

## 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 [Form 581-2249-M](#) for their reporting from the Oregon Department of Education website.*

Log in to the ODE District Portal using your institution-related credentials at <https://district.ode.state.or.us/home/> 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](#)

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

Click “Add New Record” to begin.

The electronic submission has been designed 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.

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 separately from your sponsoring district..

**Transportation Information**

Save Cancel

• School selection is required

School: 1832 - Oregon School for the Deaf \*

		ID	Name	Standard Transportation	Supplemental Plan Transportation	Other Home to School Transportation	Total
1. Number of pupils transported to school daily (a.m.)							
a. Early Intervention/Childhood Services		1832	Oregon School for the Deaf	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
b. Prekindergarten				<input type="text"/>	<input type="text"/>	<input type="text"/>	0
c. Kindergarten				<input type="text"/>	<input type="text"/>	<input type="text"/>	0
d. Elementary	Low Grade: <input type="text"/> High Grade: <input type="text"/>			<input type="text"/>	<input type="text"/>	<input type="text"/>	0
e. Middle/Jr High	Low Grade: <input type="text"/> High Grade: <input type="text"/>			<input type="text"/>	<input type="text"/>	<input type="text"/>	0
f. High School	Low Grade: <input type="text"/> High Grade: <input type="text"/>			<input type="text"/>	<input type="text"/>	<input type="text"/>	0
<b>Total All Students:</b>							0
2.							
a. Number of buses used on regular day routes	<input type="text"/>						
b. Number of spare school buses	<input type="text"/>						
c. Number of district owned school buses	<input type="text"/>						
d. Number of contracted school buses	<input type="text"/>						
e. Other district owned vehicles used transport pupils (not school buses)	<input type="text"/>						
f. Other contracted vehicles used transport pupils (not school buses)	<input type="text"/>						

Kindergarten students will be counted separately; 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.

Transportation

Save

• School selection is required

School: 1832 - Oregon School for the Deaf

1. Number of pupils transported to school daily (a.m.)

Grade	Low Grade	High Grade	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	01	05	10	2	0	12
e. Middle/Jr High	06	08	10	1	0	11
f. High School	09	12	12	3	1	16
<b>Total All Students:</b>						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 [Form 581-2249-M](#) to report.

Transportation Information

Save

Cancel

• School selection is required

School: 1832 - Oregon School for the Deaf

1. Number of pupils transported to school daily (a.m.)

Grade	Low Grade	High Grade	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	01	05	10	2	0	12
e. Middle/Jr High	06	08	10	1	0	11
f. High School	09	12	12	3	1	16
<b>Total All Students:</b>						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	<input type="text" value="9"/>
b. Number of spare school buses	<input type="text" value="3"/>
c. Number of district owned school buses	<input type="text" value="0"/>
d. Number of contracted school buses	<input type="text" value="12"/>
e. Other district owned vehicles used transport pupils (not school buses)	<input type="text" value="3"/>
f. Other contracted vehicles used transport pupils (not school buses)	<input type="text" value="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.

3. Contractor information	
a. Name and Address of contractor (if any)	Name: <input type="text" value="Pretty Good Bus Company"/>
	Address: <input type="text" value="987 Good Street"/>
	City: <input type="text" value="Goodville"/> State: <input type="text" value="OR"/> Zip Code: <input type="text" value="97001"/>
b. Number of other contractors	<input type="text" value="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	<input type="text" value="Tyrone Goodyear"/>
a. Percentage of time spent on transportation	<input type="text" value="98"/>
b. List other duties of supervisor/liaison (i.e. bus driver, principle, teacher, mechanic, etc.)	<input type="text" value="Mechanic"/>

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.

6. Other home to school and non-academic miles	
a. Other home to school transportation	<input type="text" value="250"/>
b. Non-academic trip miles	<input type="text" value="250"/>
c. Total other home to school miles and non-academic miles	<input type="text" value="500"/>
<small>Warning: Total of Nonreimbursable fields differs from Total non-academic miles.</small>	
7. Non-Reimbursable Miles (from Form 581-3171)	
a. In vehicles designed for a capacity of 20 or less	<input type="text" value="200"/> ✖
b. In vehicles designed for a capacity of 21 or more	<input type="text" value="301"/> ✖

**Section 8:**

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

8. Total annual mileage (Total of 5c + 6c)	<input type="text" value="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?	<input type="text"/>
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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.

Consolidated Collections

Hello, Brock Dittus (Data Owner). You are logged in for Oregon School for the Deaf (Institution ID 1832) Applications Log Out Help

Student Collections Institution Collections Staff Collections Reports Help

Status Tracking Reports

Transportation Information 18-19

Submission / Maintenance Review Errors

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 OREGON DEPARTMENT OF EDUCATION Oregon achieves... together!

Home Applications Log Out Help

Student Collections Institution Collections Staff Collections Reports Help ODE Helpdesk 503.9

Status Tracking Reports

Ashland SD 5 Institution I

Consolidated Collection

Collection	Report Year	Report
Transportation Information	TransInfo18-19	Production Download Report

If you encounter any problems with your submission, please contact Brock Dittus, Operations & Policy Analyst at Oregon Department of Education at [brock.dittus@ode.state.or.us](mailto:brock.dittus@ode.state.or.us) or 503-947-5724.