

## 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)
- Annual Vehicle Certification Report Addendum
- 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 pthis document.

*Note: all private schools are not currently permitted access to the electronic submission, and may obtain the traditional form 581-2249-M for their reporting by contacting [buslicense@ode.state.or.us](mailto:buslicense@ode.state.or.us) with their request.*

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](#)



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.)

	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	6	0	0	11
d. Elementary Low Grade: 01 High Grade: 05	2	0	0	12
e. Middle/Jr High Low Grade: 06 High Grade: 08				0
f. High School Low Grade: 09 High Grade: 12				0
<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.)

	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
<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:**

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

5. Home to school and academic miles	
a. Home to School	
(1) Standard transportation	<input type="text" value="34506"/>
(2) Supplemental plan transportation	<input type="text" value="450"/>
(3) Total home to school miles (Total of 5a(1) + 5a(2))	<input type="text" value="34956"/>
b. Academic trip mileage	
	<input type="text" value="456"/>
c. Total home to school & academic trip miles (Total of 5a(3) + 5b)	<input type="text" value="35412"/>
6. Other home to school and non-academic miles	
a. Other home to school transportation	<input type="text" value="245"/>
b. Non-academic trip miles	<input type="text" value="25004"/>
c. Total other home to school miles and non-academic miles	<input type="text" value="25249"/>
7. Total annual mileage (Total of 5c + 6c)	<input type="text" value="60661"/>

**Section 8:**

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.).

8. How many other technicians other than transportation supervisor are employed?	<input type="text" value="3.25"/>
<div style="display: flex; justify-content: space-around;"><input type="button" value="Save"/> <input type="button" value="Cancel"/></div>	

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.

The screenshot shows the Oregon Department of Education District interface. At the top, there is a search bar for "Consolidated Collections" and a user greeting: "Hello, Brock Dittus (Data Owner). You are logged in for Oregon School for the Deaf (Institution ID 1832)". Below the navigation tabs, there are buttons for "Status Tracking" and "Reports". Under "Reports", there is a sub-tab for "Transportation Information 18-19" and a button for "Submission / Maintenance". The main content area shows a table with columns "Edit", "School Inst ID", and "Delete". A single record is shown with a green checkmark in the "Edit" column and a red X in the "Delete" column for School Inst ID 1832. Below the table is an "Add New Record" button and a "Record Saved" message.

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.

The screenshot shows the Oregon Department of Education District interface with the "Reports" tab selected. The navigation bar includes "Home", "Applications", "Log Out", and "Help". Below the navigation tabs, there is a sub-tab for "Reports" and a button for "ODE Helpdesk". The main content area shows a table with columns "Collection", "Report Year", and "Report". The "Collection" column has a dropdown menu with options: "enditures", "enues", "aily Membership (ADM)", "l Technical Course Enrollment (Perkins)", "l Technical Student Data (Perkins)", "e Average Daily Membership (CumADM)", "III: Limited English Proficiency", "re Student ID) System", "tion Information", and "que Staff ID) System". The "Report Year" column has a dropdown menu with the option "TransInfo18-19". The "Report" column has the option "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.