Elsie Arntzen, Superintendent
PO Box 202501
Helena, MT 59620-2501
406.444.5643
In-State Toll-free: 1.888.231.9393
TTY Users: 406.444.0235
opi.mt.gov

OFFICE OF PUBLIC INSTRUCTION
STATE OF MONTANA

Putting Montana Students First

TR-13 Bus Inspection forms

To print pre-filled Bus Inspection forms:

1. Log in to the Transportation Data Entry System;
2. Go to "Reports";
3. Click on "Bus Inspections TR-13's";
4. Click on your school. The buses assigned to your school will appear in a list on the left side of the screen. There is a check box to the left of each bus listed.
5. To print click the check box on the left to pick individual buses in the list or click the "All" button on the right to print them all. The program will default to the appropriate semester and school year depending on the date you print.
6. Then you must click the "Print to PDF" button. The TR-13 documents will appear on your screen

Once the Montana Highway Patrol TR-13 bus inspection process has been completed,

1. Log into the transportation program;
2. Go to "Data Entry"; and click on "TR-13 Bus Inspections". This will allow you to enter the inspections dates and approvals for the buses.
3. Click the "Add Inspection" button;
4. Click on the bus you want to add the inspection date for;
5. Enter the date; and click that it has been approved. All buses attached to your school district will show up in the "Bus" list. If you have a small number of buses, click them one at a time to enter the inspection date and approval. They will disappear from the list as you enter and save the information. If you have a large number of buses, click the "Show Filter Options" button. The "Bus VIN" or Bus Number" boxes are available to "Bus Filter" making it easier to find the bus that was inspected. We set the ***Filter*** field up so you can search for the last few digits of the VIN for the buses in your district fleet. For Instance, if the last four digits are "7311" key that into the bus *filter* cell and click "Bus VIN Filter".

1. If an inspection has been added for that bus, it will appear in a list right below that cell.
2. If no inspection has been added, click the "Add Inspection" button and the screen will expand to show all the buses that have "7311" as the last four digits.
3. Choose the bus you want to add the inspection for. Enter the date "mm/dd/yyyy" and click that it was approved.
4. If the bus was not approved on the first inspections then put the date in for the re-inspection as well and click the "Re-inspection Approved" box.

For assistance, contact Donell Rosenthal at drosenthal@mt.gov or call 406-444-3024.