Transportation Reporting

AASBO Summer Conference
2021
Presented by
Irene Garcia-Hobbs
Monica Paz

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

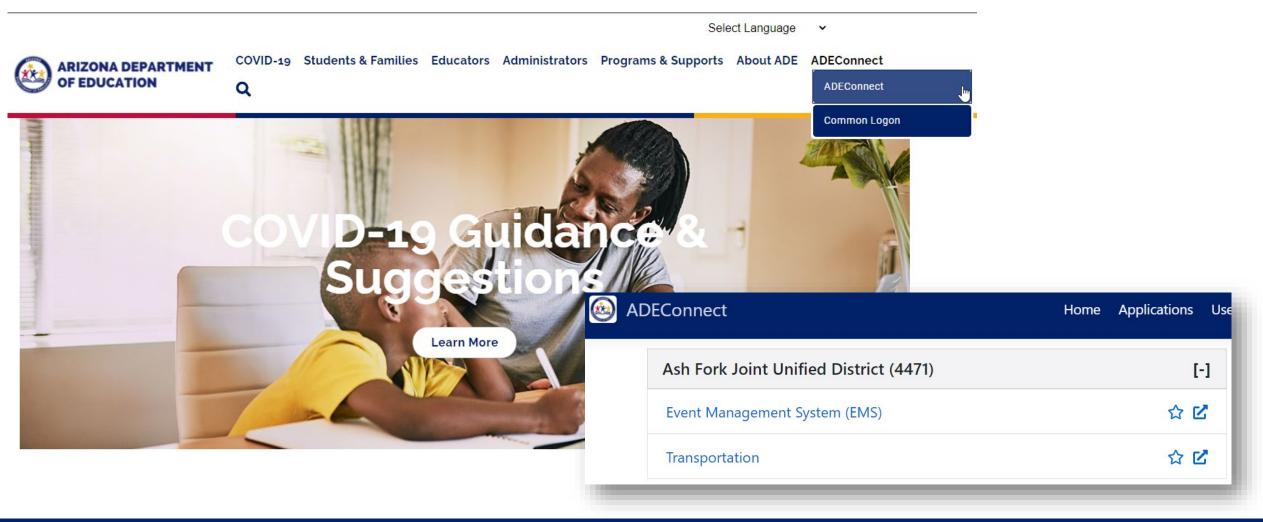


Users Manual

- 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

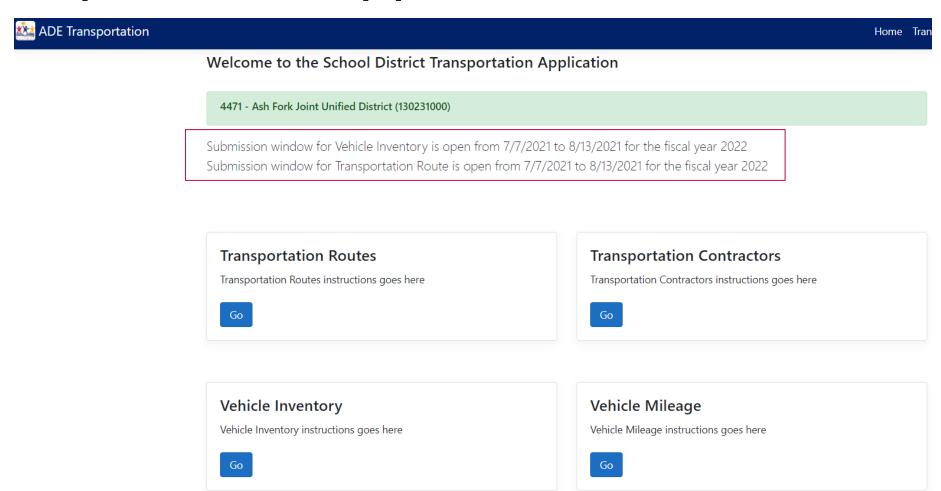
New Reporting System: Routes

ADEConnect



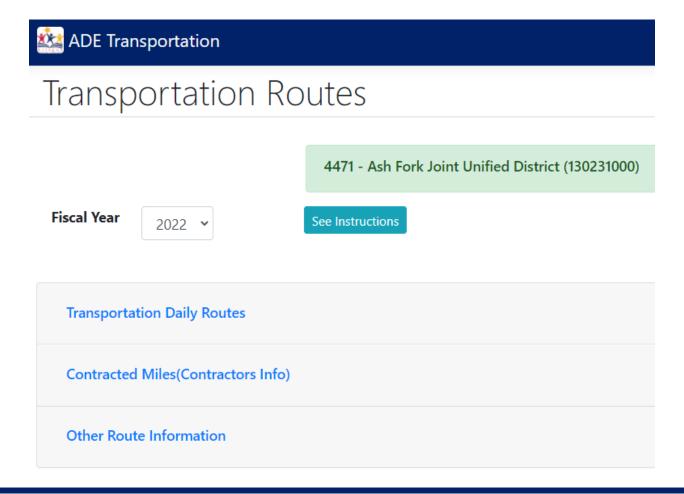


Transportation Application





Transportation Routes





Daily Routes

<u>Transportation Daily Routes</u>

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

Save





Other Route Information

Other Route Information

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







Contractors List



Add/Manage Contractor

Contractor Details
Contractor Name *
Mickey Mouse
Contact Name *
Mickey Mouse
Address Line1 •
1313 Disneyland Dr
Address Line2
City *
PHOENIX
State *
Arizona ∨
Zíp Code •
85042
Phone *
602555-5555
Email •
Mr.Mouse@gmail.com
Active (Yes)
Save Cancel

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
sometime a	0		
Transition	0		
Sent stelling	0		
Horizon Robertous (A	0		

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



Vehicle Inventory

Vehicle Inventory instructions goes here



Vehicle Mileage

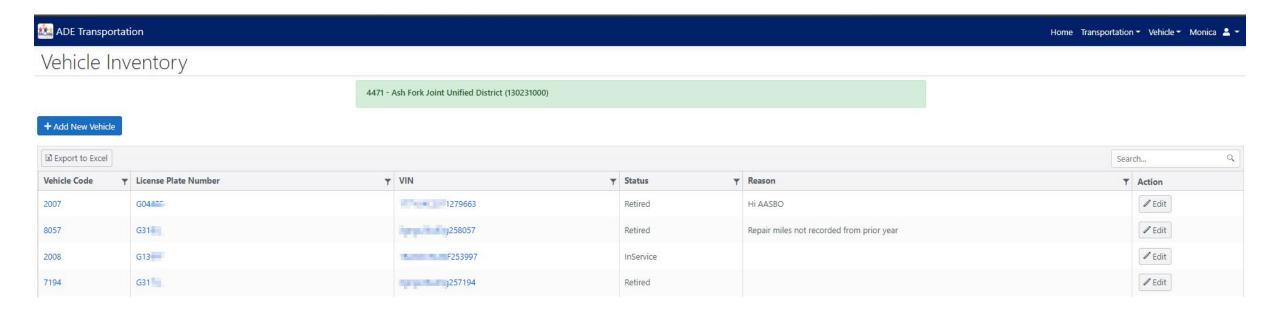
Vehicle Mileage instructions goes here





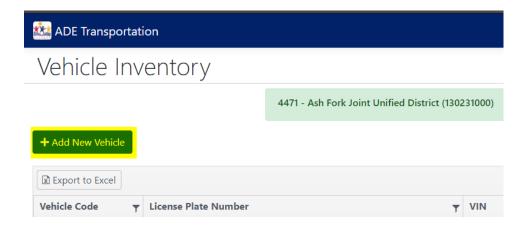
Vehicle Inventory List

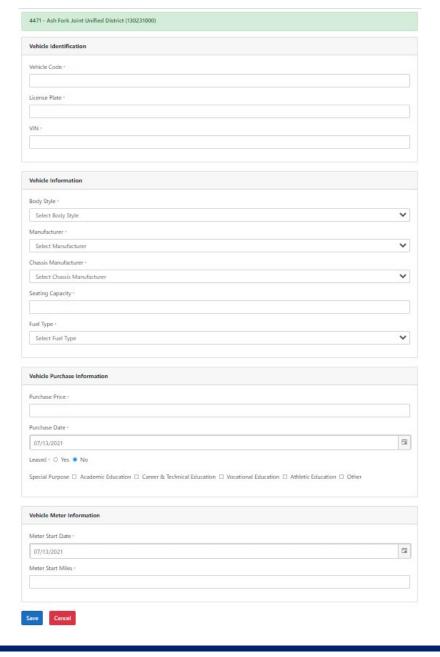
- List of all reported vehicles
 - Status: Retired or InService





Adding a Vehicle







Edit Vehicle



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

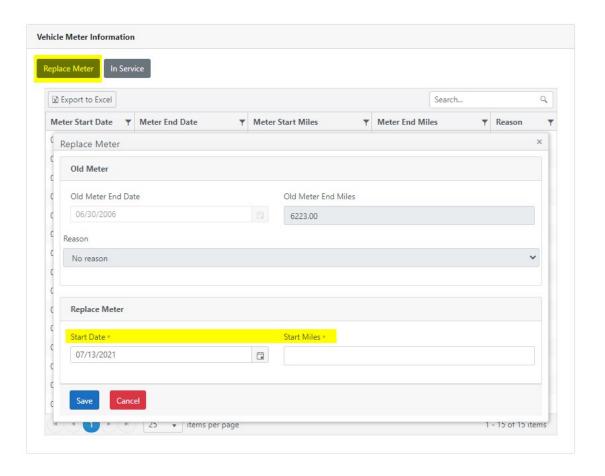




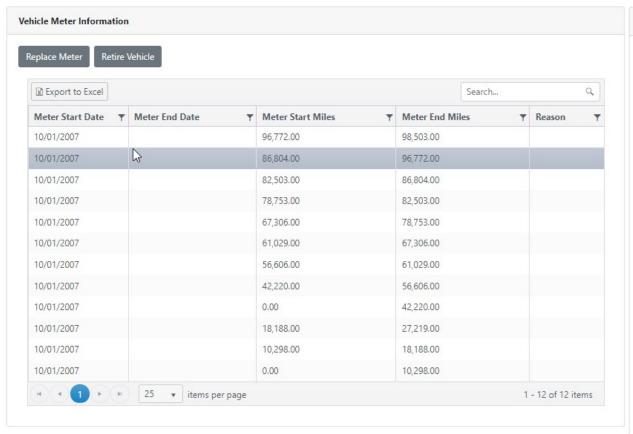


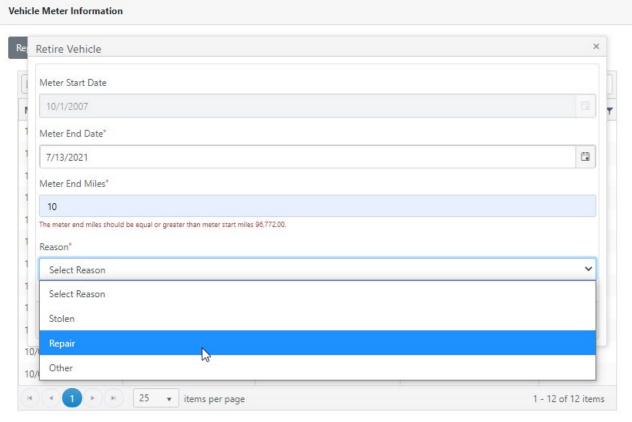


Replace Meter



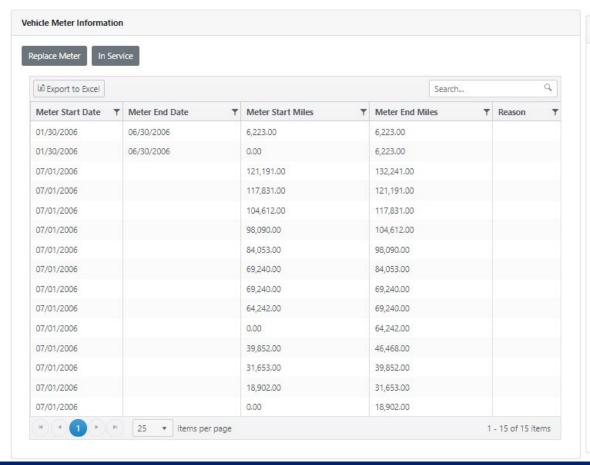
Retire Vehicle

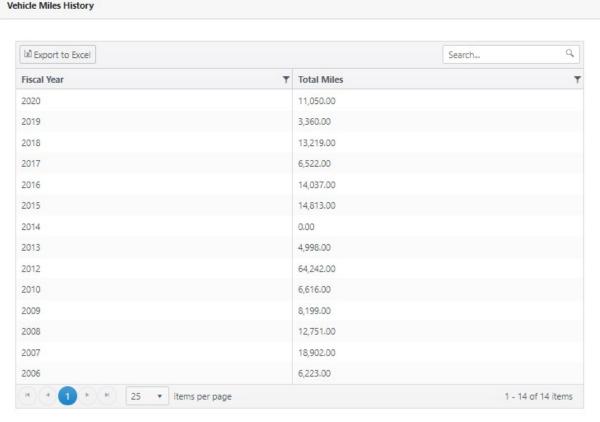






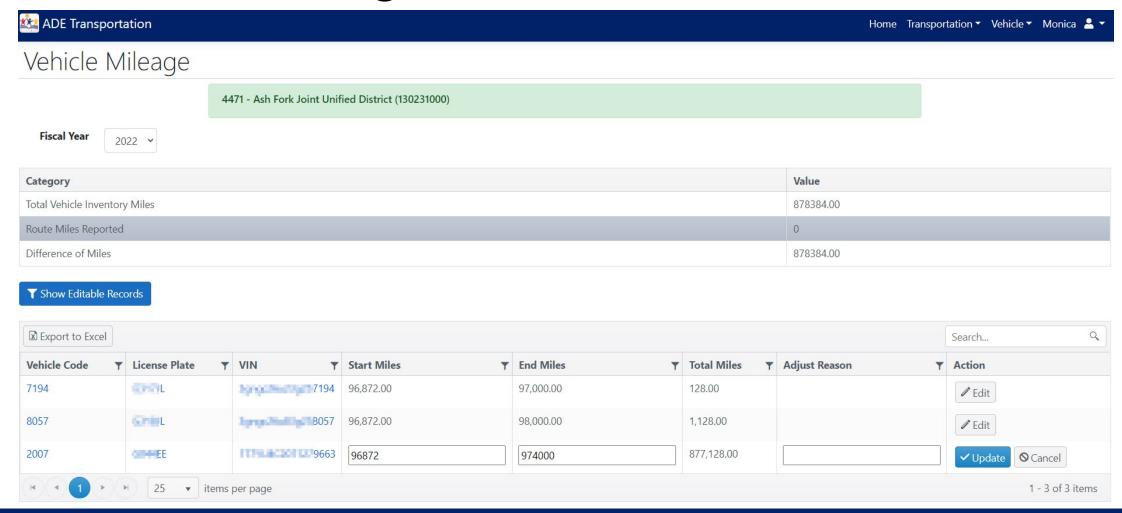
Vehicle History





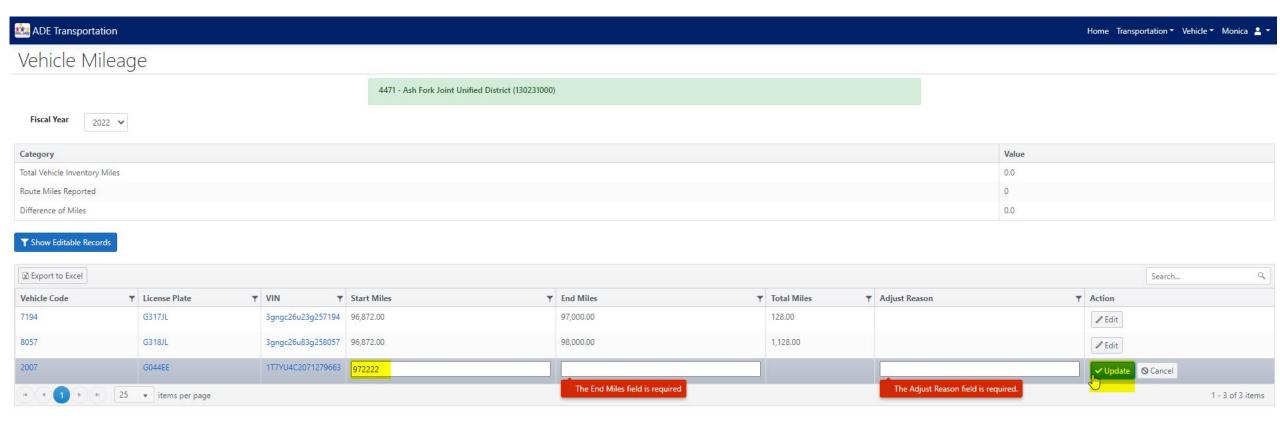


Vehicle Mileage

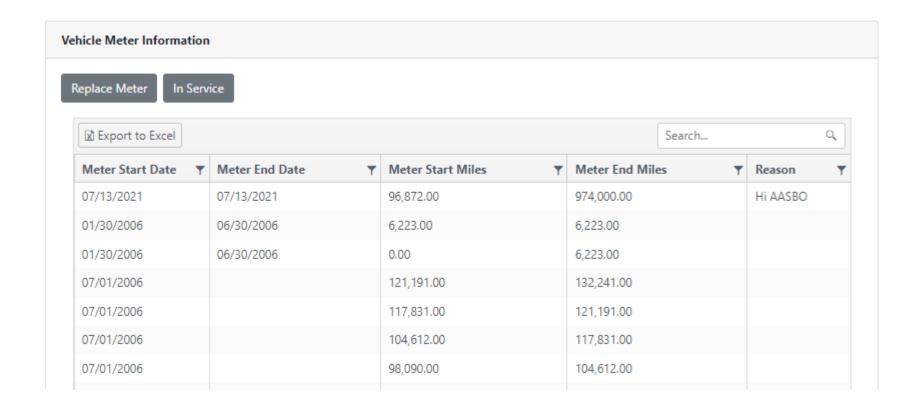




Adjusting Prior Year Miles



Adjusted Miles History



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

• (602) 542-5695

SchoolFinance@azed.gov

http://www.azed.gov/finance/

SF Account Analysts
Phone Option 3

http://helpdeskexternal.azed.gov

Student Data

School District Employee Report

Instructional Calendars

• Transportation Reporting

• 915s

SF Payments Team Phone Option 1

SFPaymentTeam@azed.gov

APOR

• CHAR

• CSF

• IIF

· III

• <u>SFBudgetTeam@azed.gov</u>

Expenditure Budgets

Annual Financial Reports

• BUDG25, BUDG75, BUDGAGD

SF Budget Team Phone Option 2

