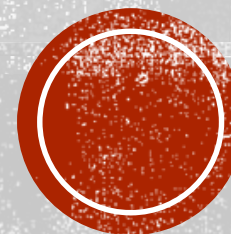


100 DAY REPORTING

Brian Lockery
Director of Business Services
Kyrene Elementary School District



AGENDA

- Origins of the Guideline (SF-0002)
- Transportation Route Report (100 Day Report)
- Reporting Miles
- Eligible Riders
- Vehicle Inventory Report
- Documents to Maintain
- Compliance
- Contracted Route Miles
- Common Audit Findings
- Tips



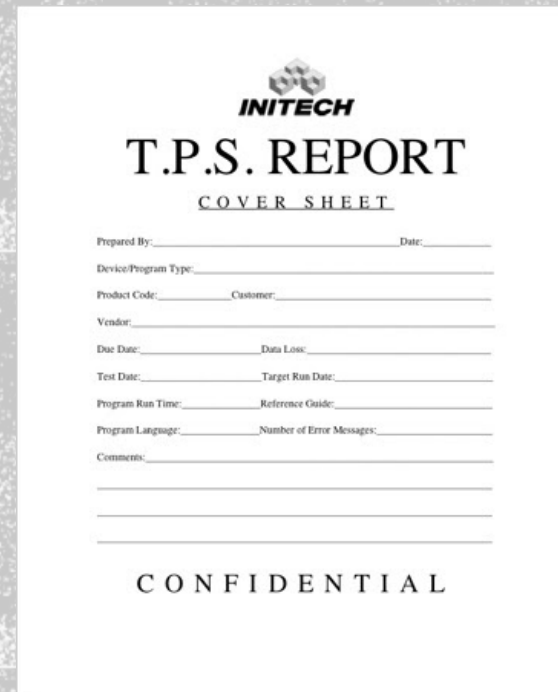
ORIGINS STORY

- Issues identified by field:
 - What is an eligible student?
 - How do we calculate eligible students?
 - How do we calculate daily route mileage?
 - How do we track route miles?
 - How are we supposed to report dead head mileage?
 - How are we supposed to report contracted route miles?
 - What is a route?
- PLEASE provide us guidance and consistency statewide!



TYPES OF MANDATORY REPORTS

- Transportation Route Report (100 Day Report)
 - Due 12 days after 100th day of instruction
- Vehicle Inventory Report
 - Due no later than July 15



The image shows a cover sheet for an INITECH T.P.S. REPORT. At the top center is the INITECH logo, which consists of a stylized 'I' made of three diamonds above the word 'INITECH'. Below the logo, the text 'T.P.S. REPORT' is written in a large, bold, serif font, followed by 'COVER SHEET' in a smaller, all-caps, sans-serif font. The form contains several fields for data entry, each with a horizontal line for text and a vertical line for a date or number. The fields are: 'Prepared By: _____ Date: _____', 'Device/Program Type: _____', 'Product Code: _____ Customer: _____', 'Vendor: _____', 'Due Date: _____ Data Loss: _____', 'Test Date: _____ Target Run Date: _____', 'Program Run Time: _____ Reference Guide: _____', and 'Program Language: _____ Number of Error Messages: _____'. Below these fields is a section for 'Comments:' followed by three horizontal lines. At the bottom center of the page, the word 'CONFIDENTIAL' is printed in a bold, all-caps, sans-serif font.



TRANSPORTATION ROUTE REPORT

- Located in ADE Common Logon
- Report three categories of miles
 1. Daily route miles
 2. Other route miles
 3. Extended school year (ESY) services miles
- Must submit actual miles for first 100 days, project through the 180th or 200th
 - Good rule of thumb is 80% or 100% of first 100 days actual
- Bus passes, bus tokens
- Report eligible riders



DAILY ROUTE MILES

- Daily route miles—A.R.S. Section 15-901
- What is included?
 - The total number of miles necessary to transport on a school bus eligible students from and to their residence
 - “Dead head mileage” for the purpose of leaving or returning to a bus storage facility as part of a regular daily route
 - Contracted route miles as defined in A.R.S. § 15-923. Must be reported as contracted route miles and all transportation contractors must be identified with specified information
 - Students with disabilities who reside in an adjacent school district whose IEP specifies that transportation is necessary for fulfillment of the program for actual miles
 - Homeless students, defined as children and youth who are lacking a fixed, regular and adequate nighttime residence and remaining enrolled in their “school of origin”



DAILY ROUTE MILES

- K-8 students whose residence is less than one (one) mile from the school of attendance and who are transported by a school bus if deemed a safety risk
- High school students whose residence is less than one and a half (1.5) miles from the school of attendance and who are transported by a school bus if deemed a safety risk
- Student whose residence is outside the school district, who is admitted through open enrollment to a school within the school district limited to no more than 20 miles each way to and from the school of attendance or to and from a pickup point on a regular transportation route
- Students with residence outside the school district, who are admitted through open enrollment from an adjacent school district, and who meet the economic eligibility requirements established under the National School Lunch and Child Nutrition acts for free or reduced price lunches up to actual miles transported
- Those allowed by the rubric or other statutory structures



DAILY ROUTE MILES



- Daily route miles—A.R.S. Section 15-901
- What is NOT included?
 - All miles that are not necessary to transport eligible students on a school bus from and to their residence (except ESY which is a different category)
 - Miles driven solely to transport charter school or non-eligible students
 - K-8 students whose residence is less than one mile from the school of attendance and who are transported by a school bus
 - High school students whose residence is less than 1½ miles from the school of attendance and who are transported by a school bus
 - “Dead head mileage” for the purpose of training, storage, maintenance, or any other purpose which is not a part of a regular daily route
 - Contracted route miles claimed by another school district
 - Distance traveled on public transportation by eligible students, including those who have been given bus tokens or passes
 - Any other exclusions or those specified in the transportation rubric



OTHER ROUTE MILES

- Miles students are transported to and from their home school to other schools or facilities for athletic events, special academic, vocational or technical classes
- Miles traveled for field trips
- Miles regular route buses are used to transport students in summer school and non-regular school session
- Miles of buses that are used exclusively for extracurricular activities and athletic events should not be included in this report
- Other purpose miles which include all other miles not categorized as daily route miles, summer school miles or activity trip miles as defined in (a) through (d) above



OTHER ROUTE MILES

- Why separate from daily route miles?

<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>
Approved Daily Route Mileage per Eligible Student Transported			
<u>Students Transported</u>	<u>District Type 02 or 03</u>	<u>District Type 04</u>	<u>District Type 05</u>
0.5 or less	0.15	0.10	0.25
More than 0.5 through 1.0	0.15	0.10	0.25
More than 1.0	0.18	0.12	0.30



EXTENDED SCHOOL YEAR

- Extended school year miles are associated with specific summer school programs, and are for eligible students with an IEP for extended school year services in accordance with A.R.S. Section 15-881 and A.R.S. Section 15-945
- Does not include non-special education summer school
- Use actual July/August miles from beginning of fiscal year and estimated June miles to end the fiscal year



BUS TOKENS AND BUS PASSES

- Do not forget Bus Tokens and Bus Passes!



ELIGIBLE RIDERS



- Definition:

- Whose place of actual residence is within the district, except students for whom a transportation fee is charged
- For common school students, whose place of residence is more than one mile from the school of attendance (unless deemed a safety risk)
- For high school students, whose place of residence is more than one and one-half miles from the school of attendance (unless deemed a safety risk)
- Who are **actually** transported by the school district on a school bus



DEFINITION OF SCHOOL BUS

- A motor vehicle owned by a public school or governmental agency or other institution and operated for the transportation of eligible students from their residence or pickup point to school and from school to their residence or return point on a regularly scheduled basis
- Passenger capacity limits do not apply. (A.R.S. §§ 15-922, 28-101)
- A vehicle designated by the school district as a student transportation vehicle
- Is owned or leased by the school district
- Is reported to ADE with beginning and ending odometer readings in the vehicle inventory report
- At least 75% of the miles driven during the current fiscal year are for student transportation purposes



DEFINITION OF SCHOOL BUS



- School districts may additionally contract with parents of students attending the school district under the following conditions:
 - A student for whom transportation is required within an Individualized Education Program or other identified 504 disability that either requires a specialty vehicle for transportation or a school district has determined that it is difficult to provide reasonable transportation to and from school for the student
 - For up to 15 miles in each direction if road conditions and terrain make driving a school bus slow or hazardous



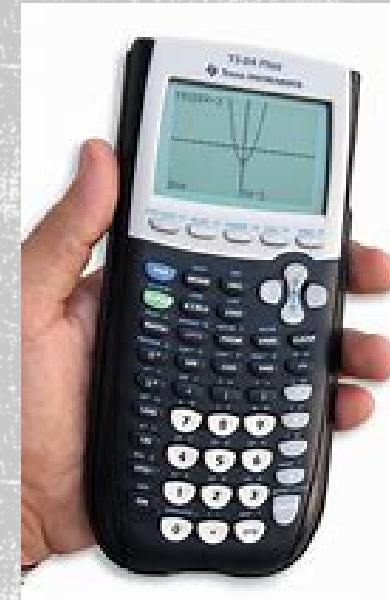
CALCULATING ELIGIBLE RIDERS

- Identify at least 25 consecutive or nonconsecutive scheduled days during the first 100 days in session
 - For calculating eligible riders
 - Maintain documentation on which days were selected
 - Maintain documentation and calculations to support eligible riders by route
- Collect and maintain selected days, transportation data and student rider eligibility
- Understand mileage categorization and vehicle eligibility



CALCULATING ELIGIBLE RIDERS

- Multiple methods for calculating eligible riders made easier with guideline
- Step 1: Count eligible students actually transported to school and from school in the morning and in the afternoon
- Step 2: Calculate total sum of eligible students for the day and divide by *two*
- Step 3: Divide the result by *number of identified days*
- Result is eligible riders per day



CONTRACTED TRANSPORTATION

- District reimburses a private party, political subdivision, or common contract carrier to bring an eligible student from their residence to the school
- Only one entity can claim the miles
- One mile = One mile
- Must be reported as contracted miles
- Should discuss and document process with outsourced vendor about how they bill District, the documentation that they are providing and how to read the documentation
- Create and document your own process related to contracted miles



CONTRACTED TRANSPORTATION

- Must include specific information about contractors

SAIS TRAN52-1		ARIZONA DEPARTMENT OF EDUCATION			Report Date:	2/14/2019	
		TRANSPORTATION ROUTE MILES REPORT			Report Page:	2	
County: 1		UPDATE REPORT					
Type: 1		Fiscal Year 2018-2019					
District: 1		Company Information	Phone	E-Mail	Students Transported	Actual Miles	Est. Miles
		CONTRACTED MILES					
	Contract Company 1	(520) 881-3391			150	49216	38388
	Contract Company 2	(866) 999-3371			22	35285	27522.3
	parent	(866) 999-3371			1	1465	1143
	parent	(866) 999-3371			1	920	0



TRANSPORTATION ROUTE REPORT

Transportation Route Report

[Routes Status Page](#)

[Actual Route Miles Form](#)

[Estimated Route Miles Form](#)

[Other Route Information](#)

[Contracted Miles Form](#)

[Reports](#)

[Help](#)

Common Logon

Available Fiscal Years: 2019

Transportation Route Report for School Unified District for Fiscal Year 20XX

When you have completed all of the routes sections, please check the box below and click on Create Edit/Update Report.

Section	Completed?	Submitted?
Actual Route Miles Form	Yes	Yes
Estimated Route Miles Form	Yes	Yes
Other Route Information	Yes	Yes
Contracted Miles	Yes	Yes

Route report completed 1/1/19 12:00 AM. If you make changes to any part of the route report, you'll need to come back and re-check this box.

Please do not create Trans40-2 report until after Vehicle Inventory is submitted.



TRANSPORTATION ROUTE REPORT

SAIS TRAN52-1

ARIZONA DEPARTMENT OF EDUCATION
 TRANSPORTATION ROUTE MILES REPORT
 UPDATE REPORT
 Fiscal Year 2018-2019

Report Date: 2/14/2019
 Report Page: 1

County: 1
 Type: 1
 District: 1



PART A.	ACTUAL FIRST 100 DAYS				Estimated 101-180			
	Miles	Number of Daily Routes	Students Transported Daily		Miles	Number of Daily Routes	Students Transported Daily	
			Eligible	Non Eligible			Eligible	Non Eligible
1. Routes operated by district to transport eligible regular students	515910	130	5302	0	402411	130	5303	0
2. Routes operated by district to transport eligible students requiring specialized transportation	204344	59	557	0	159388	59	557	0
3. Routes operated by district to transport homeless students	0	0	0		0	0	0	
4. Contracted routes to transport eligible regular students	0	0	0		0	0	0	
5. Contracted routes to transport eligible students who require specialized transportation	105043	55	138		80393	55	138	
6. Contracted routes to transport homeless students	7640	2	39		5959	2	39	
7. TOTAL (Lines 1 through 6)	832937	246	6036	0	648151	246	6037	0
8. Routes operated by district exclusively for transporting non-eligible students	0	0		0	0	0		0
*9. Routes operated for RESIDENT high school students transported by the district they attend	0	0		0	0	0		0
10. TOTAL (Lines 7 through 9)	832937	246	6036	0	648151	246	6037	0



TRANSPORTATION ROUTE REPORT

SAIS TRAN55-1

ARIZONA DEPARTMENT OF EDUCATION
 TRANSPORTATION ROUTE REPORT
 Fiscal Year 2018 - 2019

Report Date: 2/1/2019
 Report Page: 1

DAILY ROUTE MILES FOR USE IN BUDGET PREPARATION

District: 07 04 28 000 Kyrene Elementary District

	Actual 1st 100 Days A	Estimated 101 - 180 Days B	Daily Route Miles (A+B)/180 Days
Route Miles Traveled by District to Transport Eligible Regular Students	431,692	345,353	4,316.9
Route Miles Traveled by District to Transport Students Requiring Special Services	195,893	162,591	1,991.6
Route Miles Traveled by District to Transport Homeless Students	82,443	70,057	847.2
Contracted Route Miles Traveled to Transport Eligible Regular Students	0	0	0.0
Contracted Route Miles Traveled to Transport Students Requiring Special Services	2,734	2,187	27.3
Contracted Route Miles Traveled to Transport Homeless Students	1,078	0	6.0
Eligible Route Miles	713,840	580,188	7,189.0
Route Miles Exclusively Traveled to Transport Non-Eligible Students	0	0	0.0
Route Miles High School Students are Transported by District of Attendance	0	0	0.0
Total Route Miles	713,840	580,188	7,189.0

TRANSPORTATION ROUTE REPORT

SAIS TRAN55-1

ARIZONA DEPARTMENT OF EDUCATION
TRANSPORTATION ROUTE REPORT

Report Date: 2/1/2019
Report Page: 1

Fiscal Year 2018 - 2019

DAILY ROUTE MILES FOR USE IN BUDGET PREPARATION

District: 07 04 28 000 Kyrene Elementary District

	Actual 1st 100 Days <u>A</u>	Estimated 101 - 180 Days <u>B</u>	Daily Route Miles <u>(A+B)/180 Days</u>
Other Route Miles			
ACD / VOC / TEC ED / ETC Miles	11,919	9,535	119.2
Other Purposes Miles	3,890	3,112	38.9
Total	15,809	12,647	158.1
Summer School Miles:	14,000		



TRANSPORTATION ROUTE REPORT

Extended School Year Handicapped Students Transportation

Actual Route Miles Traveled In July and August of 2018	0
Actual Contracted Route Miles Traveled in July/Aug 2018	0
Estimated Route Miles to be Traveled In June of 2019	4,500
Estimated Contracted Route Miles Traveled In June of 2019	0
Total Handicapped Extended School Year Mileage	4,500



TRANSPORTATION ROUTE REPORT

Total Approved Daily

7,189

Total Eligible Students

6,612

Total Bus Tokens Expense

0

+

Total Bus Passes Expense

50

=

Total Expense

50



VEHICLE INVENTORY REPORT

- The Vehicle Inventory Report (VIR) is a result of Transportation Route Report actual and projected data
 - Record actual odometer readings from July 1 to June 30

SAIS TRAN03-1		ARIZONA DEPARTMENT OF EDUCATION VEHICLE INVENTORY Fiscal Year 2018			Report Date: 7/11/2018 Report Page: 1 of 2					
District: unique Number School District		Vehicle Information		Bus Information		Purchase Information		Meter Information		
<input checked="" type="checkbox"/>	Vehicle Number: 0023 License Plate: G123D	Body Style: Transit Body Manufacturer: Blue Bird Chassis Manufacturer: Blue Bird Seating: 84 Fuel Type: Diesel	Purchase Price: \$95,604 Date Purchased: 1/1/1999 Leased: <input type="checkbox"/> Special Purpose: <input type="checkbox"/> Retire Date:	Meter Date 12/28/1999	Start Miles 245,547	End Miles 247,985	Total Miles 2,438			
	Vehicle Number: 0038 License Plate: G456CD	Body Style: Transit Body Manufacturer: Blue Bird Chassis Manufacturer: Blue Bird Seating: 84 Fuel Type: Diesel	Purchase Price: \$95,604 Date Purchased: 1/1/1999 Leased: Special Purpose: Retire Date: 5/23/2018	Meter Date 7/1/2015	Start Miles 253,418	End Miles 256,630	Total Miles 3,212			



COMPARATIVE MILES REPORT

SAIS TRAN40-2

ARIZONA DEPARTMENT OF EDUCATION
COMPARATIVE MILES REPORT
SCHOOL YEAR 2018 - 2019

School: 11 22 33 000 School District

Regular Fuel

I. - Miles Reported on Transportation Routes Report

	(<u>first 100 days</u>)	Estimated	Subtotals	Totals	Messages
	Actual	(last 80 days) ■	School days		
A. Route Miles					
District Operated	943,228	683,083	1,626,311		
District Operated for Non-eligible students	0	0	0		
B. Non-Route Miles					
Academic, Voc Tech, Athletic	29,962	23,071			
Other Purpose	4,111	4,000			
Summer School	9,303				
Total Non-Route Miles			70,447		
C. Handicapped Summer Miles					
Actual Miles Traveled in July <u>And</u> August 2016 to Transport Handicapped Students	0				
Estimated Miles Traveled in June of 2017 to Transport Handicapped Students	0				
Total Handicapped Summer Miles			0		
D. Total Miles to be Driven by District Vehicles (A + B + C)				1,696,758	



DOCUMENTS TO MAINTAIN

- Arizona State Library, Archives and Public Records General Records Retention Schedule for School Districts and Charter Schools (Schedule Number 000-11-53)
- A school district must identify the reason for the trip, document the beginning and ending mileage and designate the trip mileage as one of four categories:
 - Route miles authorized under A.R.S. §15-945 (A)
 - An academic education, career and technical education, vocational education, athletic trip and summer school miles authorized under A.R.S. § 945 (B)
 - Extended school year services for pupils with disabilities under A.R.S. § 15-945 (C)
 - Other non-route miles or miles to transport non-eligible students; or other miles that do not qualify as miles to be categorized under A.R.S. §15-945 (A), (B), or (C)
- Additionally, school districts must retain documentation to support:
 - Contract miles
 - Eligible students calculations and supporting documents
 - Selected days for eligible riders calculations



DOCUMENTS TO MAINTAIN

- How long must I maintain the supporting documentation?

Minimum of

FOUR (4) YEARS



COMPLIANCE



- A school district shall meet the transportation requirements to receive state aid
- Pursuant to A.R.S. § 15-921, the Superintendent of Public Instruction may withhold a school district's apportionment of state aid if it is determined that the school district is not in compliance with the reporting requirements
- If the Superintendent of Public Instruction determines that the information provided by school districts was not accurate according to this guideline or state law, the Superintendent of Public Instruction may make any appropriate adjustments to return the school district to compliance



COMMON AUDIT FINDINGS

- The District did not maintain adequate documentation to support the daily route miles and rider counts reported on the Transportation Route Report
- The District's mileage amount reported on the TRAN 55-1 did not agree to the supporting documentation by XX miles
- Mileage for the first 100th days is estimated rather than actual
- The District included non-eligible miles as eligible route miles as opposed to other miles
- The District did not accurately calculate the estimated 101-180 days route miles



COMMON AUDIT FINDINGS

- Eligible students were not calculated in accordance with ADE's Transportation Guideline SF-0002 as the District did not use a 25 day period for the student count
- The District did not retain documentation of the 25-day period used to calculate the student count as reported on the TRAN 55-1
- The District used the higher of the PM or AM student count rather than averaging the numbers together
- The District included AM and PM ridership in the calculation rather than the average of AM and PM ridership as outlined in Transportation Guideline SF-0002



TIPS

- Standard detailed logs for bus drivers
 - Pre-labeled mile type (i.e. route, other, extended school year, etc.)
 - Prefilled dates in rows for 1st 100 days
 - Beginning/End/total miles Odometer columns
 - Organized binder
- Train bus drivers on the process and ensure counts are performed both am and pm
- Organize in excel spreadsheet
- Do not forget to project remaining 80 or 100 days
- Document process and retain documentation on calculations
- Develop a system to have a staff member physically check the odometer or have drivers confirm each other's daily as a second check
- Create and run daily reports to ensure consistent information is being reported and audit information randomly



THANK YOU!

Brian Lockery

Director of Business Services

Kyrene School District #28

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