

A. Transportation Reports

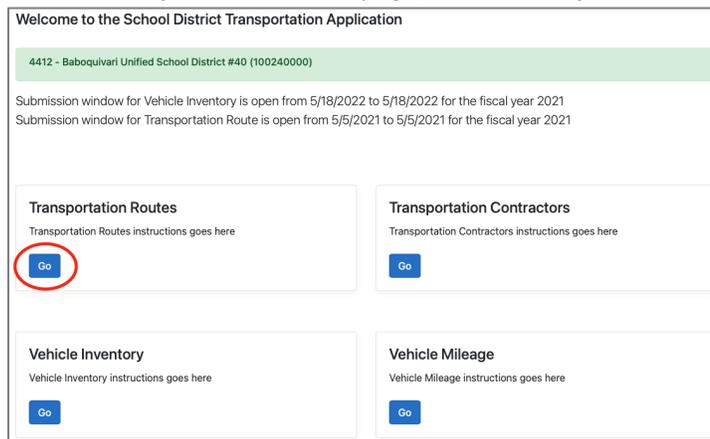
The primary use of the reported transportation route and vehicle inventory data is to calculate the Transportation Support Level (TSL) for districts per [A.R.S. § 15-922](#). This document will guide districts in how to submit that data in the Transportation and Vehicle Inventory application in ADEConnect. District summary reports can be viewed online on the [Student Counts and State Aid Reports](#) webpage.

B. 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.

B-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

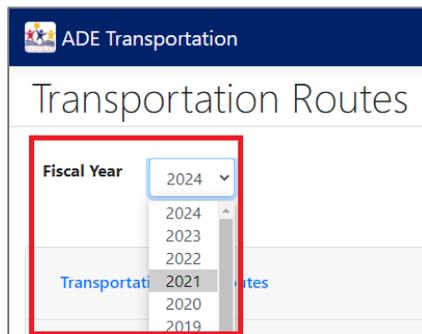
Transportation Routes
Transportation Routes instructions goes here
Go

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. It should default to the current year. Other years will only be available to edit if you have requested a 15-915.



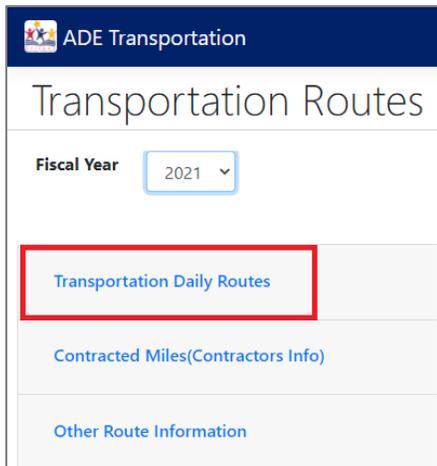
ADE Transportation

Transportation Routes

Fiscal Year 2024

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

3. Click **Transportation Daily Routes**.



ADE Transportation

Transportation Routes

Fiscal Year

Transportation Daily Routes

Contracted Miles(Contractors Info)

Other Route Information

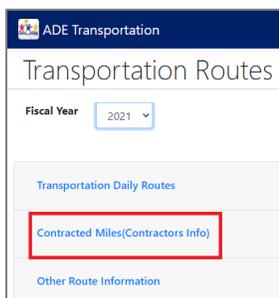
4. Fill out the **Questionnaire** and click **Save**.

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 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: After clicking Save, the system returns you to the **Transportation Routes** page.

B-2. Contracted Miles

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



ADE Transportation

Transportation Routes

Fiscal Year

Transportation Daily Routes

Contracted Miles(Contractors Info)

Other Route Information

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 ⓘ	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
test ⓘ	<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"/>

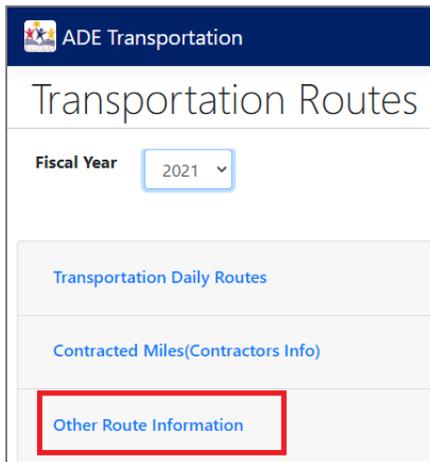
Save **Reset**

NOTE: Displays only **active** contractors.

TIP: After clicking Save, the system returns you to the **Transportation Routes** page.

B-3. Other Route Information

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



ADE Transportation

Transportation Routes

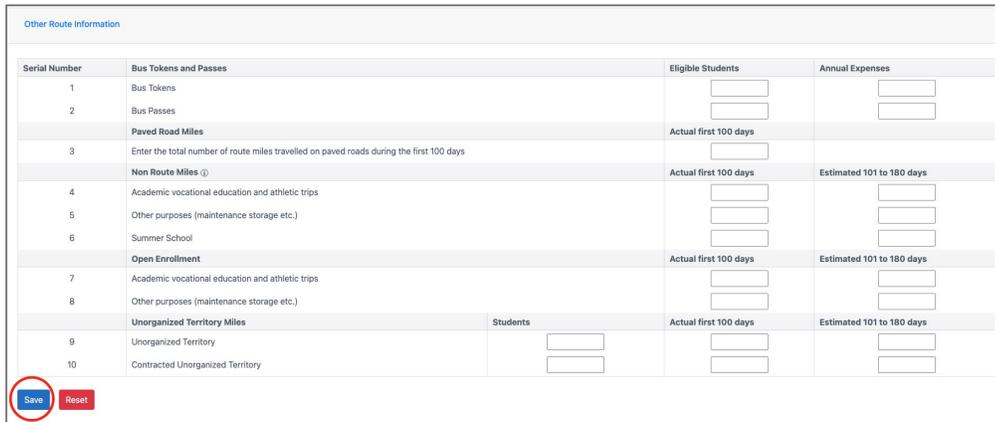
Fiscal Year

[Transportation Daily Routes](#)

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

[Other Route Information](#)

2. 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"/>
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 180 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	
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**

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

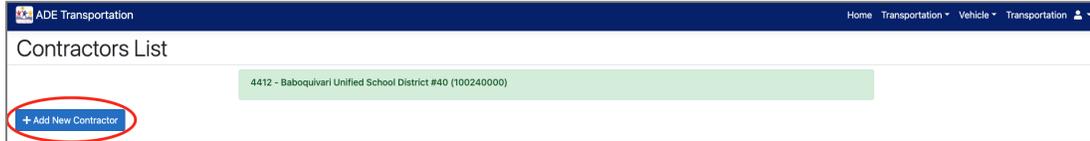
B-4. Transportation Contractor Contact Information

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**.

Contractor Details

Contractor Name *

Contact Name *

Address Line1 *

Address Line2

City *

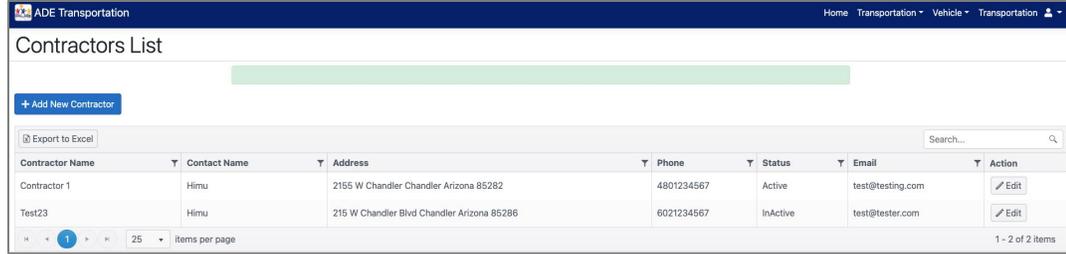
State *

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	Edit
Test23	Himu	215 W Chandler Blvd Chandler Arizona 85286	6021234567	InActive	test@tester.com	Edit

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

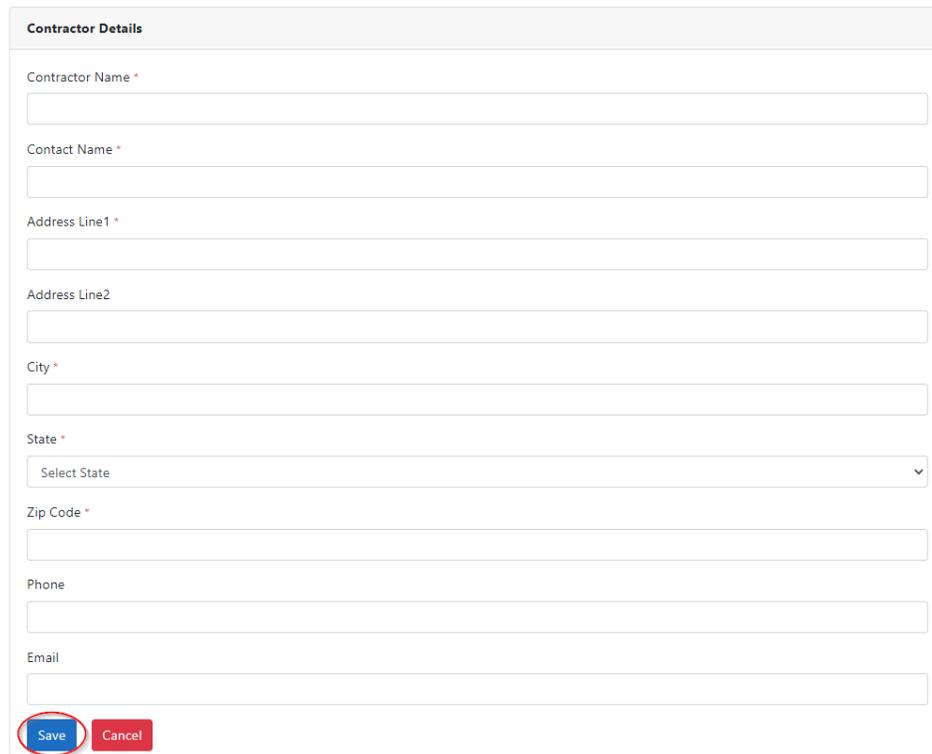
B-5. Edit Existing Transportation Contractor

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

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

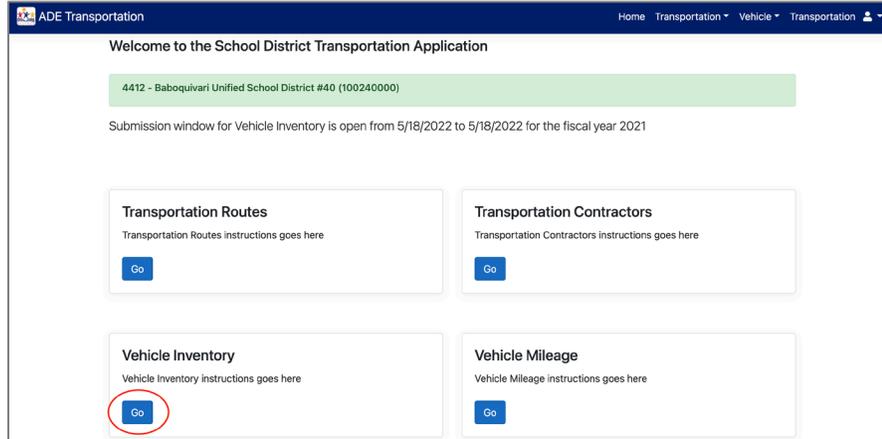
Save Cancel

NOTE: Use the **Active Yes/No** toggle to update the contractor's status.

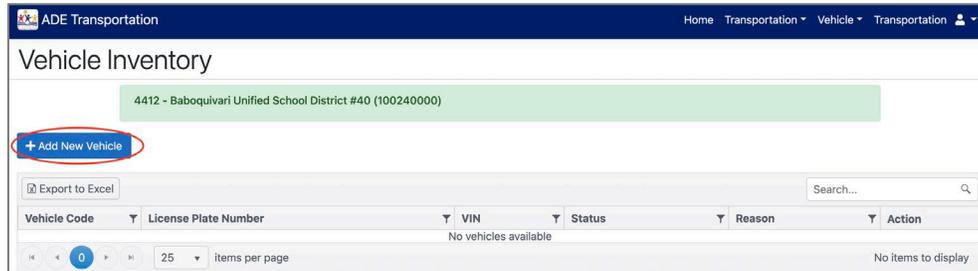
3. Changing **Existing Transportation Contractor** details are completed.

B-6. Add Vehicle to Inventory

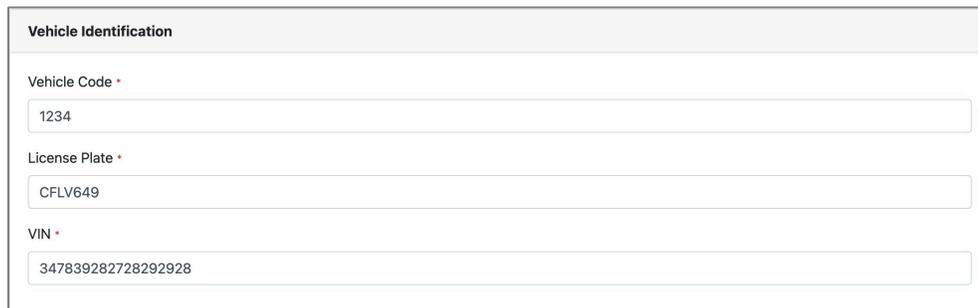
1. On the **Transportation** Home page, under **Vehicle Inventory**, click **Go**.



2. Click **Add New Vehicle**.



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



NOTE: Vehicle Code and License Plate can be edited. The following fields **cannot** be edited.

- VIN#
- Vehicle Information fields (screenshot below)
- Vehicle Purchase Information (screenshot below)

NOTE: If you make a mistake while entering this information, the only option is to “Retire” the bus with the incorrect data.

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 reading or from the day the vehicle is purchased.

NOTE: The grid displays the list of vehicles based on their status of InService or Retired:

ADE Transportation Home Transportation Vehicle Transportation

Vehicle Inventory

4412 - Baboquivari Unified School District #40 (100240000)

[+ Add New Vehicle](#)

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

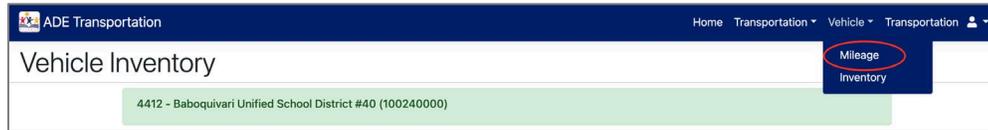
Vehicle Code	License Plate Number	VIN	Status	Reason	Action
1234	CFLV649	347839282728292928	InService		Edit

1 - 1 of 1 items

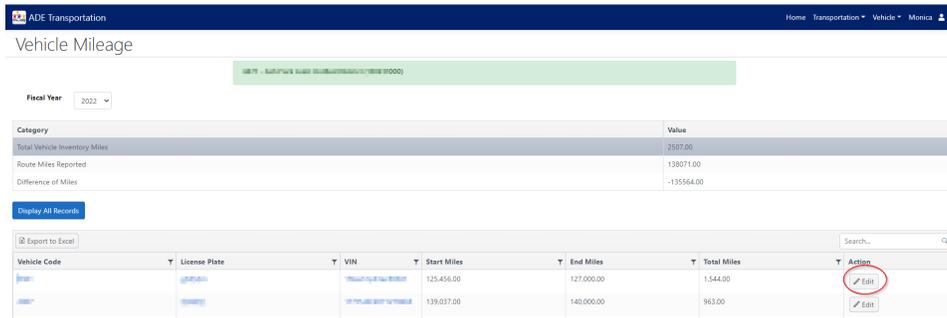
4. **Adding a Vehicle** is complete.

B-7. Submitting Vehicle Mileage

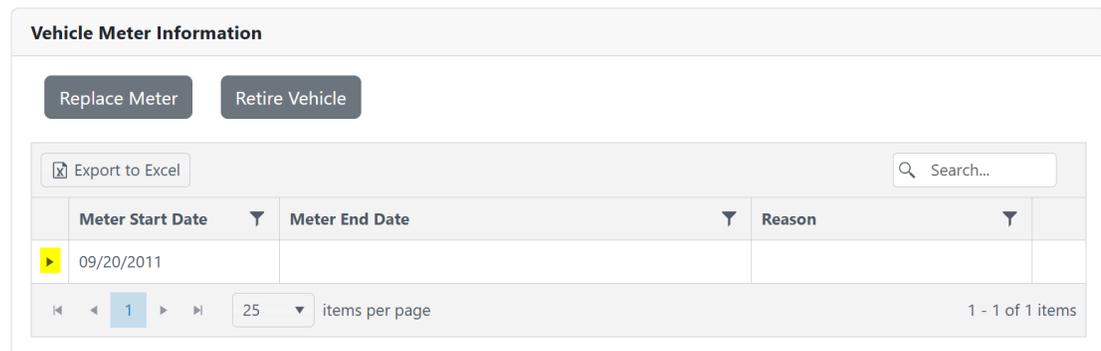
1. On the **ADE Transportation** menu bar, under **Vehicle**, click **Mileage**.



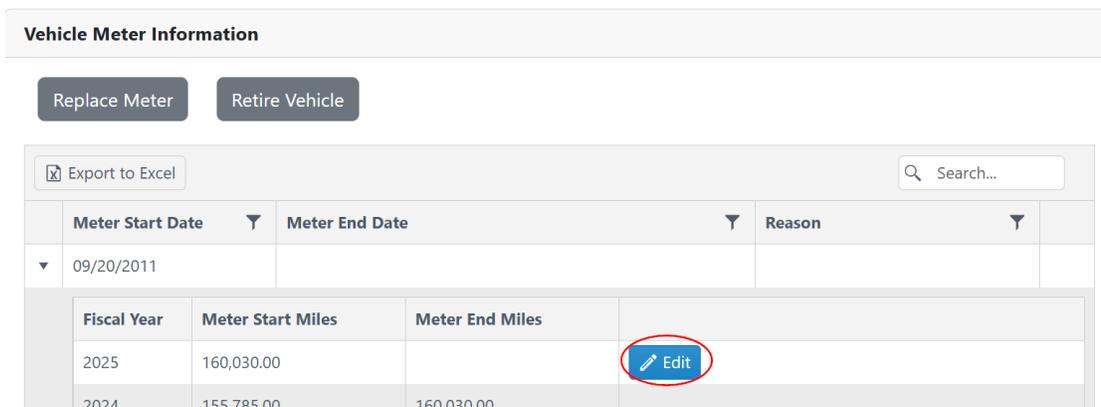
2. Find the vehicle you want to add mileage to, and in the Action column, click **Edit**.



3. Scroll down to **Vehicle Meter Information** and select **Edit** in the current fiscal year. Click on the triangle/arrow to expand the rows.



Click on **Edit** to add the ending odometer miles.



Click on **Save** at the bottom of the screen.

B-8. Retiring a Bus

To retire a bus that is no longer in service for any reason. You will need to click on the specific bus that you want to retire. Click on **Retire Vehicle**. Once you retire the bus, its status changes to 'Retired'. This cannot be reversed or edited.

Vehicle Meter Information

Meter Start Date	Meter End Date	Reason
▶ 09/20/2011		

items per page
 1 - 1 of 1 items

A screen will appear for you to enter additional details.

Meter Start Date: Is the date that the bus was initially entered into the system. This field cannot be edited.

Meter End Date: Enter the date within the fiscal year that you want to retire the bus. You can enter any date within the current fiscal year. If you intended to retire the bus in the previous fiscal year, you could enter a date that falls within that year.

Meter End Miles: Enter the miles indicated on the odometer. The ending miles cannot be less than the starting miles. The error will show as “The end miles should be greater than or equal to start mile”

Reason: Select from the drop-down menu the reason for retiring the bus. If you choose 'Other', a field will appear for you to add notes. This is a required field.

Retire Vehicle ✕

Meter Start Date
9/20/2011

Meter End Date *
7/3/2025

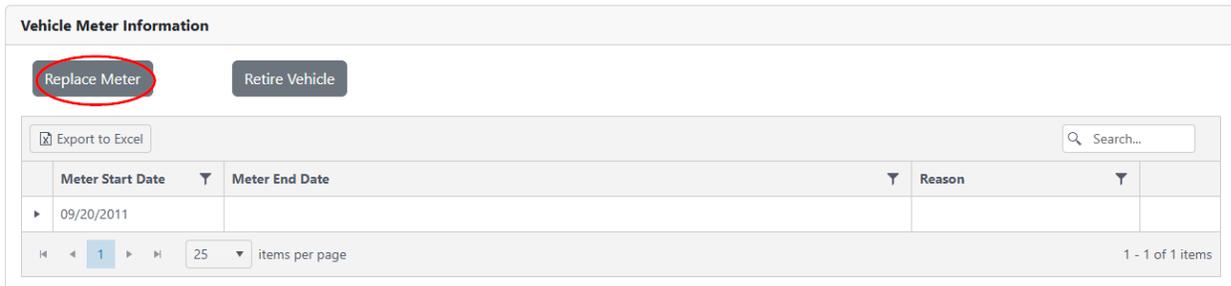
Meter End Miles
*

Reason
*
Select Reason

Other
Other Reason
*

B-9. Replacing a Meter

In some instances, a bus meter must be replaced. If the meter on the bus is replaced for any reason, you can update that information in the application. Click on the bus that needs to be updated, then click on the **Replace Meter** button.



Vehicle Meter Information

Meter Start Date	Meter End Date	Reason
09/20/2011		

25 items per page
 1 - 1 of 1 items

A new screen will appear for you to add more details.

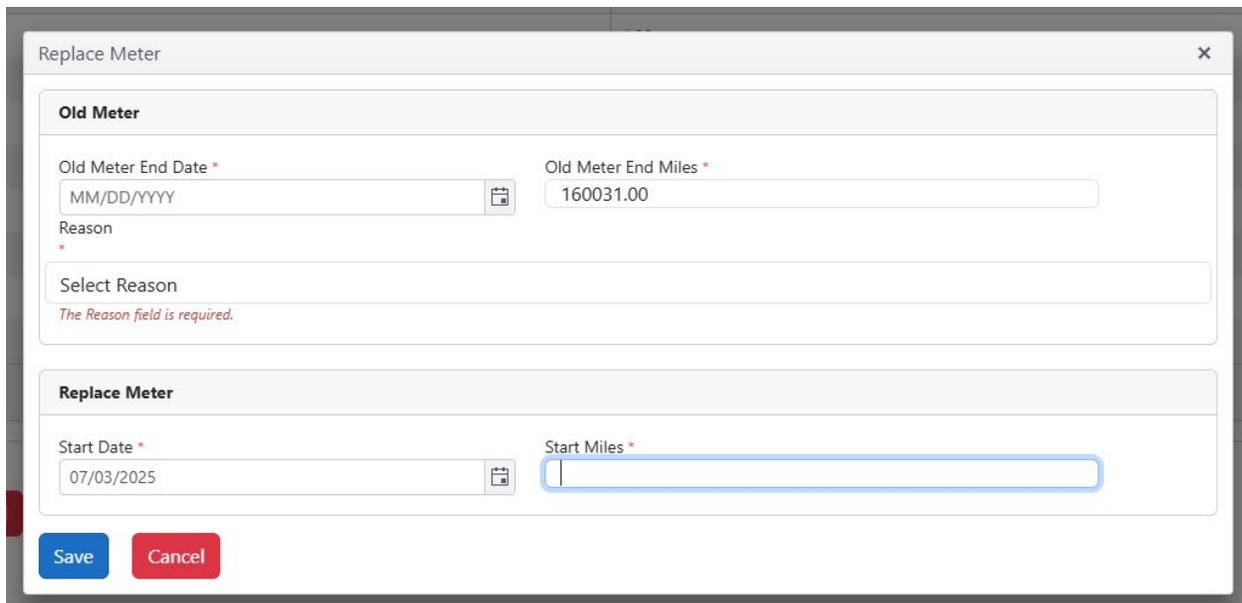
Old Meter End Date: Enter the date within the fiscal year that you want to replace the meter. You can enter any date within the current fiscal year.

Old Meter End Miles: Enter the miles on the odometer. The ending miles must be more than the Start Miles list in that fiscal year.

Reason: Select the reason for the change. If you choose 'Other', a field will appear for you to add notes. This is a required field.

Replace Meter Start Date: Enter the date within the fiscal year that the meter was replaced.

Start Miles: Enter the Starting miles for the new meter. This cannot be edited once it is saved.



Replace Meter

Old Meter

Old Meter End Date *
 Old Meter End Miles *

Reason *

Select Reason

The Reason field is required.

Replace Meter

Start Date *
 Start Miles *

Transportation Data Submission

NOTE: If a meter was replaced on the bus, the Vehicle Inventory report (TRANS03-01) will show the details of both meters for that bus.

<p>Vehicle Information Vehicle Number : 1417 License Plate : N154971 VIN : 1FADKCH19P1000664</p>	<p>Bus Information Body Style : Conventional Body Manufacturer : Blue Bird Chassis Manufacturer : Blue Bird Seating : 30 Fuel Type : Alternative Fuel</p>	<p>Purchase Information Purchase Price : \$175,000 Date Purchased : 09/01/2021 Leased : <input type="checkbox"/> Special Purpose : <input type="checkbox"/> Retire Date :</p>	<p>Meter Information Meter Date : 02/05/2025 Start Miles : 0 End Miles : 4,786 Total Miles : 4,786</p>
<p>Vehicle Information Vehicle Number : 1417 License Plate : N154971 VIN : 1FADKCH19P1000664</p>	<p>Bus Information Body Style : Conventional Body Manufacturer : Blue Bird Chassis Manufacturer : Blue Bird Seating : 30 Fuel Type : Alternative Fuel</p>	<p>Purchase Information Purchase Price : \$175,000 Date Purchased : 09/01/2021 Leased : <input type="checkbox"/> Special Purpose : <input type="checkbox"/> Retire Date : 02/04/2025</p>	<p>Meter Information Meter Date : 09/14/2020 Start Miles : 27,790 End Miles : 35,325 Total Miles : 7,535</p>

B-10. Contact

For additional information about the requirements for Transportation data, please refer to the posted School Finance guidelines on [Transportation](#).

If you have any questions about this policy, please contact the School Finance Account Analyst via a [HelpDesk](#) ticket.