



TR-13 Bus Inspection Instructions

1. Login to the [OPI Secure Portal](#) with your registered username and password.
2. To print pre-filled inspection forms, go to "*Reports>Buses>TR13 and TR13A Bus Inspection Forms*"
3. Select your school system, and 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.
4. To print the inspection form, click the check box on the left side of the VIN 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.
5. Click the "*Print to PDF*" button. NOTE: TR13 forms are used for yellow school buses and TR13A forms are used for the Type E buses only.

Once the Montana Highway Patrol has performed the inspections, they must be entered electronically upon completion.

1. Login to the [OPI Secure Portal](#) with your registered username and password.
 2. Go to "*Data Entry>Buses>TR13 and TR13A Bus Inspections.*"
 3. Click on the "*Assigned SS*" drop down and select your school. Click the "*Add Inspection*" button
 4. Click on the "*Bus*" drop down and select the bus VIN you want to add the inspection date for.
 5. Enter the date "mm/dd/yyyy" the inspection was performed, click the *Yes* or *No* circle indicating if the bus passed or failed, and then click on "*Save*". 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.
- 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".
6. The completed inspection form must be signed and dated by the inspecting officer and district official. One copy goes in the bus for that semester, a copy is retained at the district, and a copy is sent to the County Superintendent. Once the County Superintendent receives a copy, they will be electronically checked Received.

For assistance, contact Donell Rosenthal at drosenthal@mt.gov or call 406-461-9316.

