includes the department's name and navigation links for Home, Member Center, and Logout. Below the header is a navigation menu with options: Home, District Bus Management, Bus Driver Assignment, Student Information, Ridership, and Admin. The main content area is titled 'Student List' and displays filters for District (Florence 03) and School Year (2014-15). There are dropdown menus for Bus (508-0015) and Destination (1119-1 Lake City Elem). A section titled 'Students Assigned to Bus and Destination:' shows 'No students assigned to bus'. Below this is a blue button labeled 'Add New Student Record' and a note: 'If student(s) are not in below listing, select Add New Student Record button to manually add student(s)'. The 'Available Students:' section features a table with columns for Last, First, Middle, Date of Birth, and Select. There are four rows of student data, each with a checkbox in the 'Select' column. To the right of the table is a 'Select Start Date:' input field and a blue 'Assign' button.

SOUTH CAROLINA STATE DEPARTMENT OF EDUCATION

Home | Member Center | Logout

Home District Bus Management Bus Driver Assignment Student Information Ridership Admin

Student List

District: Florence 03 School Year: 2014-15
Bus: 508-0015 Destination: 1119-1 Lake City Elem

Students Assigned to Bus and Destination:

No students assigned to bus.

[Add New Student Record](#)

If student(s) are not in below listing, select Add New Student Record button to manually add student(s).

Available Students:

Last	First	Middle	Date of Birth	Select
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>

Select Start Date: [REDACTED]

[Assign](#)

What If A Student's Name Does Not Appear In The "Available Student" Listing For Selection After Using "Student Detail" or "Medicaid #" Search

You can manually add a student to the “Available Student” listing by selecting the “Manual Entry” button if a student’s record is not retrievable by using either “Student Detail” and “Medicaid #” search

The screenshot shows the 'Student Detail Search' page for the South Carolina State Department of Education. The page includes a navigation menu with options like 'Home', 'District Bus Management', 'Bus Driver Assignment', 'Student Information', 'Ridership', and 'Admin'. The search criteria are set to District: York 01, School Name: Hickory Grove-Sharon Elem, and School Year: 2014-15. There are input fields for SUNS ID, Last Name, First Name, and Date of Birth. A red arrow points to an orange 'Manual Entry' button. Below the search fields are 'Search' and 'Back' buttons. At the bottom, there is a table with columns for 'Last', 'First', 'Middle', 'Date of Birth', 'School', and 'District', and a green 'Add Student to School' button.

SOUTH CAROLINA
STATE DEPARTMENT
OF EDUCATION

Home | Member Center | Logout

Home District Bus Management Bus Driver Assignment Student Information Ridership Admin

Student Detail Search

District: York 01 School Name: Hickory Grove-Sharon Elem School Year: 2014-15

SUNS ID:

Or

Last Name:

And/Or

First Name:

And/Or

Date of Birth:

(mm/dd/yyyy format)

Last	First	Middle	Date of Birth	School	District	Add Student to School
<input type="text"/>	<input type="button" value="Add Student to School"/>					

Enter student's first and last name and date of birth. Entering the Medicaid number is optional on this page. Click "Save" when finishing entering the student's information

[Home](#)

[District Bus Management](#)

[Bus Driver Assignment](#)

[Student Information](#)

[Ridership](#)

[Admin](#)

Add New Student

School Year: 2014-15

Wright Middle

First Name

Last Name

Middle Name

Date of Birth

 x

SUNS Number

Medicaid Number (numeric only)

Save

Clear

Back

Student name will appear in “Available Students” listing to assign to a bus

The screenshot shows the 'Student List' page in the South Carolina State Department of Education's system. The page header includes the department's name and navigation links for Home, Member Center, and Logout. A secondary navigation bar contains links for Home, District Bus Management, Bus Driver Assignment, Student Information, Ridership, and Admin. The main content area is titled 'Student List' and displays filters for District (Florence 03) and School Year (2014-15). Below these are dropdown menus for Bus (508-0015) and Destination (1119-1 Lake City Elem). A section titled 'Students Assigned to Bus and Destination:' shows a message: 'No students assigned to bus.' Below this is a blue button labeled 'Add New Student Record' and a note: 'If student(s) are not in below listing, select Add New Student Record button to manually add student(s).' The 'Available Students:' section features a table with columns for Last, First, Middle, Date of Birth, and Select. The table contains four rows of redacted student information. To the right of the table is a 'Select Start Date:' input field and a blue 'Assign' button.

SOUTH CAROLINA STATE DEPARTMENT OF EDUCATION Home | Member Center | Logout

Home District Bus Management Bus Driver Assignment Student Information Ridership Admin

Student List

District: Florence 03 School Year: 2014-15
Bus: 508-0015 Destination: 1119-1 Lake City Elem

Students Assigned to Bus and Destination:

No students assigned to bus.

[Add New Student Record](#)

If student(s) are not in below listing, select Add New Student Record button to manually add student(s).

Available Students:

Last	First	Middle	Date of Birth	Select
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>

Select Start Date: [Input Field]

[Assign](#)

Student Information

If the Routing Coordinator has finished entering all riders for each school then they should proceed to the next section titled “Ridership”.

Ridership

A Routing Coordinator/Bus Driver will need to unclick the dates the students didn't ride the bus. To do so, he or she will click on the **Ridership** link.



Home District Bus Management Bus Driver Assignment Student Information **Ridership** Admin

Special Needs Transportation

Select School Year:

2014-15

The Medicaid Special Needs Transportation Program is designed to provide transportation to Medicaid-eligible school students with special needs requiring transportation to medically necessary services in school-based settings. The South Carolina Department of Education (SCDE), as the Medicaid provider for SNT pays school districts a portion of its Medicaid SNT revenues when districts track daily student ridership and electronically remit this student ridership data to the SCDE for submission of invoices for Medicaid reimbursement.

Special Needs Transportation services are provided in specially adapted school buses where students are transported to and from reimbursable Medicaid services that are provided at a school or other facility when identified in the Individualized Education Plan (IEP).

Step 1: Next the Routing Coordinator/Bus Driver will need to select a “State Bus” number from the drop-down menu.

The screenshot shows the 'Ridership' section of a web application. At the top right, there are links for 'Home | Member Center | Logout'. Below this is a navigation bar with tabs for 'Home', 'District Bus Management', 'Bus Driver Assignment', 'Student Information', and 'Ridership'. The 'Ridership' tab is active. The main content area is titled 'Ridership' and contains the following elements:

- School Year:** 2014-15
- District:** York 01
- Blank Report** button
- Monthly Report** button
- State Bus:** A dropdown menu currently showing '-Select Bus-' with a red arrow pointing to it.
- District Bus:** A dropdown menu currently showing 'Select a Bus'.

At the bottom left, there is a copyright notice: © 2014 South Carolina Department of Education.

Step 2: Next, select “District Bus No.” You will see all students assigned to the “State Bus No.” and “District Bus No.” display all at once.

Home District Bus Management Bus Driver Assignment Student Information Ridership

Ridership

School Year: 2014-15 District: Charleston 01 Blank Report Monthly Report

State Bus: 508-0033 District Bus: 1017-1

Attendance Week: 10/20/2014 - 10/24/2014 Change Date

Last	First	<input type="checkbox"/> Mon AM	<input type="checkbox"/> Mon MID	<input type="checkbox"/> Mon PM	<input type="checkbox"/> Tue AM	<input type="checkbox"/> Tue MID	<input type="checkbox"/> Tue PM	<input type="checkbox"/> Wed AM	<input type="checkbox"/> Wed MID	<input type="checkbox"/> Wed PM	<input type="checkbox"/> Thur AM	<input type="checkbox"/> Thur MID	<input type="checkbox"/> Thur PM	<input type="checkbox"/> Fri AM	<input type="checkbox"/> Fri MID	<input type="checkbox"/> Fri PM	Check All	Uncheck All
[Redacted]	[Redacted]	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Check	Uncheck
[Redacted]	[Redacted]	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Check	Uncheck
[Redacted]	[Redacted]	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Check	Uncheck
[Redacted]	[Redacted]	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Check	Uncheck

Step 3: Next, select “Change Date” to select the week of attendance you are wanting to uncheck the attendance for students riding the special needs bus

Home District Bus Management Bus Driver Assignment Student Information Ridership Admin

Ridership

District: Charleston 01 School Year: 2014-15

State Bus: 503-7500 District Bus: 030

Attendance Week: 8/4/2014 - 8/8/2014

Blank Report Monthly Report

Change Date

Print Report

* New student(s) record!

Last	First	<input type="checkbox"/> Mon AM	<input type="checkbox"/> Mon PM	<input type="checkbox"/> Tue AM	Su	Mo	Tu	We	Th	Fr	Sa	Wed	<input type="checkbox"/> Thur AM	<input type="checkbox"/> Thur PM	<input type="checkbox"/> Fri AM	<input type="checkbox"/> Fri PM	Check All	Uncheck All	
[Redacted]	[Redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	28	29	30	1	2	3	4		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Check	Uncheck	
[Redacted]	[Redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5	6	7	8	9	10	11		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Check	Uncheck	
					12	13	14	15	16	17	18								
					19	20	21	22	23	24	25		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Check	Uncheck	
					26	27	28	29	30	31	1								
					2	3	4	5	6	7	8								

Save Attendance Records Back

Step 4: Uncheck all daily boxes when student(s) did not ride the bus during the week. You can select “Uncheck All” next to the student(s) who did not ride the bus for the entire week if desired. Click “Save New Attendance Record” when done.

SOUTH CAROLINA STATE DEPARTMENT OF EDUCATION

Home District Bus Management Bus Driver Assignment Student Information Ridership

Ridership

School Year: 2014-15 District: Bamberg 01 Blank Report Monthly Report

State Bus: 503-6965 District Bus: 01

Attendance Week: 10/20/2014 - 10/24/2014 Change Date

Last	First	<input type="checkbox"/> Mon AM	<input type="checkbox"/> Mon MID	<input type="checkbox"/> Mon PM	<input type="checkbox"/> Tue AM	<input type="checkbox"/> Tue MID	<input type="checkbox"/> Tue PM	<input type="checkbox"/> Wed AM	<input type="checkbox"/> Wed MID	<input type="checkbox"/> Wed PM	<input type="checkbox"/> Thur AM	<input type="checkbox"/> Thur MID	<input type="checkbox"/> Thur PM	<input type="checkbox"/> Fri AM	<input type="checkbox"/> Fri MID	<input type="checkbox"/> Fri PM	Check All	Uncheck All
[Redacted]	[Redacted]	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Check	Uncheck
[Redacted]	[Redacted]	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Check	Uncheck
[Redacted]	[Redacted]	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Check	Uncheck
[Redacted]	[Redacted]	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Check	Uncheck

Save New Attendance Record Back Print Report

Step 5: Once you have finished unclicking a bus for the week and selected “Save New Attendance Record”, the button will change to “Enable Editing.” “Enable Editing” allows you to open up and edit student attendance records after saving the record if you made an error.

Home District Bus Management Bus Driver Assignment Student Information Ridership

Ridership

School Year: 2014-15 District: Bamberg 01 Blank Report Monthly Report

State Bus: 503-6965 District Bus: 01

Attendance Week: 9/8/2014 - 9/12/2014 Change Date

Last	First	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check All	Uncheck All
		Mon AM	Mon MID	Mon PM	Tue AM	Tue MID	Tue PM	Wed AM	Wed MID	Wed PM	Thur AM	Thur MID	Thur PM	Fri AM	Fri MID	Fri PM		
[Redacted]	[Redacted]	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Check	Uncheck
[Redacted]	[Redacted]	<input type="checkbox"/>		<input type="checkbox"/>	Check	Uncheck												
[Redacted]	[Redacted]	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Check	Uncheck
Ayer	Aaron	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Check	Uncheck

Enable Editing Back Print Report



Printing Weekly Logs

To print the transportation logs for drivers each week, the Routing Coordinator/Bus Driver will click the button “Blank Report” under “Ridership”

Home

District Bus Management

Bus Driver Assignment

Student Information

Ridership

Admin

Ridership

District: Abbeville 60

School Year: 2015-16

State Bus:

--Select Bus--



District Bus:

Select a Bus



Blank Report

Monthly Report



Next, the Routing Coordinator/Bus Driver will select “State Bus” and corresponding “District Bus” numbers from the dropdown listing. All students assigned to the state bus and district bus numbers will display. Click “Print” and give to bus drivers for completion.

Ridership - Weekly Trip Log

School Year: 2014-15

 **Print**

State Bus: 

District Bus: 

District: Abbeville 60
Week of: _____

Driver Name: _____
District Bus ID: ani
State Bus ID: 508-1426 / Spare Bus (if applicable): _____

Student Name	Mon AM	Mon Mid	Mon PM	Tue AM	Tue Mid	Tue PM	Wed AM	Wed Mid	Wed PM	Thur AM	Thur Mid	Thur PM	Fri AM	Fri Mid	Fri PM
Karl Grant	<input type="checkbox"/>														
	<input type="checkbox"/>														
	<input type="checkbox"/>														
	<input type="checkbox"/>														
	<input type="checkbox"/>														
	<input type="checkbox"/>														

PLEASE USE INK - DO NOT USE WHITEOUT

Bus Driver: Please return to your district's transportation supervisor by each Friday.

Bus Driver / Aide Signature: _____

Substitute Driver Signature (sign and date): _____

NEED MORE HELP? LOGIN ISSUES? QUESTIONS?

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