

Transportation Reporting

AASBO Summer Conference

2021

Presented by

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Agenda

ADEConnect Transportation

- Deadlines
- Users Manual
- New Reporting System
 - Route Reporting
 - Vehicle Inventory
- Demonstration
 - Best Practices
 - Updates

Deadlines

- Transportation Route Report (100 Day Report)
 - Due 12 days after 100th day of instruction
 - Application window open 01/10/2022

- Vehicle Inventory Report
 - Due no later than July 15th
 - Vehicle data imported from Common Logon FY21 data
 - Changes to prior year data will require a 15-915 request
 - Application window open 05/01/2022

Users Manual

- Work in progress
- Will be available November 1, 2021
- Posted on Knowledge Center website
- Transportation Directors will be notified via email
- Upcoming training scheduled for December 7, 2021

New Reporting System: Routes

ADEConnect

Select Language ▾



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ADEConnect

Common Logon

COVID-19 Guidance & Suggestions

[Learn More](#)



ADEConnect

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Ash Fork Joint Unified District (4471) [-]

[Event Management System \(EMS\)](#)



[Transportation](#)



Transportation Application

Welcome to the School District Transportation Application

4471 - Ash Fork Joint Unified District (130231000)

Submission window for Vehicle Inventory is open from 7/7/2021 to 8/13/2021 for the fiscal year 2022
Submission window for Transportation Route is open from 7/7/2021 to 8/13/2021 for the fiscal year 2022

Transportation Routes

Transportation Routes instructions goes here

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Transportation Contractors

Transportation Contractors instructions goes here

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Vehicle Inventory

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Vehicle Mileage

Vehicle Mileage instructions goes here

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Transportation Routes



ADE Transportation

Transportation Routes

4471 - Ash Fork Joint Unified District (130231000)

Fiscal Year

2022 ▾

See Instructions

[Transportation Daily Routes](#)

[Contracted Miles\(Contractors Info\)](#)

[Other Route Information](#)

Daily Routes

[Transportation Daily Routes](#)

| Serial Number | Questionnaire | Miles | | Number of Daily Routes | | Students Transported to School Daily | | | |
|---------------|---|----------------------|----------------------|------------------------|----------------------|--------------------------------------|----------------------|----------------------|----------------------|
| | | Actual | Estimated | Actual | Estimated | Eligible | | Non-Eligible | |
| | | | | | | Actual | Estimated | Actual | Estimated |
| 1 | Routes operated by district to transport eligible regular students to and from school | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 2 | Routes operated by district to transport eligible students requiring specialized transportation to and from school | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 3 | Routes operated by district to transport homeless students to and from school | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 4 | Contracted routes to transport eligible regular students to and from school | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 5 | Contracted routes to transport eligible students who require specialized transportation to and from school | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 6 | Contracted routes to transport homeless students to and from school | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 7 | Summary (1 to 6) | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 8 | Routes operated by districts exclusively for transporting non-eligible students to and from school | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 9 | If you are a Type 03 district, Routes operated for RESIDENT high school transported by district they attend (enter 0 if not applicable) | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 10 | Summary (8 to 9) | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 11a | Actual route miles travelled in July and August of 2021 to transport handicapped students for extended school year | <input type="text"/> | | | | | | | |
| 11b | Estimated route miles travelled in June of 2022 to transport handicapped students for extended school year | | <input type="text"/> | | | | | | |
| 12a | Actual contracted miles travelled in July to August 2021 to transport handicapped students for extended school year | <input type="text"/> | | | | | | | |
| 12b | Estimated contracted route miles travelled in June of 2022 to transport handicapped students for extended school year | | <input type="text"/> | | | | | | |

Other Route Information

[Other Route Information](#)

| Serial Number | Bus Tokens and Passes | Eligible Students | Annual Expenses |
|------------------------------------|--|------------------------------|----------------------------------|
| 1 | Bus Tokens | <input type="text"/> | <input type="text"/> |
| 2 | Bus Passes | <input type="text"/> | <input type="text"/> |
| Paved Road Miles | | Actual first 100 days | |
| 3 | Enter the total number of route miles travelled on paved roads during the first 100 days | <input type="text"/> | |
| Non Route Miles ⓘ | | Actual first 100 days | Estimated 101 to 144 days |
| 4 | Academic vocational education and athletic trips | <input type="text"/> | <input type="text"/> |
| 5 | Other purposes (maintenance storage etc.) | <input type="text"/> | <input type="text"/> |
| 6 | Summer School | <input type="text"/> | <input type="text"/> |
| Open Enrollment | | Actual first 100 days | Estimated 101 to 144 days |
| 7 | Academic vocational education and athletic trips | <input type="text"/> | <input type="text"/> |
| 8 | Other purposes (maintenance storage etc.) | <input type="text"/> | <input type="text"/> |
| Unorganized Territory Miles | | Students | Actual first 100 days |
| 9 | Unorganized Territory | <input type="text"/> | <input type="text"/> |
| 10 | Contracted Unorganized Territory | <input type="text"/> | <input type="text"/> |

Save

Reset

Contractors List

Contractors List

4471 - Ash Fork Joint Unified District (130231000)

+ Add New Contractor

Export to Excel Search...

| Contractor Name | Contact Name | Address | Phone | Status | Email | Action |
|-----------------|---------------------|--|---------------------|----------|--------------------|--------|
| AAAMickey Mouse | Mickey Mouse | 1313 Disneyland Dr PHOENIX Arizona 85042 | 602-555-5555 | InActive | Mr.Mouse@gmail.com | Edit |
| Contractor Name | Contractor Name FEE | Contractor Name ANQ Arizona 86337 | | Active | | Edit |
| Contractor Name | Contractor Name | Contractor Name Arizona 86337 | | Active | | Edit |
| Contractor Name | Contractor Name | Contractor Name Arizona 86337 | Contractor Name 561 | Active | | Edit |

Add/Manage Contractor

Contractor Details

Contractor Name *

Contact Name *

Address Line1 *

Address Line2

City *

State *

Zip Code *

Phone *

Email *

Active Yes No

Active Contractor List

[Transportation Daily Routes](#)

[Contracted Miles\(Contractors Info\)](#)

[+ Manage Contractors](#)

| Contractor Name | Number of Eligible Students | Actual Miles for first 100 days | Estimated Miles for 101 to 144 days |
|-----------------|--------------------------------|---------------------------------|-------------------------------------|
| Contractor 1 | <input type="text" value="0"/> | <input type="text"/> | <input type="text"/> |
| Contractor 2 | <input type="text" value="0"/> | <input type="text"/> | <input type="text"/> |
| Contractor 3 | <input type="text" value="0"/> | <input type="text"/> | <input type="text"/> |
| Contractor 4 | <input type="text" value="0"/> | <input type="text"/> | <input type="text"/> |

New Reporting System: Vehicle Inventory

Vehicle Inventory Application

Welcome to the School District Transportation Application

4471 - Ash Fork Joint Unified District (130231000)

Submission window for Vehicle Inventory is open from 7/7/2021 to 8/13/2021 for the fiscal year 2022

Submission window for Transportation Route is open from 7/7/2021 to 8/13/2021 for the fiscal year 2022

Transportation Routes

Transportation Routes instructions goes here

[Go](#)

Transportation Contractors

Transportation Contractors instructions goes here

[Go](#)

Vehicle Inventory

Vehicle Inventory instructions goes here

[Go](#)

Vehicle Mileage

Vehicle Mileage instructions goes here

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Vehicle Inventory List

- List of all reported vehicles
 - Status: Retired or InService

ADE Transportation Home Transportation Vehicle Monica

Vehicle Inventory

4471 - Ash Fork Joint Unified District (130231000)

[+ Add New Vehicle](#)

[Export to Excel](#) Search...

| Vehicle Code | License Plate Number | VIN | Status | Reason | Action |
|--------------|----------------------|---------|-----------|---|----------------------|
| 2007 | G04 | 1279663 | Retired | Hi AASBO | Edit |
| 8057 | G31 | 258057 | Retired | Repair miles not recorded from prior year | Edit |
| 2008 | G13 | F253997 | InService | | Edit |
| 7194 | G31 | 257194 | Retired | | Edit |

Adding a Vehicle

 ADE Transportation

Vehicle Inventory

4471 - Ash Fork Joint Unified District (130231000)

+ Add New Vehicle

| Vehicle Code | License Plate Number | VIN |
|--------------|----------------------|-----|
|--------------|----------------------|-----|

4471 - Ash Fork Joint Unified District (130231000)

Vehicle Identification

Vehicle Code -

License Plate -

VIN -

Vehicle Information

Body Style -

Manufacturer -

Chassis Manufacturer -

Seating Capacity -

Fuel Type -

Vehicle Purchase Information

Purchase Price -

Purchase Date -

Leased - Yes No

Special Purpose Academic Education Career & Technical Education Vocational Education Athletic Education Other

Vehicle Meter Information

Meter Start Date -

Meter Start Miles -

Edit Vehicle

[+ Add New Vehicle](#)

[Export to Excel](#)

| Vehicle Code | License Plate Number | VIN | Status | Reason | Action |
|--------------|----------------------|-------------------|-----------|--------|--|
| 2007 | G044EE | 1T7YU4C2071279663 | Retired | | <input type="checkbox"/> Edit |
| 8057 | G318JL | 3gngc26u89g258057 | Retired | | <input checked="" type="checkbox"/> Edit |
| 2008 | G139FF | 1BAKGCPA38F253997 | InService | | <input type="checkbox"/> Edit |
| 7194 | G317JL | 3gngc26u23g257194 | Retired | | <input type="checkbox"/> Edit |
| 0072 | G374FP | 1FAHP34N68W250072 | InService | | <input type="checkbox"/> Edit |

- Vehicle Code and License Plate *can* be edited
- The following fields *cannot* be edited
 - VIN#
 - Vehicle Information fields
 - Vehicle Purchase Information

Vehicle Identification

Vehicle Code *

License Plate *

VIN *

Vehicle Information

Body Style *

Manufacturer *

Chassis Manufacturer *

Seating Capacity *

Fuel Type *

Vehicle Purchase Information

Purchase Price *

Purchase Date *

Leased * Yes No

Special Purpose Academic Education Career & Technical Education Vocational Education Athletic Education Other

Replace Meter

Vehicle Meter Information

Replace Meter In Service

Export to Excel Search...

| Meter Start Date | Meter End Date | Meter Start Miles | Meter End Miles | Reason |
|----------------------|---------------------|-------------------|-----------------|--------|
| Replace Meter | | | | |
| Old Meter | | | | |
| Old Meter End Date | Old Meter End Miles | | | |
| 06/30/2006 | 6223.00 | | | |
| Reason | | | | |
| No reason | | | | |
| Replace Meter | | | | |
| Start Date | Start Miles | | | |
| 07/13/2021 | | | | |

Save Cancel

25 items per page 1 - 15 of 15 items

Retire Vehicle

Vehicle Meter Information

Replace Meter Retire Vehicle

Export to Excel Search...

| Meter Start Date | Meter End Date | Meter Start Miles | Meter End Miles | Reason |
|------------------|----------------|-------------------|-----------------|--------|
| 10/01/2007 | | 96,772.00 | 98,503.00 | |
| 10/01/2007 | | 86,804.00 | 96,772.00 | |
| 10/01/2007 | | 82,503.00 | 86,804.00 | |
| 10/01/2007 | | 78,753.00 | 82,503.00 | |
| 10/01/2007 | | 67,306.00 | 78,753.00 | |
| 10/01/2007 | | 61,029.00 | 67,306.00 | |
| 10/01/2007 | | 56,606.00 | 61,029.00 | |
| 10/01/2007 | | 42,220.00 | 56,606.00 | |
| 10/01/2007 | | 0.00 | 42,220.00 | |
| 10/01/2007 | | 18,188.00 | 27,219.00 | |
| 10/01/2007 | | 10,298.00 | 18,188.00 | |
| 10/01/2007 | | 0.00 | 10,298.00 | |

25 items per page 1 - 12 of 12 items

Vehicle Meter Information

Retire Vehicle

Meter Start Date: 10/1/2007

Meter End Date*: 7/13/2021

Meter End Miles*: 10

The meter end miles should be equal or greater than meter start miles 96,772.00.

Reason*: Repair

25 items per page 1 - 12 of 12 items

Vehicle History

Vehicle Meter Information

Replace Meter In Service

Export to Excel Search...

| Meter Start Date | Meter End Date | Meter Start Miles | Meter End Miles | Reason |
|------------------|----------------|-------------------|-----------------|--------|
| 01/30/2006 | 06/30/2006 | 6,223.00 | 6,223.00 | |
| 01/30/2006 | 06/30/2006 | 0.00 | 6,223.00 | |
| 07/01/2006 | | 121,191.00 | 132,241.00 | |
| 07/01/2006 | | 117,831.00 | 121,191.00 | |
| 07/01/2006 | | 104,612.00 | 117,831.00 | |
| 07/01/2006 | | 98,090.00 | 104,612.00 | |
| 07/01/2006 | | 84,053.00 | 98,090.00 | |
| 07/01/2006 | | 69,240.00 | 84,053.00 | |
| 07/01/2006 | | 69,240.00 | 69,240.00 | |
| 07/01/2006 | | 64,242.00 | 69,240.00 | |
| 07/01/2006 | | 0.00 | 64,242.00 | |
| 07/01/2006 | | 39,852.00 | 46,468.00 | |
| 07/01/2006 | | 31,653.00 | 39,852.00 | |
| 07/01/2006 | | 18,902.00 | 31,653.00 | |
| 07/01/2006 | | 0.00 | 18,902.00 | |

25 items per page 1 - 15 of 15 items

Vehicle Miles History

Export to Excel Search...

| Fiscal Year | Total Miles |
|-------------|-------------|
| 2020 | 11,050.00 |
| 2019 | 3,360.00 |
| 2018 | 13,219.00 |
| 2017 | 6,522.00 |
| 2016 | 14,037.00 |
| 2015 | 14,813.00 |
| 2014 | 0.00 |
| 2013 | 4,998.00 |
| 2012 | 64,242.00 |
| 2010 | 6,616.00 |
| 2009 | 8,199.00 |
| 2008 | 12,751.00 |
| 2007 | 18,902.00 |
| 2006 | 6,223.00 |

25 items per page 1 - 14 of 14 items

Vehicle Mileage

Vehicle Mileage

4471 - Ash Fork Joint Unified District (130231000)

Fiscal Year 2022

| Category | Value |
|-------------------------------|-----------|
| Total Vehicle Inventory Miles | 878384.00 |
| Route Miles Reported | 0 |
| Difference of Miles | 878384.00 |

Show Editable Records

Export to Excel Search...

| Vehicle Code | License Plate | VIN | Start Miles | End Miles | Total Miles | Adjust Reason | Action |
|--------------|---------------|------|------------------------------------|-------------------------------------|-------------|----------------------|---------------|
| 7194 | 7194L | 7194 | 96,872.00 | 97,000.00 | 128.00 | | Edit |
| 8057 | 8057L | 8057 | 96,872.00 | 98,000.00 | 1,128.00 | | Edit |
| 2007 | 2007EE | 9663 | <input type="text" value="96872"/> | <input type="text" value="974000"/> | 877,128.00 | <input type="text"/> | Update Cancel |

1 25 items per page 1 - 3 of 3 items

Adjusting Prior Year Miles

Vehicle Mileage

4471 - Ash Fork Joint Unified District (130231000)

Fiscal Year 2022

| Category | Value |
|-------------------------------|-------|
| Total Vehicle Inventory Miles | 0.0 |
| Route Miles Reported | 0 |
| Difference of Miles | 0.0 |

Show Editable Records

Export to Excel Search...

| Vehicle Code | License Plate | VIN | Start Miles | End Miles | Total Miles | Adjust Reason | Action |
|--------------|---------------|-------------------|-------------|----------------------|-------------|----------------------|---|
| 7194 | G317JL | 3gngc26u23g257194 | 96,872.00 | 97,000.00 | 128.00 | | Edit |
| 8057 | G318JL | 3gngc26u83g258057 | 96,872.00 | 98,000.00 | 1,128.00 | | Edit |
| 2007 | G044EE | 1T7YU4C2071279663 | 972222 | <input type="text"/> | | <input type="text"/> | Update Cancel |

25 items per page

The End Miles field is required. The Adjust Reason field is required.

1 - 3 of 3 items

Adjusted Miles History

Vehicle Meter Information

Replace Meter In Service

Export to Excel

| Meter Start Date | Meter End Date | Meter Start Miles | Meter End Miles | Reason |
|------------------|----------------|-------------------|-----------------|----------|
| 07/13/2021 | 07/13/2021 | 96,872.00 | 974,000.00 | Hi AASBO |
| 01/30/2006 | 06/30/2006 | 6,223.00 | 6,223.00 | |
| 01/30/2006 | 06/30/2006 | 0.00 | 6,223.00 | |
| 07/01/2006 | | 121,191.00 | 132,241.00 | |
| 07/01/2006 | | 117,831.00 | 121,191.00 | |
| 07/01/2006 | | 104,612.00 | 117,831.00 | |
| 07/01/2006 | | 98,090.00 | 104,612.00 | |

Demonstration, Best Practices, and Updates

- Accessing application on ADEConnect
- Navigate through each application
- Add a vehicle
- Entering vehicle miles

Demonstration

<https://www.azed.gov/>

<https://adeconnect.azed.gov/Apps>

Best Practices

- 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 as a second check
- Create and run daily reports to ensure consistent information is being reported and audit information randomly

Updates

- Vehicle Inventory will be exported from Common Logon applications to the new AzEDS Transportation application.
 - Historical data will be included.
- In FY2022, if there is not Vehicle Inventory in the system, the Payments System will not generate a value for Transportation Support Level (TSL).
 - We've sent emails and posted Hot Topics on the School Finance Website regarding this matter.

Questions

| | |
|---------------------------------------|--|
| School Finance | <ul style="list-style-type: none">• (602) 542-5695• SchoolFinance@azed.gov• http://www.azed.gov/finance/ |
| SF Account Analysts Phone Option 3 | <ul style="list-style-type: none">• http://helpdeskexternal.azed.gov• Student Data• School District Employee Report• Instructional Calendars• Transportation Reporting• 915s |
| SF Payments Team Phone Option 1 | <ul style="list-style-type: none">• SFPaymentTeam@azed.gov• APOR• CHAR• CSF• IIF |
| SF Budget Team Phone Option 2 | <ul style="list-style-type: none">• SFBudgetTeam@azed.gov• Expenditure Budgets• Annual Financial Reports• BUDG25, BUDG75, BUDGAGD |