

## A. Transportation Reports

The primary use of the reported transportation route and vehicle inventory data is to calculate Transportation Support Level (TSL) for districts per [A.R.S. § 15-922](#). This document will guide districts in determining what data should be submitted for transportation funding according to statute and how to submit that data in the Transportation and Vehicle Inventory application in ADEConnect.

## B. Required Transportation Data

School districts are required to complete and submit two types of data to ADE:

1. **Transportation Route Data** —A.R.S. § 15-922 requires school districts to submit transportation route reports within 12 days of the 100th day of instruction. This data must be submitted via ADEConnect.
2. **Vehicle Inventory Data** —On or before July 15th immediately following the fiscal year, each school district will report the following to the Superintendent of Public Instruction:
  - a. The actual odometer reading for each school bus operated by the school district as of June 30th; and
  - b. The total mileage for the year ending June 30th.

## C. Transportation Terms and Definitions

### C-1. Eligible Student

An eligible student is a student whose place of actual residence is within the district, except students for whom a transportation fee is charged. For common schools, students whose place of residence is more than one mile from the school of attendance. For high schools, students whose place of residence is more than one and one-half miles from the school of attendance. Only eligible students that are actually transported should be reported in the Transportation and Vehicle Inventory application. For more information about eligible students, please refer to the posted Transportation Guideline on the [School Finance website](#).

### C-2. Daily Route

As defined in [A.R.S. § 15-901](#), daily routes include the total number of scheduled miles necessary to transport an eligible student on a school bus from their residence to their school of attendance and back to their residence.

### C-3. Other Route

Other routes are defined as other reported miles for students who are transported to and from their school of attendance to other schools or facilities for athletic events. Other route miles also include miles for special academic, vocational, or technical classes, field trips, summer school and non-regular

school session miles. This also includes all other purpose miles which are not categorized as daily route miles, summer school miles, or activity trip miles.

### C-4. Contracted Route

As defined in [A.R.S. § 15-923](#), a school district may contract with a company to transport eligible students. All transportation contractors must be reported in the Route application. Additionally, districts can contract with parents of students attending the school district under certain conditions. For more information about contracting for student transportation, please refer to the posted Transportation Guideline on the [School Finance website](#).

### C-5. Extended school year

Extended school year miles include only the mileage for the transportation of eligible students for extended school year services in accordance with [A.R.S. § 15-881](#) and [A.R.S. § 15-945\(C\)](#).

### C-6. School Bus

A school bus is a motor vehicle owned by a public school, governmental agency, or other institution and operated for the transportation of eligible students from their residence or pickup point to school and to a regularly schedule return point. A school bus must meet additional criteria to be included in Vehicle Inventory. Please refer to the posted Transportation Guideline on the [School Finance website](#) for additional information.

### C-7. Vehicle Inventory

Busses used to transport students must be reported to ADE with the actual odometer reading for each school bus operated by the school district. Only vehicles that meet the definition of [school bus](#) should be reported in the Transportation application. District vans, cars, SUVs, or trucks; also known as white fleet, should not be included in Vehicle Inventory.

## D. Submitting Transportation Data

School Districts will submit transportation data to ADE using the Transportation and Vehicle Inventory application found in ADEConnect. You can also access this application through the following URL: <https://transportation.azed.gov>. A user must have the role of **TransportationInventory – LEA USER** assigned to them in ADEConnect to access this application. Your [Entity Administrator](#) can assign this role to you if needed.

### D-1. Transportation Route Information

1. On the **Transportation Home** page, under **Transportation Routes**, click **Go**.

Welcome to the School District Transportation Application

4412 - Baboquivari Unified School District #40 (100240000)

Submission window for Vehicle Inventory is open from 5/18/2022 to 5/18/2022 for the fiscal year 2021  
 Submission window for Transportation Route is open from 5/5/2021 to 5/5/2021 for the fiscal year 2021

**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

[Go](#)

2. Select the correct **Fiscal Year** in the drop-down list.

ADE Transportation

## Transportation Routes

**Fiscal Year** 2024

- 2024
- 2023
- 2022
- 2021
- 2020
- 2019

3. Click **Transportation Daily Routes**.

ADE Transportation

## Transportation Routes

**Fiscal Year** 2021

[Transportation Daily Routes](#)

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

[Other Route Information](#)

4. Fill out the **Questionnaire** and click **Save**.

Serial Number	Questionnaire	Miles		Number of Daily Routes		Students Transported to School Daily			
		Actual	Estimated	Actual	Estimated	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	<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 2020 to transport handicapped students for extended school year	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11b	Estimated route miles travelled in June of 2021 to transport handicapped students for extended school year	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12a	Actual contracted route miles travelled in July to August 2020 to transport handicapped students for extended school year	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12b	Estimated contracted route miles travelled in June of 2021 to transport handicapped students for extended school year	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**TIP:** Once you click **Save**, the system takes you back to the **Transportation Routes** page.

## D-2. Contracted Miles

1. To enter data for previously submitted contractors, click on **Contracted Miles (Contractors Info)** on the Transportation Routes page.



**NOTE:** For information on how to **Manage Contractors**, see sections [D-4](#) and [D-5](#).

2. Enter the **Contracted Miles** for each column and click **Save**.

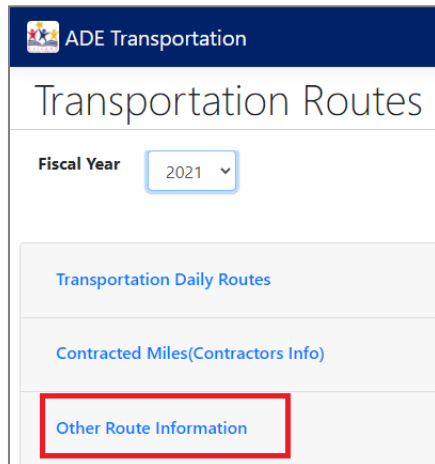
+ Manage Contractors				
Contractor Name	Number of Eligible Students	Actual Miles for first 100 days		Estimated Miles for 101 to 180 days
Contractor 1 (0)	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
test (0)	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Summary	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**NOTE:** Displays only contractors that are Active.

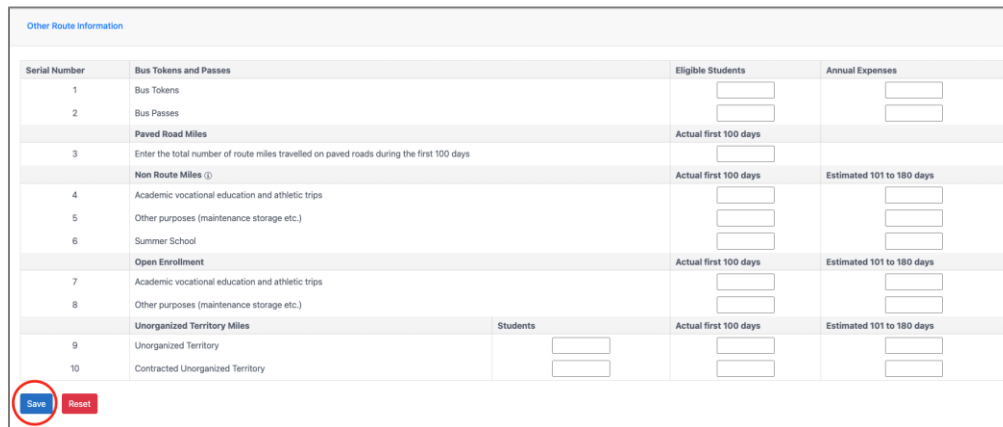
**TIP:** Once you click **Save**, the system takes you back to the **Transportation Routes** page.

## D-3. Other Route Information

- To enter additional route information, click on **Other Route Information** on the Transportation Routes page.



- Enter the **Other Route Information** and click **Save**.



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"/>
<b>Paved Road Miles</b>		<b>Actual first 100 days</b>	
3	Enter the total number of route miles travelled on paved roads during the first 100 days	<input type="text"/>	
<b>Non Route Miles</b>		<b>Actual first 100 days</b>	<b>Estimated 101 to 180 days</b>
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"/>
<b>Open Enrollment</b>		<b>Actual first 100 days</b>	<b>Estimated 101 to 180 days</b>
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"/>
<b>Unorganized Territory Miles</b>		<b>Actual first 100 days</b>	<b>Estimated 101 to 180 days</b>
9	Unorganized Territory <input type="text"/>	<input type="text"/>	<input type="text"/>
10	Contracted Unorganized Territory <input type="text"/>	<input type="text"/>	<input type="text"/>

- Transportation Routes Data** is successfully submitted.

## D-4. Transportation Contractor Contact Information

- To enter new contractor information, click **Transportation** on the menu bar and then click on **Contractors**.



**NOTE:** The **Transportation Contractors** page can also be accessed from the **Transportation Routes** page.

- Click **Add New Contractor**.



3. Fill in the **Contractor Details** and click **Save**.

**Contractor Details**

Contractor Name \*

Contact Name \*

Address Line1 \*

Address Line2

City \*

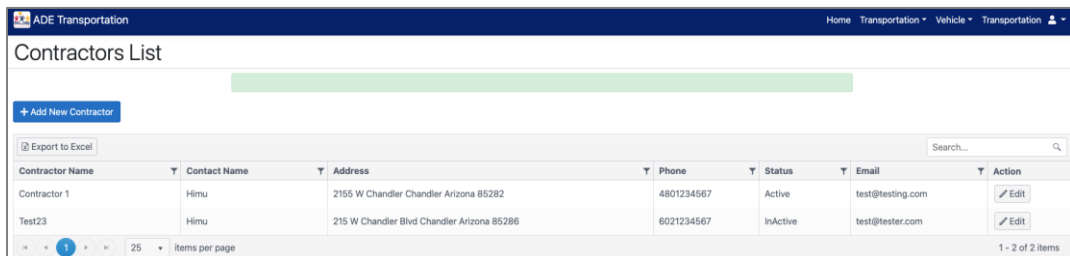
State \*

Zip Code \*

Phone

Email

**NOTE:** Grid displays the list of contractors based on their status:



Contractor Name	Contact Name	Address	Phone	Status	Email	Action
Contractor 1	Himu	2155 W Chandler Chandler Arizona 85282	4801234567	Active	test@testing.com	
Test23	Himu	215 W Chandler Blvd Chandler Arizona 85286	6021234567	InActive	test@tester.com	

4. The new **Transportation Contractor Contact Information** is successfully submitted.

## D-5. Edit Existing Transportation Contractor

1. In the list of Transportation Contractors, select an existing contractor and click **Edit** in the **Action** column.

Contractor Name	Contact Name	Address	Phone	Status	Email	Action
Contractor 1	Himu	2155 W Chandler Chandler Arizona 85282	4801234567	Active	test@testing.com	 Edit
Test23	Himu	215 W Chandler Blvd Chandler Arizona 85286	6021234567	InActive	test@tester.com	 Edit

25 Items per page | 1 - 2 of 2 Items

2. Make changes to the **Contractor Details** and click **Save**.

**Contractor Details**

Contractor Name \*

Contact Name \*

Address Line1 \*

Address Line2



City \*

State \*

Zip Code \*

Phone

Email

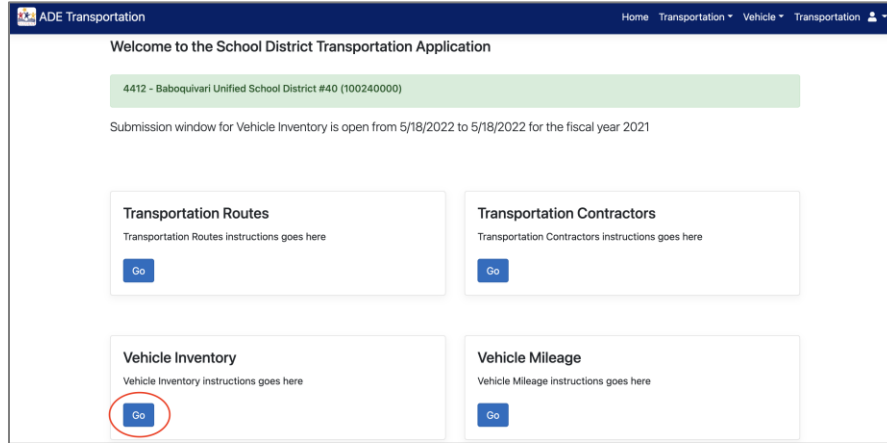
 

**NOTE:** Use the **Active Yes/No** toggle to change the status of the contractor.

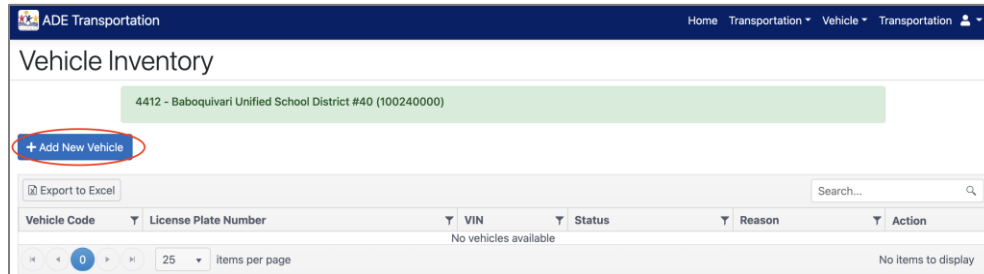
3. Changing **Existing Transportation Contractor** details is completed.

## D-6. Add Vehicle to Inventory

1. On the **Transportation** Home page, under **Vehicle Inventory**, click **Go**.



2. Click **Add New Vehicle**.



3. Enter **Vehicle Identification**, **Vehicle Information**, **Vehicle Purchase Information**, and **Vehicle Meter Information** and click **Save**.

Vehicle Identification
Vehicle Code * <input type="text" value="1234"/>
License Plate * <input type="text" value="CFLV649"/>
VIN * <input type="text" value="347839282728292928"/>



**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

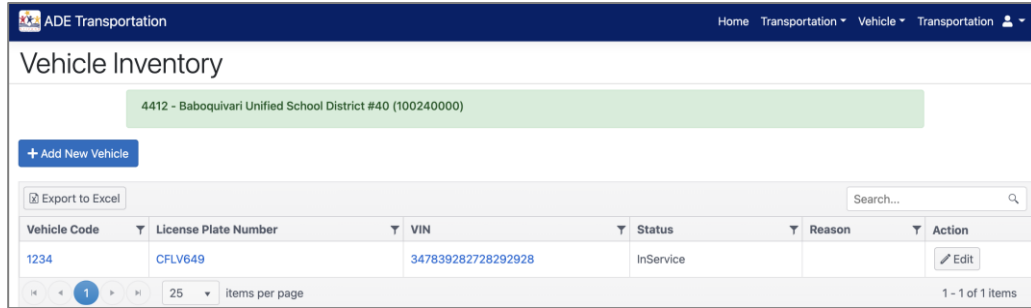
**Vehicle Meter Information**

Meter Start Date \*

Meter Start Miles \*

**TIP:** Meter Start Miles may be the original odometer or from the day the vehicle is purchased.

**NOTE:** The grid displays the list of vehicles based on their status:



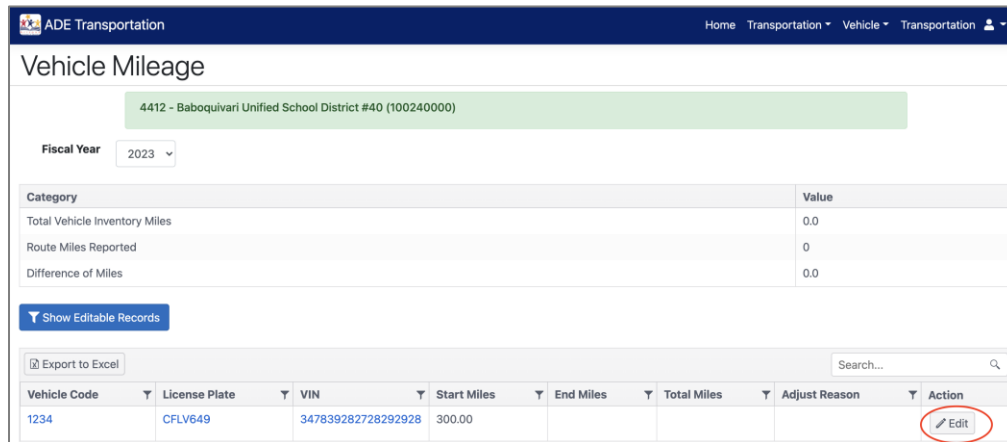
4. **Adding Vehicle to Inventory** is completed.

## D-7. Submitting Vehicle Mileage

1. On the **ADE Transportation** menu bar, under **Vehicle**, click **Mileage**.



2. Find the vehicle you want to add mileage for and in the **Action** column click **Edit**.



3. Enter the **End Miles**.

ADE Transportation Home Transportation Vehicle Transportation

## Vehicle Mileage

4412 - Baboquivari Unified School District #40 (100240000)

Fiscal Year: 2023

Category	Value
Total Vehicle Inventory Miles	3321922.00
Route Miles Reported	0
Difference of Miles	3321922.00

Show Editable Records

Export to Excel Search...

Vehicle Code	License Plate	VIN	Start Miles	End Miles	Total Miles	Adjust Reason	Action
1234	CFLV649	347839282728292928	300		3,321,922.00		Update Cancel

4. Click **Update**.

Vehicle Code	License Plate	VIN	Start Miles	End Miles	Total Miles	Adjust Reason	Action
1234	CFLV649	347839282728292928	300	3000	3,321,922.00		Update Cancel

**NOTE:** Upon clicking **Update**, the **Total Miles** are calculated and displayed.

ADE Transportation Home Transportation Vehicle Transportation

## Vehicle Mileage

4412 - Baboquivari Unified School District #40 (100240000)

Fiscal Year: 2023

Category	Value
Total Vehicle Inventory Miles	2700.00
Route Miles Reported	0
Difference of Miles	2700.00

Show Editable Records

Export to Excel Search...

Vehicle Code	License Plate	VIN	Start Miles	End Miles	Total Miles	Adjust Reason	Action
1234	CFLV649	347839282728292928	300.00	3,000.00	2,700.00		Edit

5. Submitting **Vehicle Mileage** is completed.