



A-1 REPORT Column Instructions

A-1 Form

- Excel Spreadsheet
 - No blank cells (this can cause the system to not calculate correctly)
 - Columns 1 – 26 are for you to input your information
 - Columns 26 – 39 are for calculations and are protected
 - DO NOT input any formulas in columns 1 – 26, only input values
 - You can copy and part information but DO NOT cut and paste

Changes

- Color
 - The browns deal with Miles/Minutes (dark brown = Minutes and light brown = Miles)
 - Yellow highlights Eligible Miles/Minutes for each route
 - As you fill in the form, Column 35 will also display color
 - Green = full miles and minutes
 - Yellow = half miles and full minutes
 - Red = route does not qualify for Eligible Miles/Minutes

Changes (continued)

- New drop-down menu
 - Type of route has been changed to a drop-down menu
- Macro button
 - On the Summary tab there is a big red button to run the macro
- Bus capacity has been grouped
 - Able to open/close info on bus capacity (plus sign above column 30)

A-1 Columns

1. **District** (fill out summary tab cells B2, B3, B4, which will update the A-1 Columns)
2. **Year**
3. **Driver Name or ID**
4. **Bus #** - Input the Bus # assigned to run the route (extended school year routes needs a different bus number for calculating inspection minutes – Bus 202, i.e., 202EY)
5. **Route #** - Input the District assigned route # (support documentation must be identifiable by the route #)
 - *Each route should have a different route #*

A-1 Columns (continued)

6. **Route Schedule (changed)** – To, From, Mixed are now the only 3 options

7. **Single / Double –**

- Place a “1” if a “To” route is different than a “From” route (enter separate line for each)
- Place a “2” if a “To and From” route are the same (only enter info once)
- Place a “0” if the route is not eligible for funding or is paid for by some other means such as: school of choice; non to and from school transportation; outside of school P.E. programs; regular education pre-school; etc.

A-1 Columns (continued)

8. Type of Route (changed) – This is now a drop-down menu with these options:

Elem = grades K-6

Sec = grades 7-12

Elem, Sec = combo

Pre-K = pre-school

Elem, Pre-K = combo

Voc - vocation

Late Start – late start regardless of grade

Early out = early out regardless of grade

After school = after school program

EY = extended year (summer school)

Other = other

A-1 Columns (continued)

9. **School Code (changed)** – Use the USBE school code numbering system
 - Type the school number for each school that the bus serves (for example: 120, 221, 321)
10. **Bus Capacity** – Use Chart on page 94 of the 2010 Standards Appendix (also included in the training packet)
11. **Bus Type** – A, B, C, D, MPV
12. ***Loaded Minutes per Route (dark brown)*** – *the minutes are calculated from the minute the first student boards the bus until the last student exits the bus*

A-1 Columns (continued)

- 13. Loaded Miles per Route (light brown)** – the miles the bus travels calculated from when the first student boards the bus until the last student exits the bus
 - Include the tenths of a mile (ex. 19.2)
- 14. Dead Minutes per Route (dark brown)** – the minutes calculated with no student on the bus

A-1 Columns (continued)

15. Dead Miles per Route (light brown) – the miles calculated with no students on the bus

- From parking area to 1st stop
- From last stop to parking area
- Layovers (dead time between routes) - should NOT be double counted
- Include the tenths of a mile (ex 19.2)

A-1 Columns (continued)

16. # of Days Run – the number of days this route is run throughout the year

- Be mindful that even though a traditional school year is 180 days, if your district releases for parent-teacher conferences, the actual number of days will be less
- If a route only runs on certain days, ex: M, W, F, you'll need to count how many Mondays, Wednesdays, and Fridays there are in the school year and add these together
- The alert (red or blue highlighting) can be adjusted on the Summary tab – Rows 41 and 42

A-1 Columns (continued)

17. # of Stops – the number of stops on the route (should coincide with the number of stopes listed on the Route Sheets and shown on the map)

18. # Eligible Regular Ed. Students – the number of Regular Ed students who are *eligible* to ride the bus on this route

19. # Actual Regular Ed. Students – the number of Regular Ed students who *actually* ride the bus on this route

- If the number fluctuates depending on the day, use an average for the number of days the route runs during the week

A-1 Columns (continued)

- 20. # Actual Disabled/Special Ed. Students** – the number of disabled/IEP students that ride the bus on this route (DO NOT count wheelchair students in this column)
- 21. # Actual Wheelchair Students** – the number of wheelchair students that ride the bus on this route
 - For qualifying credit, 1 wheelchair = 4 disabled students

A-1 Columns (continued)

22. # Ineligible Courtesy Students – the number of students picked up/dropped off at the one (1) courtesy stop on the direct path to the school

23. # Ineligible / Hazard Students -- the number of students who are picked up/dropped off at an ineligible stop or that are funded by other means.

- If the number fluctuates depending on the day, use an average for the number of days the route runs during the week

A-1 Columns (continued)

24. Ineligible Minutes (dark brown) – the total number of ineligible minutes on the route

- See A-1 Rules #7

25. Ineligible Miles (light brown) – the total number of ineligible miles on the route

- See A-1 Rules #7

26. Notes and Audit Notes – input notes that explain unusual circumstances

A-1 Columns (continued)

Columns 27-39 are for the calculations. These are the columns you should be concerned with:

- 30. Total Daily Minutes (Includes Ineligible)** – the sum of all dark browns (Loaded Minutes + Dead Minutes + Ineligible Minutes)
- 31. Total Daily Miles (Includes Ineligible)** – the sum of all light browns (Loaded Miles + Dead Miles + Ineligible Miles)
- 35. Eligible for Full, Half Miles, or No Miles (protected)** – determines if the route qualifies for Full, Half, or No Miles based on A-1 rules
- 36. Eligible Annual Miles (protected)** – calculates the number of annual miles eligible for funding for this route
- 37. Eligible Annual Minutes (protected)** – calculates the number of annual minutes eligible for funding for this route

Summary Tab

- Summarizes all the important information needed to be pulled from the A-1 report
 - Total Eligible Miles (Row 30)
 - Total Eligible Minutes, including inspection minutes (Row 32)
- Big Red Button to run Macro for Inspection Minutes

Inspection and Audit Tab

- System will credit 30 Inspection Minutes to each bus per days run (for pre-trip, post trip, cleaning and fueling)
 - System looks at the bus # for each route
 - System then chooses bus # with the highest number of days run and credits this bus with 30 minutes per days run
 - If bus is used for summer school, change the bus number for the summer school routes by adding a different identifier to the end of the bus # (example: 20EY)
- **To have the system credit Inspection Minutes you need to run the Macro:**
 - Click on Big Red Button to run Macro
 - If your system doesn't allow you to run Macros, save your A-1 and send to me. I'll run the Macro and then send you an updated copy with the Inspection Minutes included
 - **You need to run the Macro before filling out the A-1 Signature Form!!!**

A-1 Signature Form Tab

- Use this tab in order to fill out A-1 Signature Form
- Copy directly from the top of this form to the top of the A-1 Signature Form
- **Run the Inspection Minutes Macro before filling out this Form!!!**
- Allows you to compare Eligible Miles and Minutes to previous year's Eligible Miles and Minutes
 - If there are significant changes, take note of these and ask yourself the following questions:
 - Can I explain why there is such a significant increase/decrease?
 - If I can't explain the increase/decrease, did I make a mistake on the number of days run on some of the routes? Or did I input too many miles and minutes on some routes?
- **Remember to have Transportation Director/Supervisor AND Business Administrator sign the A-1 Signature Form!!!**

Special Scenarios

- Dead Miles for Ineligible Routes:
 1. If there is an eligible route, followed by an ineligible route, and then back to base:
 - On the eligible route, calculate the miles/minutes from the last eligible stop back to base and add these miles/minutes to the Dead Miles/Minutes for this route
 - Subtract these miles/minutes from the ineligible route
 - Add a note to the *Route Sheet* explaining what these extra Dead Miles/Minutes are
 - Input a comment in the Notes and Audit Notes column informing me of this scenario
 2. If there is an ineligible route, followed by an ineligible route at the beginning of the run:
 - On the eligible route, calculate the mile/minutes from the base to the first eligible stop and add these miles/minutes to the Dead Miles/Minutes for this route
 - Subtract these miles/minutes from the ineligible route
 - Add a note to the *Route Sheet* explaining what these extra Dead Miles/Minutes are
 - Input a comment in the Notes and Audit Notes column information me of this scenario