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

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 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**.

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


3. Click **Transportation Daily Routes**.

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

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 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.
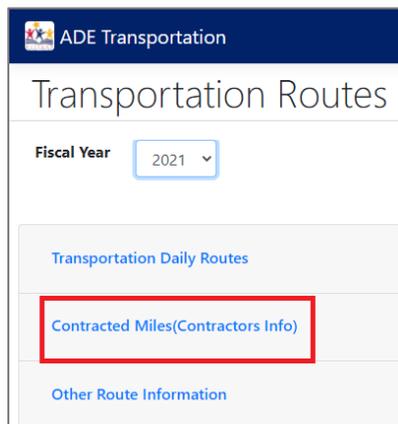
NOTE: For information on how to **Manage Contractors**, see sections

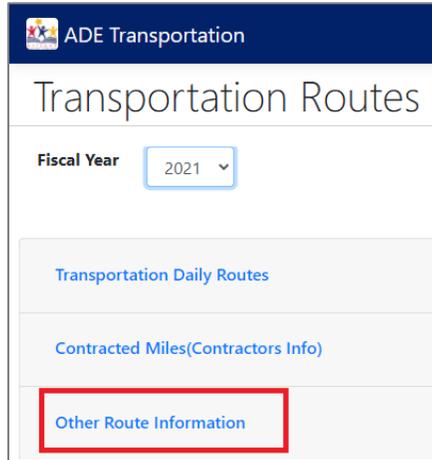2. Enter the **Contracted Miles** for each column and click **Save.**

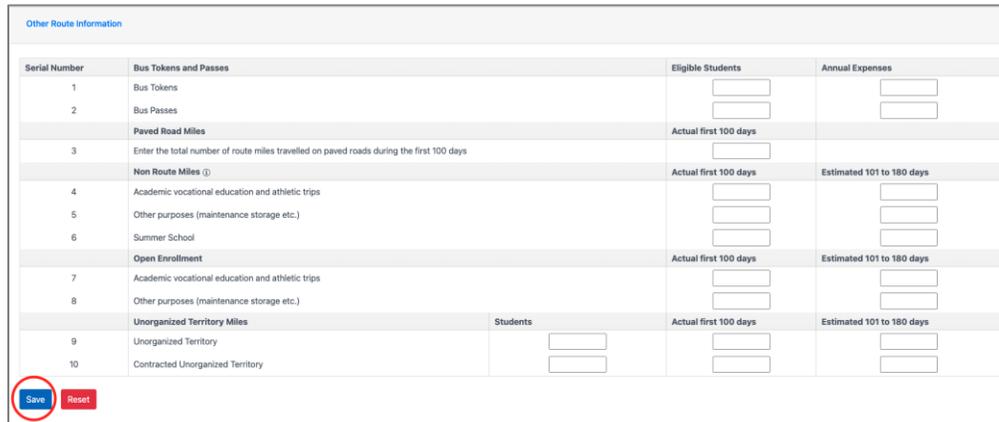**NOTE:** Displays only contractors that are Active.

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.

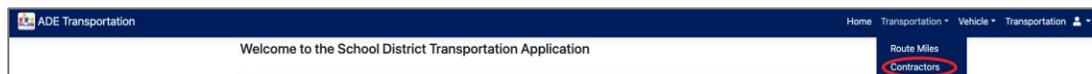2. Enter the **Other Route Information** and click **Save.**

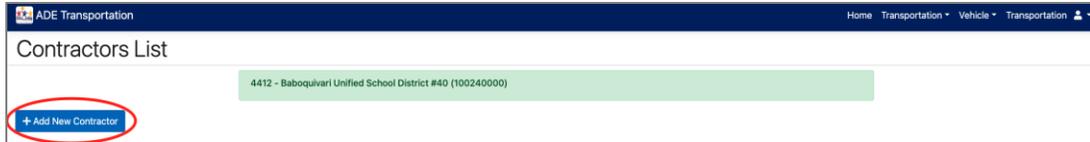3. **Transportation Routes Data** is successfully submitted.

D-4. Transportation Contractor Contact Information

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

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

2. Click **Add New Contractor.**

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

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

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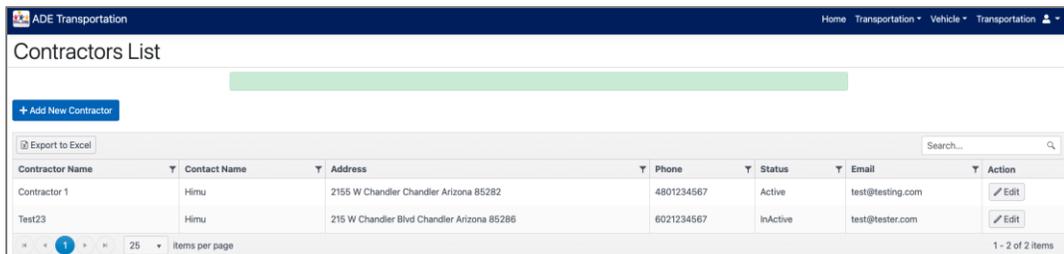
Contractor Name	▼	Contact Name	▼	Address	▼	Phone	▼	Status	▼	Email	▼	Action
Contractor 1		Himu		2155 W Chandler Chandler Arizona 85282		4801234567		Active		test@testing.com		✏ Edit
Test23		Himu		215 W Chandler Blvd Chandler Arizona 85286		6021234567		InActive		test@tester.com		✏ Edit

⏮ ◀ **1** ▶ ⏭ 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 *
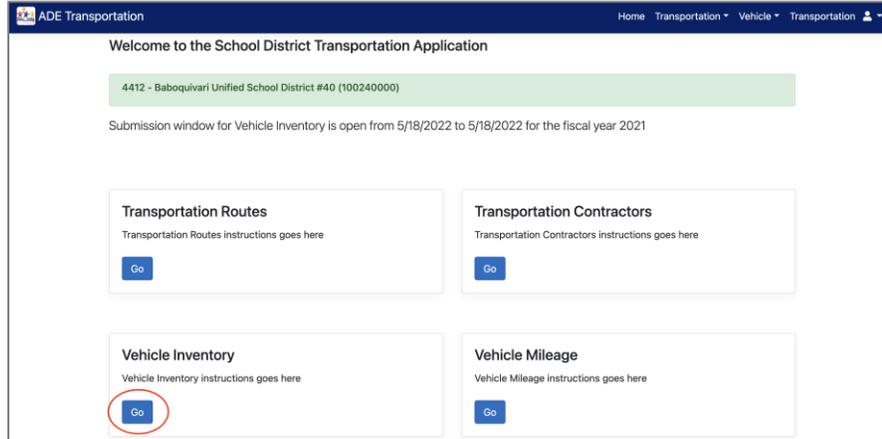
Select State ▾

Zip Code *

Phone

Email

[Save] [Cancel]

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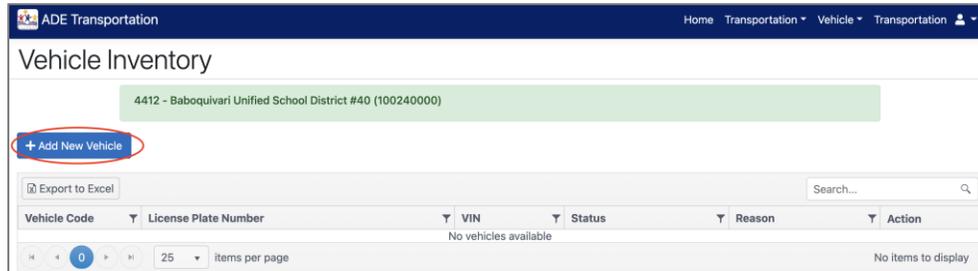

3. Changing **Existing Transportation Contractor** details is completed.

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 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

Meter Start Miles *

300

Save   Cancel

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

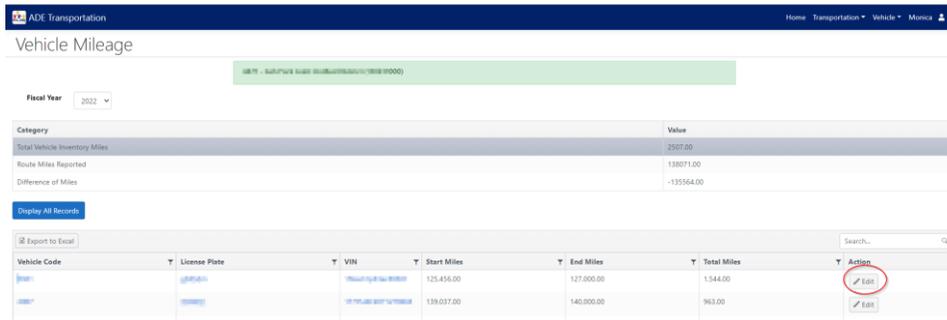**NOTE:** The grid displays the list of vehicles based on their status:

4. **Adding Vehicle to Inventory** is completed.
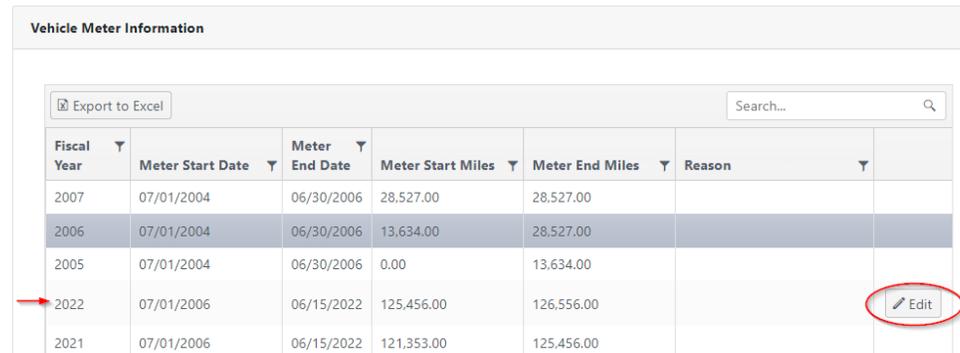
D-7. Submitting Vehicle Mileage

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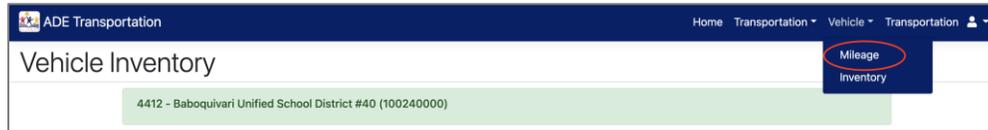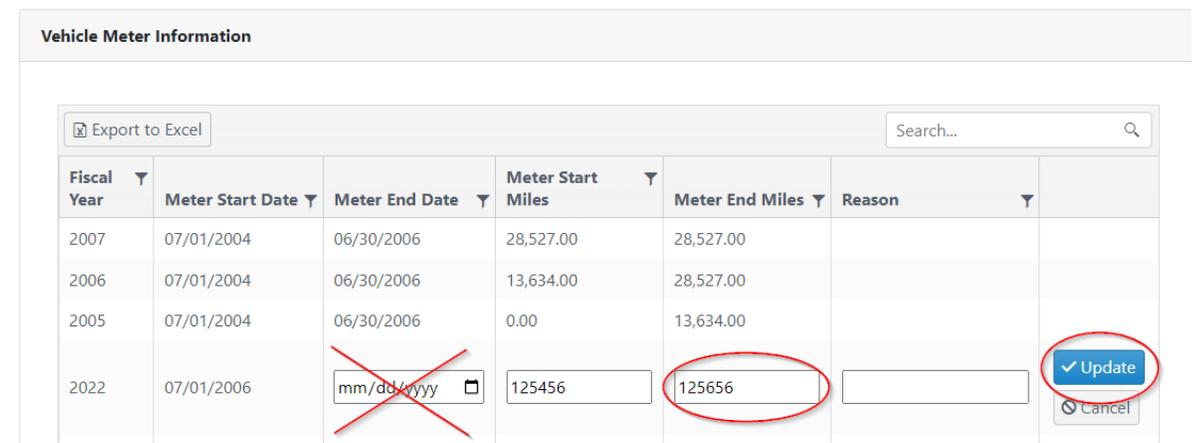

2. Find the vehicle you want to add mileage to and in the **Action** column click **Edit.**

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

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

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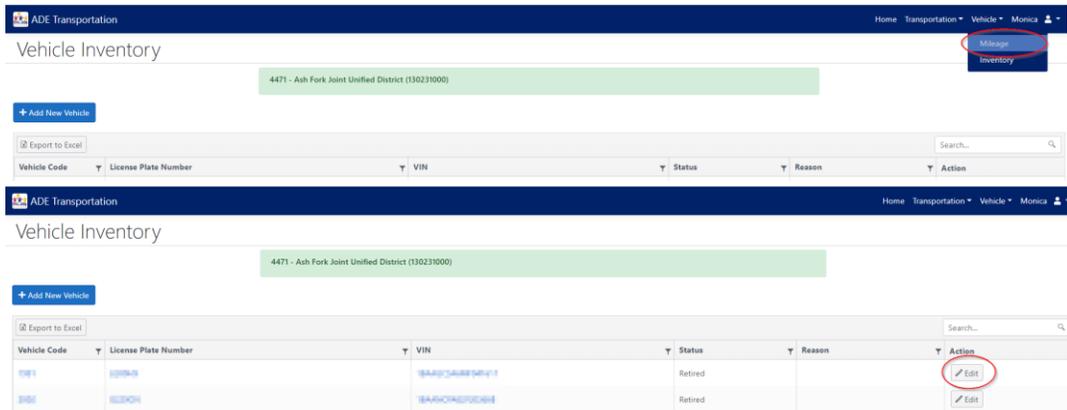
6.   Submitting **Vehicle Mileage** for one vehicle is completed.