

# Community Transportation Agency Mileage Calculation Tool

The Community Transportation Agency Mileage Calculation Tool was created to help Agency Transportation Providers be able to easily maintain the required documentation for these services, as well as create a simplified method to record, calculate and retrieve total billable miles per person, per day.

The use of this calculation tool is not required, it was created as a helpful device for providers to use. It captures all of the required elements of delivering community transportation:

- Pick Up Address for the ODDS Rider
- Pick Up Time for the ODDS Rider
- Drop Off Address for the ODDS Rider
- Drop Off Time for the ODDS Rider
- Total miles traveled for the ODDS Rider
- Total number of ODDS Riders in the vehicle

## Tracking

The tool is an Excel Workbook, which contains two tabs. The first Tab in this template tool is "Tracking". On the Tracking Tab users will be able to document in:

Columns A-I are cells where the information is expected to be entered by the user.

- Column A (Name): Select Riders from a drop-down list created by their Agency. The forced dropdown selection is meant to lower data entry error and help the calculation process.
- Column B (Vehicle/Route): Select Vehicle and/or Route from a drop-down list created by their Agency. If the client's name in column A **and** the vehicle route name in column B are both the same, an orange highlight will appear to show redundancies in the entries
- Column C (Pickup Mileage): Record the vehicle mileage as reflected on the vehicle Odometer at the time and place of pickup of the ODDS Rider. Mileage can be entered to the tenth of a mile. For example, 5.2 or 10.4.
- Column D (Pickup Address): Record the address where the ODDS Rider has been picked up by the transport
- Column E (Pickup Date): Record the date of the transport
- Column F (Pickup Time): Record the time of the pickup for the ODDS Rider
- Column G (Drop Off Mileage): Record the vehicle mileage as reflected on the vehicle Odometer at the time and place of drop off of the ODDS Rider
- Column H (Drop Off Address): Record the address where the ODDS Rider has been dropped off by the transport
- Column I (Drop Off Time): Record the time of the drop off for the ODDS Rider

Columns J-L are auto-calculated fields. No manual entries are needed.

- Column J (Total Miles): Review the calculated miles by calculating the difference between the pickup and drop-off mileage for the total trip for the rider. This field will highlight Red if the miles are over 100, prompting review of the entry to ensure the miles have been calculated correctly. If the trip was as reflected correctly in the cell, no action is needed. It will remain Red; however, this is just a prompt the user to ensure it reflects the anticipated miles for this line.
- Column K (Total Number of Riders): Review the calculated number of riders, based upon the route and vehicle selected in column "B". The sheet identifies whether people were in the same Vehicle/Route and updates this column to reflect the number of riders. If the calculated number is not correct, check column B to ensure that the correct vehicles/routes are correct.
- Column L (Pro-Rated Billable Miles): Review the calculated miles attributed for each ODDS Rider in the Vehicle/Route. The sheet will identify how many riders were in the vehicle, will identify the longest trip and divide that amount by the number of riders to give the billable amount for each rider.

## Client List

The second Tab of the Workbook is the "Client List" tab. This sheet is for the Agency Provider to Complete with relevant information for their Riders and Vehicles/Routes.

- Column A (Client Full Name (FirstName LastName): List in this column all ODDS individuals who the Agency has an authorization for Community Transportation or To/From Work Transportation. This list will populate the drop-down list on the first tab and ensures all entries in the first sheet are uniform for accurate calculations.
- Column B (PRIME): Record the Prime of the ODDS individual corresponding to the name in Column A. This record keeping is for ease of reference in the billing process.
- Column C (Vehicle/Route): Record the various vehicles and/or routes provided by the Agency. For instance, an Agency may have a fleet of vehicles, and they may have several routes scheduled throughout the day.
  - Car 1 makes two trips per day, one in the morning and one in the afternoons. This Agency may choose to record these as Car 1-Route 1, or Car 1-AM Route. Whatever makes sense for the ODDS Rider recording the information in the sheet.
  - Car 2 makes 3 trips per day, and the Agency identifies these as Car 2-Route 1, 2 & 3.

These identifying tips refer to the Tracking sheet, making it easier to calculate the number of riders in the same vehicle, and therefore the correct billable miles per rider.

The Tracking sheet can then be filtered by date to add all the miles for each date transported for ease of use during billing. It is suggested to create a new tracking Tab for ease of monthly billing and to lower data congestion.

Please note that this spreadsheet is a beta version. If you find any issues with the calculation commands or have suggestions to make it better, please feel free to contact [employment.first@dhsosha.state.or.us](mailto:employment.first@dhsosha.state.or.us).

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