

**Bus Inventory and Ending Odometer Summary Report
Form F**

- ▶ Bus Inventory/Ending Odometer Summary Form “F” that needs to be used for your
- ▶ July 15th, bus inventory reporting.
- ▶ This form was developed by our department in response to concerns expressed by both the Legislative Fiscal Analyst Office as well as the Legislative Auditors Office.
- ▶ Excel spreadsheet
- ▶ All columns must be filled in
- ▶ The ending odometer total miles will need to be used as a part of your Form “C” Annual Statistics Report (miles).
- ▶ Please do not alter or change the format of the form!
- ▶ Verify accuracy of prior data, and make correction as needed.
- ▶ Each space in the form must have information filled in.
- ▶ If you had any blank spaces from prior year they must be filled in before, the report will be accepted this year.
- ▶ Column “S” is will automatically summarize total miles per bus, as well as calculate total odometer mileage for all buses.
- ▶ If a bus odometer was down for a brief period of time, a defensible system of determining the beginning or ending mileage must be used.
- ▶ Each bus must have a beginning and an ending mileage.
- ▶ Note the sale date of buses that have been taken out of service to be sold.
- ▶ Two buses cannot have the same number assigned on the same report in the same year.

District Number

Year – year of the bus

Bus number

Serial Number/Vin Number

Purchase Year

Seating Capacity

- ▶ The maximum seating capacity of the bus.
- ▶ This is the manufacture rating posted in the bus, not
- ▶ The capacity used on the schedule A1.

Body of the Bus

- | | |
|---------------|---------------------|
| 1. Amtram | 9. Midbus |
| 2. Asla Smith | 10. Superior |
| 3. Blue Bird | 11. Thomas |
| 4. Carpenter | 12. Tran. Pred. Inc |
| 5. Coach | 13. Van-Con |
| 6. Collins | 14. Wayne |
| 7. Crown | 15. Other |
| 8. Gillig | |

BUS TYPE

- ▶ Bus types are:

A

The **Type A school bus is a conversion or body** constructed upon a van-type or cutaway front section vehicle with a left side driver's door, designed for carrying more than 10 persons.

B

The **Type B school bus is a conversion or body** constructed and installed upon a front-section vehicle chassis, or stripped chassis, with a gross vehicle weight rating of more than 10,000 pounds, designed for carrying more than 10 persons. Part of the engine is beneath and/or behind the windshield and beside the driver's seat. The entrance door is behind the front wheels.

C

The **Type C school bus is a body installed upon** a flat-back cowl chassis with a gross vehicle weight rating of more than 10,000 pounds, designed for carrying more than 10 persons. The entire engine is in front of the windshield and the entrance door is behind the front wheels. [*The Type C school buses are referred to as "conventional" buses.*]

D

The **Type D school bus is a body installed upon** a chassis, with the engine mounted in the front, mid-ship, or rear with a gross vehicle weight training of more than 10,000 pounds, and designed for carrying more than 10 persons. The engine may be behind the windshield and beside the driver's seat; it may be at the rear of the bus, behind the rear wheels; or mid-ship between the front and rear axles. The entrance door is ahead of the front wheels. [*Type D school buses are referred to as "transit-style," RE for "rear-engine," or FC for "forward control."*]

Automatic Transmission

- ▶ True or False in this column.

Diesel

- ▶ True or False in this column.

Wheel Chair

- ▶ True or False in this column.

Original Cost

- ▶ Original cost is the cost that the district paid for the school bus.

Beginning Odometer

- ▶ **Beginning Odometer reading**

Ending Odometer

- ▶ **This is the ending odometer reading for the school year.**
- ▶ **When an odometer breaks, replace it with a pre set odometer (when possible).**
 - **In this way, a true odometer reading is maintained.**
- ▶ **Tally the total fall odometer readings for all school buses that are in the school bus fleet.**

- ▶ **Total is used on the Annual Statistical Report C.**

Spare

A spare school bus, is a bus not used for daily “to and from” bus routing.

Date Received

- ▶ **The date that the school bus was received, not the date that the bus was purchased.**

Disposal Date

- ▶ **The date the bus was sold**
- ▶ **What was the ending odometer reading for the bus?**

Year Miles

- ▶ **What are the total miles for the school bus this year?**
 - **The difference between the beginning odometer reading and the ending odometer reading.**
 - **At the end of the column, a total of all bus route miles for the year.**
 - **Total is used on the Annual Statistical Report C.**