TRANSPORTATION ANNUAL REPORT INSTRUCTIONS

Revised 8/30/11

The Transportation Annual Report is <u>due September 15</u>. Please remember, you must click on the UPDATE button and see the "UPDATE SUCCESSFUL!" message before you can be sure your data has been stored at our data center.

<u>NOTE:</u>

Unlike past transportation reports, almost all of the Part 3 - Operating Cost/Revenue information will be imported directly from the Certified Annual Report (CAR). Part 1 – Mileage, and Part 2 - Student Count, will be the only items you will need to fill in manually. Part 4 – Miscellaneous, will be a culmination of all the information with pre-determined formulas that will auto-fill all the fields. You will still need to fill in the contact info and <u>when complete, hit the "Certify" button to complete your report.</u>

<u>TRANSPORTATION ANNUAL REPORT – 1. MILEAGE</u>

1. COST PER MILE (district-owned autos, vans & wagons of 9-capacity or less)
The cost per mile rate shown here will be used, where appropriate, to determine the cost for miles traveled by district-owned, 9-passenger autos, vans and wagons. The default cost per mile is the amount currently allowed by the IRS for business mileage deductions. If the district's actual cost per mile rate is known and is different from the amount allowed by the IRS, enter that amount here.

2. TOTAL REGULAR ROUTE MILES TRAVELED:
There are two input columns for line 2. The left input column is for regular route miles traveled by district yellow school buses. The right input column is for regular route miles traveled by autos, vans, wagons and other vehicles with a maximum vehicle occupant capacity of nine.

3. TOTAL KINDERGARTEN ROUTE MILES TRAVELED:
There are two input columns for line 3. The left input column is for kindergarten route miles traveled by district yellow school buses. The right input column is for kindergarten route miles traveled by autos, vans, wagons and other vehicles with a maximum vehicle occupant capacity of nine.

4. TOTAL MISCELLANEOUS MILES TRAVELED:
There are two input columns for line 4. The left input column is for miscellaneous miles traveled by district yellow school buses. The right input column is for miscellaneous miles traveled by autos, vans, wagons and other vehicles with a maximum vehicle occupant capacity of nine. These are miles which are not accountable to any specific activity or program travel. This may include miles traveled to and from, or for, vehicle maintenance, incidental travel in and around the school or garage facility, to and from the fueling station, and for other nonspecific purposes. This figure is generally "unaccounted-for" miles left over when subtracting route, activity, and other known program miles traveled from the odometer readings of vehicles in the fleet.

5. TOTAL ROUTE AND MISCELLANEOUS MILES:
This line will be calculated, once the Update button has been clicked.

6. TOTAL MILES TRAVELED FOR SPECIAL EDUCATION:
There are two input columns for line 6. The left input column is for special education miles traveled by district yellow school buses. The right input column is for special education miles

traveled by autos, vans, wagons and other vehicles with a maximum vehicle occupant capacity of nine. Include here only those miles traveled by vehicles transporting special education students to and from their special education programs. For example, where a special education child rides a regular route bus to an attendance center but is then shuttled on to another town or site for instruction, include only those miles traveled from school to the instruction site as special education miles.

7. TOTAL ACTIVITY AND EDUCATIONAL TRIP MILES:
There are two input columns for line 7. The left input column is for activity and educational trip miles traveled by district yellow school buses. The right input column is for activity and educational trip miles traveled by autos, vans, wagons and other vehicles with a maximum vehicle occupant capacity of nine.

8. TOTAL MILES TRAVELED FOR OTHER PERSONS AND GROUPS:
Enter total miles traveled for other persons or groups (nonschool sponsored) which have leased the services of district vehicles under section IC 285.10(9) and (10), during this period. **For example,** a local senior citizen, church group or farm organization using a district-owned vehicle and services of a qualified driver for an outing.

9. MILES DRIVEN BY ADMINISTRATORS, TEACHERS OR OTHER STAFF:

The last section of this form has only one input area. In this field you should place miles traveled by administrators, teachers, custodians, or other school staff for such things as conferences, meetings and student driving miles for drivers education.

TRANSPORTATION ANNUAL REPORT – 2. STUDENT COUNT

The first section of this form provides a place for you to enter the number of days district-owned buses ran in your district. Once you click the update button, the form calculates the number of weeks buses ran.

PUBLIC/OPEN ENROLLMENT SCHOOL STUDENTS
Please read carefully each category to determine which types of students are counted on which line. Leave blank any boxes that do not apply to your transportation program.

NOTE: Figures include those students who moved into and out of the district during the report period. Even if a pupil moved out of the district after only two weeks of transportation eligibility, you need to include this as one pupil in the first column titled, "Number of Students" and two aggregate weeks beneath the second column titled "Aggregate Number of Weeks." The student count and aggregate weeks for students moving into the district after the session has begun is figured in the same manner.

FOR EXAMPLE: Line 1 - Elementary students transported who live more than 2 miles from school.

A. While gathering data for completing Item 1, you discover that there are 40 elementary pupils transported living more than two miles from school and who attended school for the entire semester (18 weeks). (Aggregate Weeks = 40 pupils x 18 weeks = 720 Total Aggregate Weeks)

B. You also find that five additional elementary pupils living more than two miles from school moved into the district after the first six weeks (18 – 6 = 12) of the semester and attended classes for the remaining 12 weeks. (Aggregate Weeks = 5 pupils x 12 weeks attended = 60 Total Aggregate Weeks)

C. In addition, one pupil moved out of the district after attending only the first three weeks of the semester. This pupil lived more than two miles from school. (Aggregate Weeks = 1 pupil x 3 weeks attended = 3 Total Aggregate Weeks)

The pupil and aggregate week count for Line 1 would be:

Example	Number of Pupils	Aggregate Number of Weeks
A	40	720
B	5	60
C	1	3
Total	46	783

Entered in Item 1: Number of Pupils=46, Aggregate Weeks=783

NOTE: A pupil who is picked up and transported to an attendance center or some other exchange point where he or she then transfers to a shuttle bus and is transported to the pupil's attendance center is to be counted only once.

ALSO: The number of aggregate weeks should never exceed the number of students (left column), multiplied by the number of weeks school was in session, and will usually be less.

Please remember, you must click on the UPDATE button and see the "UPDATE SUCCESSFUL!" message before you can be sure your data has been stored at our data center.

TRANSPORATION ANNUAL REPORT – 3. OPERATING COSTS/REVENUES

Transportation Costs
Almost all of the entries will be pre-filled with data from the CAR Upload. The exception is line 3 – Vehicle depreciation. Depreciation will be calculated from the Purchase Year and Purchase Price entered on the Vehicle Information System application.

All coding must be in accordance with Uniform Financial Accounting chart of accounts. Costs from the CAR are reported according to GAAP and Uniform Financial Accounting and therefore may result in some differences in included costs compared to previous years' annual transportation reports. The following information is provided to assist the district in coding for the Transportation Annual Report:

Item	Account ID	Fund	Function	Object
1. Fuel	9	10	2700-2799	620-629
2. Spill-monitoring device	9	10/23	2700-2799	739
4. Two-way radio	9	10	2700-2799	736
5. Video equipment	9	10	2700-2799	737
6. Rental	9	10	2700-2799	440-449
7. Salaries	9	10	2700-2799	140-149
				160-169
				170-179
				180-189
				190-199
8. Benefits	9	10	2700-2799	200-299
9. Supplies	9	10	2700-2799	670-679
10. Repairs	9	10	2700-2799	430-439
11. Vehicle insurance	9	10/22	2700-2799	520-529

12. Drug/alcohol testing	9	10	2700-2799	340-349
13. Non-district personnel	9	10	2700-2799	510-519
14. Other expenditures	9	10	2700-2799	all objects not previously listed

Transportation Revenues
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Item	Account ID	Fund	Source
16. Fees	8	10	1400-1499
17. SBRC	8	10	3131
18. Clean School Bus	8	10	4791

Adjustments
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Item	Account ID	Fund	Source
20. Fuel tax refund, prior yr	8	10	1981

The rest of the adjustments will be a calculation of the district cost per mile (entered on page 1) times the appropriate mileage recorded on page 4.

If the numbers showing on this page are not correct, the district will need to make the corrections in the district accounting system and re-upload the CAR. Exit the Transportation Annual Report prior to re-uploading the adjusted CAR.

TRANSPORTATION ANNUAL REPORT – 4. MISCELLANEOUS

The Miscellaneous form summarizes the information on the annual report. It is here that final calculations are done and presented to the user for verification. Enter on line 10 the number of video cameras the district has in operation.

Check the appropriate boxes in the Communication System section.

Fill in the Contact Information section.

Once you have determined that your report is complete and true, click on the certification button. This locks the annual transportation report to further changes, but continues to allow you to view the forms.

QUESTIONS OR NEED HELP?

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