# 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 <u>A.R.S. § 15-922</u>. 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 <u>School Finance website</u>.

## C-2. Daily Route

As defined in <u>A.R.S. § 15-901</u>, 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 <u>A.R.S. § 15-923</u>, 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 <u>School Finance website</u>.

## 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 <u>A.R.S. § 15-881</u> and <u>A.R.S. § 15-945(C)</u>.

## 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 <u>School Finance website</u> for additional information.

## **C-7. Vehicle Inventory**

The buses 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 <u>school bus</u> 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: <a href="https://transportation.azed.gov">https://transportation.azed.gov</a>. A user must have the role of **TransportationInventory – LEA USER** assigned to them in ADEConnect to access this application. Your <u>Entity Administrator</u> 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 Contractors Transportation Routes instructions goes here Transportation Contractors instructions goes here Go Go Vehicle Inventory Vehicle Mileage Vehicle Inventory instructions goes here Vehicle Mileage instructions goes here Go Go

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

	🚧 ADE Transportation								
Transportation Routes									
	Fiscal Year	2024	~						
	L	2024	Î						
	Transportati	2022		tor					
	Tansportati	2020		105					

3. Click Transportation Daily Routes.

🚵 ADE Transportation						
Transportation Routes						
Fiscal Year	2021 🗸					
Transportatior	n Daily Routes					
Contracted Miles(Contractors Info)						
Other Route Ir	nformation					

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

lumber	Questionnaire	Miles		Number of Daily Routes		Students Transported to School Daily				
						Eligible	Eligible		e	
		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	0						]		
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 2020 to transport handicapped students for extended school year	[								
11b	Estimated route miles travelled in June of 2021 to transport handicapped students for extended school year			]						
12a	Actual contracted miles travelled in July to August 2020 to transport handicapped students for extended school year									
12b	Estimated contracted route miles travelled in June of 2021 to transport handicapped students for extended school year			]						

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.

🔯 ADE Transportation						
Transportation Routes						
Fiscal Year 2021 V						
Transportation Daily Routes						
Contracted Miles(Contractors Info)						
Other Route Information						

NOTE: For information on how to Manage Contractors, see sections <u>D-4 and D-5</u>.

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 (i)	0		
test (i)	0		
Summary	0		
Save Reset			

**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**

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

ADE Transportation							
Transportation Routes							
Fiscal Year 2021 V							
Transportation Daily Routes							
Contracted Miles(Contractors Info)							
Other Route Information							

2. Enter the Other Route Information and click Save.

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 ()	Actual first 100 days	Estimated 101 to 180 days	
4	Academic vocational education and athletic trips			
5	Other purposes (maintenance storage etc.)	Other purposes (maintenance storage etc.)		
6	Summer School			
	Open Enrollment		Actual first 100 days	Estimated 101 to 180 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 180 days
9	Unorganized Territory			
10	Contracted Unorganized Territory			

3. Transportation Routes Data is successfully submitted.

## **D-4. Transportation Contractor Contact Information**

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

ADE Transportation	Home	Transportation •	Vehicle -	Transportation 🛔 👻			
	Welcome to the School District Transportation Application	Route Miles Contractors					
NOTE: The Transportation Contractors page can also be accessed from the Transportation							

Routes page.

2. Click Add New Contractor.



ADE Transportation		Home	Transportation •	Vehicle -	Transportation 💄 👻
Contractors List					
	4412 - Baboquivari Unified School District #40 (100240000)				
+ Add New Contractor					

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

Contractor Details	
Contractor Name *	
Contact Name *	
Address Line1 *	
Address Line2	
City *	
State *	
Select State	•
Zip Code *	
·	
Phone	
Email	
Save Cancel	

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

🞎 ADE Transportation				Horr	e Transportation •	Vehicle -	Transportation	-
Contractors List								
+ Add New Contractor								
Export to Excel						Search		٩
Contractor Name	Contact Name T	Address	Phone T	Status 1	Email		T 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	
H 4 1 + H 25 v it	tems per page						1 - 2 of 2 iten	ns

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 T	Contact Name T	Address T	Phone T	Status T	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
H 4 1 P H 25 ¥ itr	ems per page					1 - 2 of 2 items

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

Contractor Details
Contractor Name *
Contact Name *
Address Line 1 *
Address Line2
City *
State *
Select State 🗸
Zip Code *
Phone
Email
Save

**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.

ADE Transportation	Home Transportation - Vehicle - Transportation 💄 -
Welcome to the School District Transportation App	lication
4412 - Baboquivari Unified School District #40 (100240000)	
Submission window for Vehicle Inventory is open from 5/18/202	122 to 5/18/2022 for the fiscal year 2021
Transportation Routes	Transportation Contractors
Transportation Routes instructions goes here	Transportation Contractors instructions goes here
Go	Go
Vehicle Inventory	Vehicle Mileage
Vehicle Inventory instructions goes here	Vehicle Mileage instructions goes here
Go	Go

2. Click Add New Vehicle.

ADE Transportation						Hom	e '	Transportation -	Vehic	le 🕶	Transportation	<b>±</b> -
Vehicle Inventory												
4412 - Baboquivari Unified School District #40 (100240000)	))											
+ Add New Vehicle												
R Export to Excel									Searc	٦		٩
Vehicle Code T License Plate Number	۲ ۱	VIN	T		Status		Ŧ	Reason		٦	Action	
	No vehicles available									alau		
Reference to the second											No items to dis	play

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

Vehicle Identification	
Vehicle Code •	
1234	
License Plate •	
CFLV649	
vin -	
347839282728292928	



Vehicle Information	
Body Style *	
Van	~
Manufacturer *	
Blue Bird	~
Chassis Manufacturer *	
Blue Bird	~
Seating Capacity *	
20	
Fuel Type •	
Alternative Fuel	~

Vehicle Purchase Information	
Purchase Price •	
89000	
Purchase Date •	
05/06/2021	
Leased • 🔿 Yes 💿 No	
Special Purpose 🗌 Academic Education 🗌 Career & Technical Education 🗌 Vocational Education 🗌 Athletic Education 🗌 Other	

Vehicle Meter Information	
Meter Start Date •	
05/06/2021	Ċ.
Meter Start Miles *	
300	
Save	

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

🚵 ADE Transport	ation		Home	Transportation	<ul> <li>Vehicle</li> </ul>	Transportation	<b>±</b> -
Vehicle In	ventory						
	4412 - Baboquivari Unified School District #40 (	100240000)					
+ Add New Vehicle							
Export to Excel					Search		Q,
Vehicle Code	T License Plate Number	VIN 1	Status	₹ Reas	on	T Action	
1234	CFLV649	347839282728292928	InService			🖋 Edit	
H 4 1 Þ	≥ ≥ ≥ ≥ ≥ ≥ ≥ ≥ ≥ ≥ ≥ ≥ ≥ ≥ ≥ ≥ ≥ ≥ ≥					1 - 1 of 1 i	tems

**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.

🎎 ADE Transpo	rtation	Home	Transportation -	Vehicle -	Transport	ation 💄 <del>-</del>
Vehicle Ir	nventory			Mileage Inventor	<b>&gt;</b>	
	4412 - Baboquivari Unified School District #40 (100240000)					

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

🚉 ADE Transportation						Home Transportation - Vehicle - Monica 🚊 -
Vehicle Mileage						
	MPT - Second second second	(000)				
Fiscal Year 2022 V						
Category					Value	
Total Vehicle Inventory Miles					2507.00	
Route Miles Reported					138071.00	
Difference of Miles					-135564.00	
Display All Records						
B Export to Excel						Search Q.
Vehicle Code	T License Plate	r VIN T	Start Miles T	End Miles	▼ Total I	Atles T Action
jean (	1969en	100010-000	125.456.00	127.000.00	1.544.0	0 Edit
-	Trees I	1210-0010-0010-0	139,037.00	140,000.00	963.00	✓ Edit

3. Scroll down to Vehicle Meter Information and select Edit in the current fiscal year.

Ve	hicle Meter I	nformation						
	Export to	Excel					Search	Q
	Fiscal <b>T</b> Year	Meter Start Date 🔻	Meter T End Date	Meter Start Miles 🔻	Meter End Miles 🔻	Reaso	n T	
	2007	07/01/2004	06/30/2006	28,527.00	28,527.00			
	2006	07/01/2004	06/30/2006	13,634.00	28,527.00			
	2005	07/01/2004	06/30/2006	0.00	13,634.00			
-	2022	07/01/2006	06/15/2022	125,456.00	126,556.00		(	🖉 Edit
	2021	07/01/2006	06/15/2022	121,353.00	125,456.00			

4. Type in the odometer ending miles and then select **Update**.

nicle Meter	Information					
🖹 Export to	o Excel				Search	٩
Fiscal <b>y</b> Year	Meter Start Date 🍸	Meter End Date 🔻	Meter Start <b>y</b> Miles	Meter End Miles 🔻	Reason	T
2007	07/01/2004	06/30/2006	28,527.00	28,527.00		
2006	07/01/2004	06/30/2006	13,634.00	28,527.00		
2005	07/01/2004	06/30/2006	0.00	13,634.00		
2022	07/01/2006	mm/db/cyyy	125456	125656		Vpdate

**DO NOT** enter a **Meter End Date** or a **Reason** on this screen. If you enter a **Meter End Date**, then the system will Retire the vehicle. If you accidentally enter a **Meter End Date** and retire

the bus by mistake, you can click on the **Edit** button and delete the date. Click on **Update** and **Save**. Removing the end date will show the bus listed as Active.

5. Scroll down to the bottom of the page and select **Save**.



NOTE: Upon clicking Save, you are taken to Vehicle Inventory. You will need to select Vehicle Mileage at the top of the screen to return to odometer reporting. You may also select the Edit button within the Vehicle Inventory screen to add the ending odometer miles for each bus.

🎎 ADE Transportati	on						fome Transpor	tation <del>-</del> V	ehicle - Monic	ca 🛓 -
Vehicle Inv	entory								Mileage Inventory	$\geq$
		4471 - Ash Fork Joint Unified District (1	30231000)							
+ Add New Vehicle										
Export to Excel								Search		٩,
Vehicle Code 🛛 🔻	License Plate Number	Ŧ	VIN	<b>γ</b> St	tatus T	Reason	Ŧ	Action		
🎎 ADE Transportati	on						Home Transp	ortation *	Vehicle * Mo	onica 🛓 •
Vehicle Inv	entory									
		4471 - Ash Fork Joint Unified District (	130231000)							
+ Add New Vehicle										
Export to Excel								Search.		٩
Vehicle Code 🛛 🔻	License Plate Number	Ŧ	VIN	T S	Status T	Reason		T Action	_	
1911	10/04/0		TRANSCOMPTON 1	F	Retired			🖉 Edi	$\mathbf{D}$	

6. Submitting **Vehicle Mileage** for one vehicle is completed.