USBE Pupil Transportation - Summer Reports Training -2016
Summer Reports (C, D, F)

• Reports only cover the last school year/fiscal year -
  • July 1, to June 30
  • 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 15\(^{th}\) 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 = 35,000 miles
  • 690,000 – 444,000 = 246,000 minutes

• Financial Impact:
  • Miles: 35,000 * $1.17 = $40,950
  • Minutes: 246,000 * $0.63 = $154,980
  • Total: $40,950 + $154,980 = $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?