

SCHEDULE A1 REPORT TO-AND-FROM SCHOOL TRANSPORTATION

- A. Due November 1st
- B. All eligible and ineligible routes.
- C. Routes added during the school year may be added to next year's Schedule a1 report.
- D. To add more rows the Schedule A1 Excel spreadsheet, copy and paste the last row. When copying and pasting rows, the dropdown menus and formulas will stay in tacked.
- E. Documentation to support data
 - 1. Route Sheets;
 - 2. Maps;
 - 3. Walk zones;
 - 4. Bell times;
 - 5. Student counts;
 - 6. School boundaries; and
 - 7. Excel Spreadsheet
 - i. Do not leave any blank cells in the spread sheet. Do not add or hide columns to the spreadsheet.
- F. Year-round schools
 - 1. If a bus route travels on the same path for each segment for the route (track) of a year-round school, then take an average of the student count from each track.
 - 2. If the route does not travel on the same path, a different route and route number is required.
 - 3. Ten students are required for funding unless the route is a special education route, then five students are required for funding (a wheelchair student counts as 4 students).
- G. District number
 - 1. First column on the Schedule A1 report.
 - i. Select district from drop-down menu.
 - ii. Unique to the district.
 - iii. Can combine alpha and numeric up to thirteen characters.
- H. Year
 - 1. Type current year.
- I. District bus number
 - 1. The bus number is the number of the bus that is used to run the route.
 - 2. The number can be a combination of alpha and numeric characters.
- J. District route number
 - i. Unique to the district
 - ii. Can combine alpha and numeric up to thirteen characters
- K. Route Schedule
 - 1. AM, PM, late, early, K early, K late, and Other
 - i. Drop-down menu
 - ii. Select the time of day for the route
- L. Single/double

1. The minimum number of regular students that is necessary before a route can be funded is ten.
2. The minimum number of students with disabilities that is necessary before a route can be funded is five. A wheelchair student is the equivalent for four students.
3. Place a "1" for a single route
 - i. A route that is different in miles or minutes from the afternoon route.
4. Place a "2" for a double route
 - i. A route that is the same in miles and minutes in the a.m. and p.m.
5. Place a "0" for unfunded routes
 - i. A route that the district or organization receives funding from somewhere else, such as Head Start.
6. For routes that do not meet the qualification for the ten students or five special education students, but the district is still requesting funding, place a "0" in the double or single column.
 - i. Place these routes at the bottom of the spreadsheet.
 - ii. These routes are funded at one half the miles and total minutes.
 - iii. When reports are turned into the Utah Office of Education, the Routing Specialist will check with the district to see if the miles have been deducted. Preferably, the district will note on the side of the spreadsheet. For example "½ miles have been deducted". Then a "1" will be placed in the column by the district.

M. Type of routes (Use of other codes will not be accepted. For example using "Dis" for disabled will not be accepted.)

1. Codes for the different types
 - i. K= Kindergarten
 - ii. E=Elementary
 - iii. S= Secondary
 - iv. D= Disabled
 - v. D/B= Deaf/Blind
 - vi. HD= Head Start
 - vii. PS= Preschool
 - viii. EY= Extended Year Disabled
 - ix. V= ACT and off- site
 - x. L= late
 - xi. O= Other

N. School code

1. Insert the school code for the school on the route. One school code per row.
 - i. Each school has a school code that was assigned to the school by USOE.
 - ii. Always start the school code with the district number.
 - iii. If the bus route goes to more than one school, type "Mixed" in that column.

O. Design capacity

1. The design capacity is the number of students that the bus was designed to hold for the age group of each route.
2. If seats have been removed to accommodate wheelchair students, the student capacity has dropped from the original design.
 - i. Elementary route capacity is more than a secondary route capacity. If it is a combined route, use the design capacity for the older students.

P. Bys type

1. Drop-down menu
 - i. Bus type A, B, C, or D
 - a. Definitions for each type of bus can be found in the Bus Inventory and Ending Odometer Summary report Form "F", under section "Q", Bus Type .

Q. Total percent of capacity actual eligible

1. A formula included in the spread sheet that will include regular actual, disabled actual and W/C actual students, to determine the percentage of bus capacity of actual students.

R. Total percent of capacity for **courtesy**

1. A formula included in the spread sheet that will include all ineligible regular and ineligible hazard students, to determine the percentage of bus capacity of ineligible students.

S. Total percent of capacity for all students

1. A formula included in the spread sheet that will include the combination of actual eligible and ineligible students, to determine the percentage of bus capacity for all students riding the school bus.

T. Miles and minutes

1. Do not add miles or minutes for the bus attendants.
2. Loaded route minutes
 - i. Loaded route minutes are minutes with students on the school bus.
 - ii. Only use minutes, do not use a combination of hours and minutes.
3. Loaded route miles
 - i. Loaded route miles are miles with student on the bus.
 - ii. Round the miles to the nearest tenth of a mile.
4. Dead route minutes
 - i. Dead minutes are minutes without students.
 - ii. No dead minutes are allowed at the first student pick up in the morning.
 - iii. An afternoon bus at the first school is allowed up to five minutes before school is dismissed.
5. Dead route miles
 - i. Dead miles are miles without students.

- ii. Round the miles to the nearest tenth of a mile.
 - 6. Total minutes
 - i. Total of loaded and dead minutes.
 - 7. Total miles
 - i. Total of the loaded and dead miles.
- U. Number of days run
 - 1. A route must run at least 15 days to be eligible for funding. If the district is requesting funding for a route that is less than 15 days, send documentation (as to why the route should be considered for funding) along with the Schedule A1 report.
- V. Number of stops
 - 1. This is the number of stops that the bus makes during the bus route. These stops should correspond with the bus stops on the route maps.
 - 2. The bus garage is not counted as a stop.
 - 3. The school is counted as a stop.
 - 4. Picking up the bus aid/assistance is not a bus stop unless students are at the stop.
- W. Regular eligible
 - 1. All of the regular eligible students that could ride the bus. This does not include ineligible regular students, ineligible hazardous students or disabled students.
- X. Regular actual
 - 1. All the regular eligible students that do ride the bus. This does not include ineligible regular students, ineligible hazardous students or disabled actual students.
- Y. Disabled actual
 - 1. Disabled students that do ride the bus
 - i. IEP stating the student needs transportation.
 - ii. 405 students
- Z. Wheelchair actual
 - 1. Wheelchair students that do ride the bus.
- AA. **Funded/ineligible/Courtesy**
 - 1. **Courtesy** (students that live inside the school walk zone) students that ride on a space available status only.
 - 2. One bus stop is permitted on a space available status only. The stop must be on the direct path from the last stop to the school or from the school to the first eligible bus stop.
- BB. **Unfunded/Ineligible/ Hazard**
 - 1. Ineligible hazardous students that ride the school bus.
 - 2. When calculating miles and minutes for hazardous routing, deduct any miles and minutes after the first stop in the direct path from school to the last stop.
 - 3. Hazardous routing is not funded.
- CC. **Unfunded/Ineligible minutes**
 - 1. Ineligible minutes are minutes that are used to pick up unfunded students.
 - i. Hazardous

- ii. Head Start students

DD. **Unfunded/Ineligible miles**

1. Ineligible miles are miles that are used to pick up unfunded students.
 - i. Hazardous
 - ii. Head Start students

EE. Student count

1. Total student count is added to the bottom of the Schedule A1 report.
 - i. Regular Actual
 - ii. Disabled Actual
 - iii. Wheelchair Actual
 - iv. Total of all **courtesy** students that ride the school bus
 - v. **Total of all unfunded/ineligible students that ride the school bus**
 - vi. This number cannot come off of the Schedule A1.
 - a. Most students would be counted twice if taken from the Schedule A1 (a.m. and p.m. routes).
 - b. Some students transfer from one bus to another bus.

If a route may have questionable data, please insert a comment on the side of the spreadsheet explaining data. This comment would be located on the same line as the route, off of the spreadsheet.