Transportation Information Electronic Reporting

Prepared by Brock Dittus, Operations & Policy Analyst, Pupil Transportation & Fingerprinting

School districts submit Annual Transportation Information reports to Oregon Department of Education each year with essential data for calculating a district's reimbursements from the State School Fund. This collection typically contains four reports. Three of these (one an addendum) will be collected as before through file upload, fax, or physical mail:

- Annual Vehicle Certification Report (Computer Turnaround Form) & Addendum
- Bus & Garage Depreciation Schedule & Mileage Report (districts only)
- Certification of Drug and Alcohol Testing Compliance

However, the Transportation Information report formerly submitted using form 581-2249-M has been replaced in 2019 and the years following with an electronic submission, saving department personnel time in processing and resulting in better accuracy of data. This document will outline the steps to submitting the required information.

Notes on the collection's information from the previous form have been incorporated into this document.

Note: all private schools are not currently permitted access to the electronic submission, and may obtain the necessary <u>Form 581-2249-M</u> for their reporting from the Oregon Department of Education website.

Log in to the ODE District Portal using your institution-related credentials at . <u>https://district.ode.state.or.us/home/</u> and click on the "Consolidated Collections" link.

If you are already logged in, you should see an "application list" link below the login area, which you can click for access. If you do not have a login, or do not see the "consolidated collections" application in the list, contact your DSA, who can be found at https://district.ode.state.or.us/apps/login/searchSA.aspx, for access.

You have been granted access to the items displayed in the 'Applications' list below. To access an application, simply select the appropriate application from the list.

Applications

Bus Driver Web Portal - Oregon School for the Deaf

Consolidated Collections - Oregon School for the Deaf

Edit Profile

Stu	dent Collection	Oregan achieves tagether! IS Institution Collections Staff Coll	ections Reports I	lelp	_	ODE H	elpdesk 📰 503.947.5715
Statu	IS Tracking R	eports				Oregon School for	the Deaf Institution ID 183
Scho	ool Year : 201	8-2019 🔻				Consolidated	Collection Status Tracking
	Due Date	Collection Name	Collection ID	Name	Verify Date	Verified Posted Records	Verified Error/ Warning Records
_	09/01/2019	Transportation Information 18-19	2172				

Choose "submission/maintenance" from the dropdown menu "Institution Collections;" Under "Transportation Information" choose the appropriate year's report in the sub-menu.

	CT DEPARTME	NT OF		Home Applications Log Out Help Search
Student Collections	Institution Collections	Staff Collections	Reports Help	ODE Helpdesk 📰 503.947.5715
Status Tracking Report	Transportation Information 18-19	Submission / Maintenance		Oregon School for the Deaf Institution ID 1832
School Year : 2018-201	9 •	Review Errors		Consolidated Collection Status Tracking

Click "Add New Record" to begin.

	OREGON DEPARTMENT OF EDUCATION	Consolidated Colle	ctions		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
Hello, Brock Dittus (Data Owner). You a	are logged in for Oregon S	chool for the Deaf (Ins	itution ID 1832)		Applications Log Out Help
Student Collections Institution Collect	tions Staff Collections	Reports Help			
Status Tracking Reports Transportation Information 18-19 Submission / Maintenance Review En	rrors				
Edit	School Inst ID			Delete	
No records to display.					
			Add New Record		

The electronic submission has been deisgned to look much like the form that preceded it. Fill in the requested data for number of students transported, grouped by age and type of transportation provided.

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			Transportation D	formation .			
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Select the appropriate institution you represent from the dropdown menu; be sure to select the operation you are reporting for, particularly if you represent a charter school or other program reporting seperately from your sponsoring district.

			Transportation Infor	mation				
Save	School selec	tion is re	aquired			Cancel)	
		1.20	School for the Deaf		• *			
. Number of pupils transported to school daily (a.m.)	ID	Name			Standard Transportation	Supplemental Plan Transportation	Other Home to School Transportation	Total
a. Early Intervention/Childhood Services	1832	Oregor	School for the Deaf					0
b. Prekindergarten								0
c. Kindergarten								0
d. Elementary Low Gr	ade:	•	High Grade:	Ŧ				0
e. Middle/Jr High Low Gr	ade:	•	High Grade:	•				0
f. High School Low Gr	ade:	•	High Grade:	•				0
						i.;	Fotal All Students:	0
a. Number of buses used on regular day routes								
b. Number of spare school buses								
c. Number of district owned school buses								
d. Number of contracted school buses								
e. Other district owned vehicles used transport pupils (no	t school buses	5)						
f. Other contracted vehicles used transport pupils (not sch	nool buses)							

Kindergarten students will be counted seperately; use the Kindergarten row for these numbers.

Section 1:

"Standard transportation" is transportation provided to:

- Elementary students who live at least 1 mile from their school
- Secondary students who live at least 1.5 miles from their school
- Pre-school children with disabilities requiring transportation for early intervention services provided pursuant to ORS 343.224 & 343.533.

"Supplemental plan transportation" is transportation that has been approved by the State Board of Education for:

- Elementary students who live less than 1 mile from their school, including special needs
- Secondary students who live less than 1.5 miles from their school, including special needs.

"Other home to school transportation" means transportation not included with standard or supplemental plan transportation.

Lines D-F: Include the grades for each school level. Use the dropdown menus for middle/jr. high & high school to specify the grade range in your institution. There should be no overlap in grade ranges between these two rows.

				U.L	FIISC O	Idue				
		6	Transportation	02	Secon	d Grade				
	Save			03	Third (Grade		Cancel)	
	• Scho	ol selection is r	equired	04	Fourth	Grade			/	
	ſ			05	Fifth G	rade				
	School:	1832 - Oregon	School for the De	06	Sixth (Grade	1			
Number of pupils transported to school da	ily (a.m.)			07 08		th Grade	t tion	Supplemental Plan Transportation	Other Home to School Transportation	Total
a. Early Intervention/Childhood Services				08	Eighth Ninth			0	0	0
b. Prekindergarten				10	Tenth	Grade		0	0	0
c. Kindergarten				11		th Grade	_]	6	0	11
d. Elementary	Low Grade:	01 🔻	High Grade:	05	Tuolifi	10		2	0	12
e. Middle/Jr High	Low Grade:	06 🔻	High Grade:	08	•					0
f. High School	Low Grade:	09 🔻	High Grade:	12	•					0
								1	otal All Students:	23

Line G: This is transportation provided by a school district to private/parochial schools. If you are a private or parochial school, please use <u>Form 581-2249-M</u> to report.

			Transportation Inform	ation				
Save	. Scho	ol selection is re	quired			Cancel)	
	School:	Network and the second s	chool for the Deaf		• *			
Number of pupils transported to school daily (a.m	.)				Standard Transportation	Supplemental Plan Transportation	Other Home to School Transportation	Total
a. Early Intervention/Childhood Services					0	0	0	0
b. Prekindergarten					0	0	0	0
c. Kindergarten					5	6	0	11
d. Elementary	Low Grade:	01 🔻	High Grade: 05	•	10	2	0	12
e. Middle/Jr High	Low Grade:	06 🔻	High Grade: 08	•	10	1	0	11
f. High School	Low Grade:	09 🔻	High Grade: 12	•	12	3	1	16
						1	Total All Students:	50

Section 2:

Enter the number of buses used by your institution, both contracted and district-owned, as well as other vehicle counts (such as type 10 vehicles). The form will ensure that the numbers add up correctly for combined counts.

Line A is the number of school buses assigned to routes.

Line B is the spare school buses in the fleet. Lines A+B=total school bus fleet

Line C is the number school buses owned by the school or district.

Line D is the number of school buses owned by a contractor for the school or district. Lines C+D = total school bus fleet.

Line E includes all Type 10, 20 and 21 activity vehicles the school or district owns.

Line F includes all Type 10, 20 and 21 activity vehicles owned by a contractor for the school or district. DO NOT include SPAB.

2.	
a. Number of buses used on regular day routes	9
b. Number of spare school buses	3
c. Number of district owned school buses	0
d. Number of contracted school buses	12
e. Other district owned vehicles used transport pupils (not school buses)	3
f. Other contracted vehicles used transport pupils (not school buses)	2

Section 3:

A contractor includes any company that you pay to provide student transportation. Include all companies that provide school bus service, activity vehicle service (type 10) and motor coach service (SPAB). Add the name of the contracting company you hire (if any) for contracted transportation services, along with location information. If you use more than one contractor, add this number below the primary contractor's contact information.

 Contractor information a. Name and Address of contractor (if any) 	Name:		
	Pretty Good Bus Company		
	Address:		
	987 Good Street		
	City:	State:	Zip Code:
	Goodville	OR	97001
b. Number of other contractors	1		

Section 4:

List the supervisor of transportation, or school liaison if all transportation is provided as a contracted service. List the highest ranking individual responsible for transportation operations employed by the school district. Do not list contracted employees here.

Line A: indicate the percentage of time the named individual spends on transportation issues

Line B: If less than 100% of the time spend on transportation, indicate what other duties the person handles.

4. Name of transportation supervisor or school district transportation liaison	Tyrone Goodyear
a. Percentage of time spent on transportation	98
b. List other duties of supervisor/liaison (i.e. bus driver, principle, teacher, mechanic, etc.)	Mechanid

Section 5:

Provide the appropriate numbers for annual mileage in each of the specified categories. Certain fields will auto-calculate based on the entered data. These fields should correspond to the student count information provided earlier on the form.

Line A: Home to school definitions are the same as above. Fill out standard (1) and supplemental plan transportation (2) and total will calculate on line (3).

Line B: Academic trips are field trips that are an extension of classroom activity for instructional purposes and includes all destinations in state and destinations out of state within 100 miles of the Oregon border.

Line C: Calculated total all of section 5.

Section 6: Line A: Other home to school definition is the same as above

Line B: Non-academic trips are trips that do not meet the definitions of an academic trip and include athletic and other competition trips. It also includes trips that are more than 100 miles from the Oregon border, regardless of purpose.

Line C: Calculated total all of section 6.

Section 7:

Non-Reimbursable Miles (From Form 581-3171); These figures will be used to reduce the State School Fund, Annual Transportation Grant. Please include only miles recorded in Fund 100-General Fund, Function 2550-Student Transportation Services. Exclude miles reimbursed through revenue recorded in Fund 100-General Fund, Function/Source 1400-Transportation Fees. Confer with your district's business manager to ensure these figures are correct.

Line A: enter non-reimbursable miles from form 581-3171 in vehicles designed for a capacity of 20 or less

Line B: enter non-reimbursable miles from form 581-3171 in vehicles designed for a capacity of 21 or more

7. Non-Reimbursable Miles (from Form 581-3171)		
a. In vehicles designed for a capacity of 20 or less	*	
b. In vehicles designed for a capacity of 21 or more	*	

(continued on next page)

These numbers will be compared to the total on line 6c for reference. While these numbers may differ, this is unusual, but you will be able to submit if this is the case. The numbers on line 6c are retained as statistical, while the numbers on lines 7a and 7b are used to reduce payments from the state school fund, so be sure your numbers are correct and verified by your business office.

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250	
500	
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Warning: Total of Nonreimbursable fields	differs from lotal non-academic miles.
warning: Total of Nonreimbursable fields	differs from lotal non-academic miles.
	differs from Total non-academic miles.
	250

Section 8:

Calculated total annual mileage (section 5 + section 6).

8. Total annual mileage (Total of 5c + 6c) 38150
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Section 9:

List the number of technicians employed at your district's facility to maintain the fleet. Please report in full time employee (FTE) format. For part time employees, list their decimal equivalent of full time employment (i.e. full time being 1.00, half time being 0.50, quarter time being 0.25, etc.).

9. How many other technicians other than transportation supervisor are employed?	

The form will require revision before submission if any necessary fields are found to be in error, empty, or otherwise incorrect. If the error is anything other than a missing school ID, the record will be available to users under the "Review Errors" tab if you need to save your work and come back to it later. It won't be entered into the collection until you resolve all errors, however. Once submitted, an existing Transportation Information record can be edited by clicking on the green check mark or deleted by clicking on the red X. If multiple records are entered for the same school institution ID, the most recent submission will replace any prior submissions, so be aware of who has access to the records and ensure there is no duplicate effort at providing the requested information.

	OREGON DEPARTMENT OF EDUCATION ievestogether!	Consolid	dated Collections		2
Hello, Brock Dittus (Data Owner). You are log	iged in for Oregon Sc	hool for the	e Deaf (Institution ID 1832)	P	Applications Log Out Help
Student Collections Institution Collections Status Tracking Reports Transportation Information 18-19 Submission / Maintenance	Staff Collections	Reports H	ielp		
Edit	School Inst ID			Delete	
~	1832			×	
			Add New Record Record Saved		

If you need to generate a copy of your report for auditors to review, you may access the function under the "Reports" tab. Choose "Transportation Information" under the Collection column, the desired year as available, and "Production Download Report" for the desired document.

DISTRICT		TION	Но	me	Applications Log Out Help S
nt Collections Institution Coll	ections	Staff Collections	Reports	Hel	p ODE Helpdesk 📰 503.9
racking Reports					Ashland SD 5 Institution I
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enditures enues aily Membership (ADM) I Technical Course Enrollment (Perkins) I Technical Student Data (Perkins) e Average Daily Membership (CumADM) III: Limited English Proficiency re Student ID) System tion Information aue Staff ID) System	Transl	nfo18-19		*	Production Download Report

If you encounter any problems with your submission, please contact Brock Dittus, Operations & Policy Analyst at Oregon Department of Education at <u>brock.dittus@ode.state.or.us</u> or 503-947-5724.