

From the Main Menu under the search option select “Driver ID Card Request.”

The screenshot shows the top navigation bar with the North Dakota logo and the text "North Dakota nd.gov Official Portal for North Dakota State Government". Below this is the "NDDOT State Fleet Billing Usage System (BUS)" header. A "Main Menu" section is highlighted in orange. Under "Main Menu", there are two columns: "Search" and "Misc.". The "Search" column contains links for "Vehicle", "Usage", "Adjustment", "Agency Cost Report", and "Driver ID Card Request" (highlighted in purple). The "Misc." column contains links for "Fleet Rates", "Monthly Usage", and "Frequently Asked Questions (FAQ)". Below these is a "Billing" section with links for "Vehicle Usage", "Bill Preview", "Bill History", "Vehicle Report", "Unsubmitted Vehicles", and "Current Adjustments".

To check the program for any active card reports select “Search.”

The screenshot shows the "Search Driver ID Card Requests" page. It features a search criteria form with a "Status:" dropdown menu and a "Requesting Month:" text input field with a calendar icon. Below the form are "Clear" and "Search" buttons. At the bottom of the page, there are "Return" and "Create New Card Report" buttons. The top navigation bar and header are identical to the previous screenshot.

If your agency has an active card report that is in the “Draft” status you may click on the Edit field, under Action and add each of your line items to the draft report by clicking onto the “Add Line Item.” All fields are required when you are adding a card request. Do not select “Submit to Fleet” until you have entered all of your requests. **If you select “Create New Card Report” before doing a search of card requests and one already exists, you will get a message in red telling you that one already exists.**

North Dakota nd.gov Official Portal for North Dakota State Government

NDDOT North Dakota Department of Transportation

State Fleet Billing Usage System (BUS)

[Main Menu](#)

Search Driver ID Card Requests

Search Criteria

Status:

Requesting Month:

Search Results

5 Card Reports Found

Requesting Month	Submitted By	Submitted Date	Status	Action
11/2013	Randi K Sorensen	07/17/2013 10:40:25 AM	Approved	View
10/2013	John W Doe	07/17/2013 10:34:01 AM	Approved	View
09/2013			Draft	Edit Delete
08/2013	John W Doe	08/01/2013 01:43:02 PM	Approved	View
07/2013	John W Doe	07/31/2013 03:42:03 PM	Pending Fleet	View

If your agency does not have an active card report, you will need to create one. From the Main Menu, select "Driver ID Card Request." (See Main Menu Example) Then select "Create New Card Report."

North Dakota nd.gov Official Portal for North Dakota State Government

NDDOT North Dakota Department of Transportation

State Fleet Billing Usage System (BUS)

[Main Menu](#)

Create Driver ID Card Request - Minot State University (24100)

Requesting Month:

Aug 2013

Su	Mo	Tu	We	Th	Fr	Sa
				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

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To view some resources on this site, download [Adobe](#)

Using the calendar, select the requesting month/day then select continue to start a draft.



State Fleet Billing Usage System (BUS)

[Main Menu](#)

Driver ID Card Report - Minot State University (24100)

Reporting Month: 08/2013
Report Status: Draft
Created By: John W Doe
Created Date: 08/16/2013 01:12:54 PM

Report Details

No items have been added to this report yet.

[Add Line Item](#)

I hereby certify that the information reported above is accurate.

[Return](#)

Under "Report Details" select "Add Line Item." This will bring up a line item request that will need to be filed out for each person. Do not select the "Submit to Fleet" until you have entered all of your requests.



State Fleet Billing Usage System (BUS)

[Main Menu](#)

Add Card Request Line Item

*Emp ID:

*Last Name:

*First Name:

*Work City:

*Business Unit:

*Dept ID:

*Work Phone: (123-456-7890)

*E-mail:

*DL Exp Date:

*Motor Pool Office:

Notes:

[Cancel](#) [Add](#)

After adding all the requests by using the "Add" and "Add Line Item" you will need to check the certification box that the report is accurate and select "Submit to Fleet."



State Fleet Billing Usage System (BUS)

[Main Menu](#)

Driver ID Card Report - Minot State University (24100)

Reporting Month: 08/2013
 Report Status: Draft
 Created By: John W Doe
 Created Date: 08/16/2013 01:12:54 PM
 Last Updated By: John W Doe
 Last Updated Date: 08/16/2013 01:24:55 PM

Report Details

Emp ID	Last Name	First Name	Work City	Business Unit	Dept ID	Work Phone	E-Mail	DL Exp Date	Motor Pool Office	Notes	Action
1111111	Doe	Jon	Washington	Minot State University (24100)	Roadside Operations (8010)	701-328-0000	jdoe@nd.gov	10/10/2019	Bismarck (0910)		Edit Delete

[Add Line Item](#)

Export options: Excel

I hereby certify that the information reported above is accurate.

TO CHECK STATUS OF CARD REQUESTS

To check the status of your requests use the “Search” option. Look under the “Status” column to see where your request is at in the process. If your request is in the “Rejected” status be sure to check the notes area of the request for the reason it was rejected.

REMOVE/DELETE EMPLOYEES

To remove/delete an employee primary record you will need to e-mail the employee’s full name and employee ID number to -Info-DOT State Fleet (dotstatefleet@nd.gov)