

USOE Pupil Transportation - Summer Reports Training - 2016



Summer Reports (C, D, F)

- Reports only cover the last school year/fiscal year -
 - July 1, 2014 to June 30, 2015
- When you are filling out Form “F” please DO NOT indicate that you are removing a bus from service on or after July 1 of this year!!!

Summer School (Extended Year) Programs

- Rules to qualify for funding (eligible routes):
 - Minimum of **10 days** with *primarily the same group of students*
- Report those routes which qualify on next school year's A1 report
 - Same documentation is required (i.e. Route Sheets, Maps, Bell Times, etc.)
 - Do NOT report eligible routes on Form "C"
 - DO report ineligible miles from Summer Programs up to June 30 on Form "C"

Summer School (Extended Year) Programs

- Is the bus being used for an eligible summer school route that will extend beyond June 30th?
 - Record the ending odometer before Summer School begins and report this on Form “F”
- Is the bus NOT being used for an eligible summer school route that will extend beyond June 30th?
 - Record the ending odometer on June 30th and report this on Form “F”

Annual Transportation Report - Form "C" (Miles)



Purpose/ Due Date/Retention

- Purpose:
 - Balance all Miles
 - Only School Buses (no MPV miles)
 - Do NOT include miles from charter buses
- Due July 15th every year
- Retain documentation for 3 years

Review Form / Questions

- What questions do you have about filling out this form?

Annual Transportation Report - Form “D” (Minutes)



Purpose/ Due Date/Retention

- Purpose:
 - Record total paid minutes related to running routes and trips
- Due July 15th every year
- Retain documentation for 3 years

Review Form / Questions

- What questions do you have about filling out this form?

Bus Inventory and Ending Odometer Summary Report – Form “F”



Purpose / Due Date

- Purpose:
 - Record accurate mileage for every school bus every year
 - Keep track of bus inventory for every district
- Due July 15th every year

The Form

- MS Excel File with 4 tabs
 - Ending Odometer (editable)
 - Bus Inventory (editable)
 - Statistics (not editable)
 - Instructions (not editable)

Ending Odometer

- Record Ending Odometer for every bus (beginning odometer was copied over from last year's report)
- If there was a change in odometers:
 1. Input the mileage the bus ran before the odometer changed
 2. Input a note under Comments and list line # where the updated information is listed
 3. Input just the bus # on the next available line (Do NOT input the VIN) and input the beginning/ending mileage of the new odometer
 4. Input a note under Comments and list line # of the original entry

Ending Odometer

- New Buses:
 - Input Serial Number/VIN on next available line
 - Input Bus # (cannot be the same as another bus)
 - Indicate if it was a Spare Bus
 - Input the Beginning/Ending Odometer
 - Indicate it is a new bus by putting a “Y” in the New Bus column
 - Make sure to input information about the bus in the Bus Inventory tab

Ending Odometer (cont.)

- Retired Buses:
 - Input ending odometer
 - Indicate the date the bus was removed from service under the Retired Date column

Bus Inventory

- *Note: the information put in the Ending Odometer tab is copied to the Bus Inventory tab*
- ALL of the fields in the Bus Information and Purchase Information sections need to be filled in

Bus Inventory (cont.)

- New Buses:
 - Complete Bus Information section:
 - Model Year
 - Seating Capacity (Listed by manufacturer inside cab)
 - Body (see Instructions tab for code)
 - Engine Model (see Instructions tab for code)
 - Bus Type (A, B, C, D-see Instructions tab if there are questions)
 - Auto Trans (Y/N) (automatic transmission)
 - Fuel Type (see Instructions tab for code)
 - Wheel Chair (does bus have a wheel chair lift)
 - Retrofitted (Y/N) (if the bus is older than 2007 was the bus retrofitted?)

Bus Inventory (cont.)

- New Buses (cont.):
 - Complete Purchase Information section:
 - Purchase year
 - Date Received
 - Original Cost

Bus Inventory (cont.)

- Retired from Service:
 - Retired date will carry over from Ending Odometer tab
 - Input any salvage amount you received for the bus in the Salvage \$ column
 - The system will calculate the Depreciation Cost by subtracting the Salvage amount from the Original Cost divided by the Ending Odometer
 - We are working with the Legislative Fiscal Analysts and the Advisory Board to include this as a cost per mile for the funding formula

Statistics

- This tab gives you a dashboard look at your fleet. It provides you with information on:
 - The total number of buses
 - The total number of buses being retired
 - Types of Buses by Model Year
 - # of buses by Bus Capacity
 - # of buses by Fuel Type
 - # of buses by Body Type
 - # of buses by Price Range
 - # of Wheel Chair-capable buses
 - # of buses that have been Retrofitted
 - The Average Depreciation Cost for your district based on the buses being retired

Accuracy

- Inaccuracy kills our credibility
 - Credibility gives us more of a voice with the people who can assist us -
 - Governor
 - Legislature
 - Boards
 - Administrators
 - Parents
 - Media

Tools

- Self-audit tools
 - Comparison & Graph on Form “C”
 - Comparison on Form “D”
 - Statistics on Form “F”
- Audits
- Final Miles and Minutes Cap
 - Recommended by Advisory Committee and implemented two years ago
 - Balances all miles with the total odometer
 - Caps eligible miles and minutes / Reduces funding
 - Potential errors that can affect these caps
 - Not recording ending odometers correctly
 - Not recording activities/field trips correctly
 - Over-projecting on Schedule A1

Final Miles/Minutes Cap

Example

- Submitted A1 Eligible Miles: 109,000.0
- Submitted A1 Eligible Minutes: 690,000
- Miles to Minutes Ratio: 6.00
- Total Ending Odometer: 138,000
- Sum of ALL miles except submitted A1 Eligible Miles: 64,000
- Possible Eligible Miles: 74,000 (138,000 – 64,000)

Example (cont.)

- Over-Projection (Unaccounted) Miles: 35,000
(109,000 – 74,000)
- Over-Projection as a % of Total Ending
Odometer: 25.4% (35,000 / 138,000)
- **Does this qualify for the Ending Miles Cap: Y**
- **Miles capped at 74,000 (Possible Eligible Miles)**
- **Minutes capped at 444,000 (74,000 * 6.00)**

Example (cont.)

- Differences between capped miles/minutes and submitted miles/ minutes:
 - $109,000 - 74,000 = \mathbf{35,000}$ miles
 - $690,000 - 444,000 = \mathbf{246,000}$ minutes
- Financial Impact:
 - Miles: $35,000 * \$1.17 = \mathbf{\$40,950}$
 - Minutes: $246,000 * \$0.63 = \mathbf{\$154,980}$
 - Total: $\$40,950 + \$154,980 = \mathbf{\$195,930}$

What about you?

- How are you using the self-audit tools?
- What are you doing to ensure accuracy of your reports?
- What could you be doing better?