

# Transportation for the Business Manager

Presented by:  
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L.E.R Consulting, LLC

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## Materials

Can be found at:

<https://www.msbo.org/msbo-certification-program/msbo-certification-class-materials/>

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# Agenda

- Transportation Basics
- Laws, Rules, Regs, Codes, Policies
- Bus Driver Requirements
- Education and Training
- Bus Stops
- IEP's
- Garage Operations
- Transportation Expenditure Reporting
- Analyzing Costs

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## Michigan School Buses by the Numbers

2017-2018

- 16,495 buses per MSP
- 604,398 students transported
- 163,825,974 miles driven

### State Averages

- Cost per GE student - \$2,122
- Cost per SE student - \$7,043
- Cost per mile - \$8.94



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\*source – Mischooldata SE-4094 Transportation Expenditure Report

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## Think of Buses as Classrooms Think of Drivers as Teachers

### School Staff

Principal

Clerical Support

(20) Teachers

500 Students

1 Location

Building hours

### Transportation Staff

Supervisor/Director

Clerical Support

# Drivers

# Eligible Students

# District/County Locations

All school/event hours

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## Transportation Department

Hours of operation

- To and from school:
  - 6 a.m. to 6 p.m. *or longer*
  - Monday through Friday
- Other trips
  - 24/7
  - May include weekends and holidays



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# Transportation Management

**Responsible for safe, efficient transportation service including:**

- Staff management
  - Hiring, training, evaluating and scheduling
- Routing and scheduling buses
  - Bus stop, bus runs, bus routes, bell times, extra trips
  - Ongoing evaluation, adjustments
- Vehicles
  - Replacement, maintenance
- Budget development and monitoring

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## Transportation Tasks

TRANSPORTATION TASK CALENDAR AT-A-GLANCE	
<b>July</b> <input type="checkbox"/> Check physical examinations <input type="checkbox"/> Check license expirations <input type="checkbox"/> Supervisor Training (every 2 years, on even year) <input type="checkbox"/> Advanced Bus Driver classes (every 2 years, on odd year) <input type="checkbox"/> Review random drug testing and subscription service employee info <input type="checkbox"/> Close previous fiscal year's purchase orders <input type="checkbox"/> Open purchase orders for new fiscal year <input type="checkbox"/> Schedule fire extinguisher tests <input type="checkbox"/> Schedule air conditioner test <input type="checkbox"/> Summer vehicle maintenance (including tire rotations, tire maintenance and body work, seat repair) <input type="checkbox"/> Start preparing fall routes <input type="checkbox"/> Prepare annual report (including total annual mileage, total annual fuel usage, # employees, # routes, # buses, # paid leave days, annual field trip costs, etc.) <b>August</b> <input type="checkbox"/> Check physical examinations <input type="checkbox"/> Check license expirations <input type="checkbox"/> Supervisor Training (every 2 years, on even year) <input type="checkbox"/> Advanced Bus Driver classes (every 2 years, on odd year) <input type="checkbox"/> Summer vehicle maintenance <input type="checkbox"/> Finish preparing winter routes <input type="checkbox"/> Prepare bus specifications by downloading MSBO Aggregated Bus Purchasing Program <b>September</b> <input type="checkbox"/> Check physical examinations <input type="checkbox"/> Check license expirations <input type="checkbox"/> Complete employees' "Blood Borne Pathogens" training <input type="checkbox"/> Complete State Report 4264 <input type="checkbox"/> Update employee emergency information <input type="checkbox"/> Order buses <input type="checkbox"/> Prepare employee "Snow Day Out" <b>October</b> <input type="checkbox"/> Check physical examinations <input type="checkbox"/> Check license expirations <input type="checkbox"/> Review random drug testing and subscription service employee info <input type="checkbox"/> Complete State Report 4159 <input type="checkbox"/> Order buses (if not already done) <input type="checkbox"/> M.A.P.T. Annual Conference <b>November</b> <input type="checkbox"/> Check physical examinations <input type="checkbox"/> Check license expirations <input type="checkbox"/> Order buses (if not already done)	<b>December</b> <input type="checkbox"/> Check physical examinations <input type="checkbox"/> Check license expirations <input type="checkbox"/> Order buses (if not already done) <input type="checkbox"/> Plan fall times for next school year <b>January</b> <input type="checkbox"/> Check physical examinations <input type="checkbox"/> Check license expirations <input type="checkbox"/> Review random drug testing and subscription service employee info <input type="checkbox"/> Order buses (if not already done) <b>February</b> <input type="checkbox"/> Check physical examinations <input type="checkbox"/> Check license expirations <input type="checkbox"/> Order buses (if not already done) <input type="checkbox"/> Work on budget projections for upcoming year <b>March</b> <input type="checkbox"/> Check physical examinations <input type="checkbox"/> Check license expirations <input type="checkbox"/> Work on budget projections for upcoming year <input type="checkbox"/> M.A.P.T. Spring Conference <b>April</b> <input type="checkbox"/> Check physical examinations <input type="checkbox"/> Check license expirations <input type="checkbox"/> Review random drug testing and subscription service employee info <input type="checkbox"/> Begin scheduling Advanced Bus Driver classes for summer months <input type="checkbox"/> Finalize State Report 4157 <input type="checkbox"/> Begin preparing summer routes <input type="checkbox"/> Work on budget projections for upcoming year <input type="checkbox"/> MSBO Annual Conference <b>May</b> <input type="checkbox"/> Check physical examinations <input type="checkbox"/> Check license expirations <input type="checkbox"/> Finalize scheduling Advanced Bus Driver classes for summer months <input type="checkbox"/> Finish preparing summer routes <input type="checkbox"/> Confirm fall times and get student information for next year <input type="checkbox"/> Local Bus Drivers' Championship <b>June</b> <input type="checkbox"/> Check physical examinations <input type="checkbox"/> Check license expirations <input type="checkbox"/> Last chance to finalize 4157 <input type="checkbox"/> Local Bus Drivers' Championship (if not already done) <input type="checkbox"/> State Bus Drivers' Championship <input type="checkbox"/> Mechanics Expo <input type="checkbox"/> Advanced Bus Driver classes (every 2 years, on odd year) <input type="checkbox"/> Inventory fuel in ground (June 30) <input type="checkbox"/> Record final mileage for all vehicles (June 30)

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<http://www.msbo.org/sites/default/files/TaskCalendar-Glance.doc>

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## Programs and Responsibilities

- Many of the programs, laws, requirements and responsibilities did not exist 25 years ago, and have dramatically evolved over the past 10+ years
- Non-compliance can cost \$10,000 or more per day for law, code and regulatory violations
  - Can seriously impact district liability and risk management

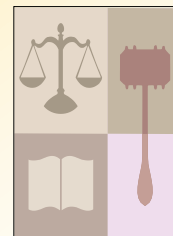
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## Laws, Rules, Regs, Codes, Policies...

- [National Highway Traffic Safety Administration](#)
- [Federal Motor Vehicle Safety Standards](#)
- [National Transportation Standards](#)
- [Michigan Vehicle Code](#)
- [Michigan School Code](#)
- [Michigan Compiled Laws](#)
- [Michigan Department of Education](#)
- [Attorney General Opinions](#)
- Case Law



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## Transportation Authorities

- Federal Department of Transportation
- Michigan Department of Transportation
- County Road Commission
- Municipal Ordinances
- EPA Regulations – Engine Emissions
- MSDS Documentation and Training
- School Board Policies and Regulations
- Michigan State Police

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## The Pupil Transportation Act

Act 187 of 1990

AN ACT to regulate the equipment, maintenance, operation, and use of school buses; to prescribe the qualifications of school bus drivers; to prescribe the powers and duties of certain state and local governmental agencies; to create an advisory committee and to prescribe its powers and duties; and to prescribe remedies and penalties.

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## PA 187 Regulates

- Routes
- Vehicles and equipment
  - Types and sizes
  - Standards
- Bus Inspections
- Driver requirements
- School bus safety education
- Bus stop locations and procedures
- Railroad crossing procedures



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## Supervisor's Violation of PA 187

- “A person who violates this act is responsible for a state civil infraction and shall be assessed a fine of not more than \$500.00, unless that violation is by this act or other law of this state declared to be a felony or a civil infraction.”\*

**\*MCL 257.1873**



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## Who Would You Trust with *Your* Kids or Grandkids?



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Focusing energy, time and effort into hiring, training and development any district can *positively* impact the delivery of service and students

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## Bus Driver Requirements

- Pre-Employment DOT Drug Test
- CDL licensing requirements:
  - Must have – “P” and “S” endorsement, A, B or C designation
- Beginning Bus Driver Safety Education Class
- Physical exam
  - US DOT

[https://www.michigan.gov/mde/0,4615,7-140-74638\\_38338---,00.html](https://www.michigan.gov/mde/0,4615,7-140-74638_38338---,00.html)

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## Insulin Dependent Diabetics

- Medical Waivers are no longer required for drivers with insulin-treated diabetes mellitus (ITDM).
- On November 19, 2018, the Federal Motor Carrier Safety Regulations regarding ITDM changed. A person with ITDM may be qualified to drive a commercial motor vehicle if he or she meets the requirements of 49 CFR 391.46.
- The commercial driver must have his or her "Treating Clinician" complete the [Insulin-Treated Diabetes Mellitus Assessment Form, MCSA-5870](#), and provide the completed form to the Certified Medical Examiner.
- If after reviewing the MCSA-5870, the Certified Medical Examiner determines the driver has a stable insulin regimen and properly controlled diabetes, a medical examiners certificate will be issued.

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## Pre-Employment Process

- Driving record check
- Pre-employment drug test
- Pre-employment DOT physical
- Fingerprinting/Criminal history checks
- Previous employer
  - Reference checks
  - Unprofessional conduct – not just for teachers!
  - Request for DOT Drug & Alcohol testing information
- Driver's license check
  - less than 7 points
- Pass written & road tests
- Obtain CDL
  - P, S and A, B, or C



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## Drug and Alcohol Testing

- Regulated by [49 CFR Part 40](#)
- How to conduct [drug and alcohol tests](#)
- Activities of transportation employers and safety sensitive employees
- Prohibited conduct:
  - Use or possession of alcohol or illicit drugs while assigned to performing safety-sensitive functions
  - Blood alcohol .04 or greater
  - Refusal to test
  - Adulterating specimens

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## About DOT Testing

- Includes CDL holders who operate:
  - Commercial Motor Vehicles, 26,001 Lbs.
  - Vehicle that carries 16 or more passengers
- Types of testing:
  - Pre-Employment (Drugs only)
  - Reasonable Suspicion
  - Post-Accident
  - Random
  - Return-to-Duty
  - Follow-up



<https://www.transportation.gov/sites/dot.dev/files/docs/ODAPC%20EmployeeHandbook%20En.pdf>

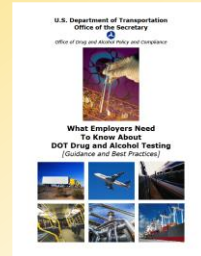
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# DOT Responsibilities

- Employers must:
  - Educate employees before testing
    - Include district policy
- Designated Employer Representative (DER)
  - Authorized by district/company
    - To remove employees from safety sensitive duties
    - To receive test results and communication
    - To make decisions in the testing process



[https://www.transportation.gov/sites/dot.gov/files/docs/ODAPC\\_EmployerGuidelinesOctober012010.pdf](https://www.transportation.gov/sites/dot.gov/files/docs/ODAPC_EmployerGuidelinesOctober012010.pdf)

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# FMCSA D & A Clearinghouse



"The purpose of the FMCSA Clearinghouse is to prevent job hopping of CDL drivers with positive drug and alcohol test results, refusal to test or information on a driver's return-to-duty process."

[Drug & Alcohol Clearinghouse - Home \(dot.gov\)](https://www.fmcsa.dot.gov/drug-and-alcohol-clearinghouse)

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## DRUG & ALCOHOL CLEARINGHOUSE

### How Will I Use the Clearinghouse?

Beginning January 6, 2020, registered users will be required to complete the actions listed below.

	DRIVER	EMPLOYER	CONSORTIUM/THIRD-PARTY ADMINISTRATOR (C/TPA)	MEDICAL REVIEW OFFICER (MRO)	SUBSTANCE ABUSE PROFESSIONAL (SAP)
Register as user beginning Fall 2019	✓	✓	✓	✓	✓
Manage assistants (optional)		✓	✓	✓	✓
Select C/TPA*		✓			
Request driver consent for queries		✓	✓		
Consent to full query requests	✓				
Query driver violation information		✓	✓		
Report drug and alcohol program violations		✓	✓	✓	
Select SAP †	✓				
Report on RTD initial assessment, eligibility for RTD testing					✓
Report on RTD and follow-up testing		✓	✓		

\* Selecting a C/TPA is required for an employer who employs him/herself as a driver (owner-operator). For all other employers, this is optional. If an employer only needs to select a SAP if they have a drug or alcohol violation in the Clearinghouse and enter the Return-To-Duty (RTD) process.

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## DOT Pre-Employment Query

- To obtain information whether driver has a verified:
  - Positive, adulterated, or substituted controlled substances test result
- **Employers must not employ a driver without**
- Until January 6, 2023, employers must conduct both:
  - Electronic queries in the Clearinghouse, *and*
  - Manual, offline inquiries to previous employers for pre-employment driver investigations

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## Drivers Must Log In

- To provide electronic consent **before**
  - current or prospective employer can conduct query of driver's Clearinghouse record
- Employers are also required to query all current employees at least annually.
- **All queries require driver consent.**

<https://clearinghouse.fmcsa.dot.gov/Resource/Index/Employer-Brochure>

<https://clearinghouse.fmcsa.dot.gov/Resource/Index/Driver-Brochure>

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## Pre-Employment DOT

§ 382.601 a) General requirements.

- Each employer shall provide educational materials that explain the requirements of this part and the employer's policies and procedures with respect to meeting these requirements.
- (1) The employer shall ensure that a copy of these materials is distributed to each driver **prior to the start of alcohol and controlled substances testing** under this part and to each driver subsequently hired or transferred into a position requiring driving a commercial motor vehicle.

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## Employees Performing Safety Sensitive Functions

Must be provided materials that explain the DOT requirements. Should minimally include:

- Name and contact information of persons assigned to answer questions about program.
- The duties of the employees subject to program
- Employee conduct prohibited by regulations
- The requirement that employees must be tested for drugs and alcohol
- When and under what circumstances employees will be tested
- The testing procedures that will be used
- Explanation of what constitutes a refusal to test
- An explanation of the consequences of refusing a test
- Consequences of violating the DOT rules
- Information of effects of drugs and alcohol on health, work, and personal life
- Signs and symptoms of drug use and alcohol misuse
- Name and contact information of individual or organization providing counseling and access to treatment programs
- **Employers must document that they received the materials**

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## DOT Testing Includes

Began January 1, 2018

- Synthetic Opioids
- Some common names include:
  - OxyContin, Percodan, Percocet, Vicodin, Lortab, Norco, Dilaudid, Exalgo



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## Marijuana in Michigan

- Recreational and Medical marijuana although legal in Michigan:
  - It's still illegal under federal law
  - It remains unacceptable for any safety sensitive employee subject to DOT drug testing regulations
- All commercial drivers, including bus drivers must not use marijuana in *any form*

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## FMCSA Regulations

- Disqualify persons from driving a CMV
- Prohibit drivers from being in possession
- Prohibits motor carriers from permitting driver to be on duty
  - If possess or under the influence
    - of any Schedule I controlled substance
  - Including marijuana
  - 49 CFR 391.11 (b) & 391.41 (b)



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## Legalization of Marijuana

- **Has not** modified DOT drug testing regulations
- 49 CFR Part 40, at 40.151(e) does not authorize
  - even “medical marijuana” under a state law
  - As valid medical explanation for
  - employee’s positive drug test result.
- Possessing or using marijuana of any type
  - Will disqualify a driver from driving any commercial vehicle

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## Prescriptions and Medical Marijuana

- Even if prescribed by a physician, a driver who uses:
  - Medical marijuana, or
  - a drug identified in (391.42(b)(12)) or any other substance such as amphetamine, a narcotic, or any other habit-forming drug
- Is medically **unqualified** to drive a school bus



<http://www.dot.gov/odapc/employer>

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## Be Aware - ODAPC Notice

DOT Office of Drug and Alcohol Policy and Compliance (ODAPC) issued notice:

- For safety sensitive employees
  - including bus drivers
- Any product, including “Cannabidiol” (CBD) products, with a concentration of more than 0.3% THC remains classified as marijuana

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## Be Aware of CBD Products

- Labeling may be misleading
- May contain more THC than labeled
- FDA does not certify levels of THC in CBD
- No oversight to ensure labels are accurate
- Consumers should be aware
- CBD in food or dietary supplements is illegal
- FDA has warned companies whose products:
  - Contain more CBD than indicated on label

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## Be Aware – Be Safe

According to D.O.T.

- CBD use is not a legitimate explanation for
  - Confirmed marijuana positive result
- Medical Review Officers will verify positive test
  - Even if employee claims they only used CBD
- Employees should exercise caution
  - When considering whether to use CBD products

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## Something to Consider

- Many contractors, ie: First Student, Durham, put all of their drivers in one pool nationally for random drug and alcohol tests
- Drivers for your district may not be tested at the 50% drug testing and 10% alcohol rate established by the US D.O.T.
- When entering into a contract, include language requiring the testing pool to include your district employees **only**

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## DRIVER SELF CERTIFICATION

**Federal Motor Carrier (FMCSA) regulations went into effect January 30, 2012 requiring drivers who are renewing, correcting or applying for an CDL to self-certify which type of commercial motor vehicle (CMV) they will operate and provide medical certification if required**

**Drivers must certify which type of driving they will perform**

Clear Form

Michigan Department of State  
CDL Self-Certification Form

Full Name: (Please Print)

Driver's License Number:

CERTIFYING TO THE TYPE OF CMV TO BE OPERATED (Choose only one):

I will operate or expect to operate a:

☒ **Non-excepted interstate** - I will have a medical certificate on file with the Secretary of State.

☐ **Excepted interstate** - I will not have a medical certificate on file with the Secretary of State.

☒ **Non-excepted intrastate** - I will have a medical certificate on file with the Secretary of State.

☐ **Excepted intrastate** - I will not have a medical certificate on file with the Secretary of State.

I certify the information disclosed on this form is true and correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Drivers certifying as  
Non-Excepted Intrastate –  
will not need to submit  
medical documentation

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## Non Excepted Interstate Drivers Beware!

- Failure to maintain medical documentation with the Secretary of State's Office
- **WILL result in a loss of Commercial Driver's licenses and commercial motor vehicle driving privileges**



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## School Bus Safety Education\*

*A driver of a school bus transporting passengers shall have in his or her possession:*

- Entry level school bus safety education course enrollment (White) card, *or*
- Certificate stating that he or she has successfully completed a course in school bus safety education within the immediately preceding 2 years. (Yellow or green card)

STATE OF MICHIGAN DEPARTMENT OF EDUCATION	
<b>CERTIFICATE OF CONTINUING EDUCATION</b>	
This is to certify that _____ satisfactorily completed a Michigan School Bus Driver Continuing Education Course.	
COURSE DATE	4/28/2015    VALID UNTIL 9/30/2017
Agency Signature _____	
TRAINING AGENCY	63000

\* **MCL 257.1851.amended School bus safety education. Sec. 51. (1)**

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## School Bus Safety Education\*

***Education courses shall be approved by the superintendent of public instruction and provided by an approved educational agency***

Bus Drivers must complete:

- 18 – 21 hours of entry level education
  - within 90 days of enrollment
- 6 hours of continuing education every 2 years

**\*MCL 257.1851**

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## Failure to Complete Safety Education Course



*“A driver who fails to successfully complete the entry level course within 90 days after enrollment or to meet the continuing education requirements shall not be permitted to drive a school bus transporting passengers.” \**

**\*MCL 257.1851**

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## Persons in Charge of School Bus Operations

- Shall complete the beginning bus driver training program
  - Within the first year as the person in charge of the operation
  - Even if they previously completed the beginning course
- Shall Complete 6 hours of supervisory continuing education
  - every 2 years after completion of the beginning class

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## Entry Level Driver Training (ELDT)

- Began 2/7/2022, revises 49 CFR part 380
- Required for those seeking to:
  - Obtain a Class A or Class B CDL for the first time;
  - Upgrade an existing Class B CDL to a Class A CDL; or
  - Obtain a school bus (S), passenger (P), or hazardous materials (H) endorsement for the first time
- Overrides the state requirements. States can do more, but *not less* than these minimum requirements

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## FMCSA ELDT Requirements

New drivers must complete prescribed program:

- Theory (knowledge/classroom)
  - 63 topics
- Behind the wheel (BTW)
  - 30 topics
  - includes range and public road
- Provided by an entity that is listed on the FMCSA's Training Provider Registry (TPR)

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## *This is not your current new driver training*

Training must include **all components** of the requirements found in federal regulation [Part 380](#) which includes the following curriculum:

- Class B CDL - Appendix B
- Passenger Endorsement – Appendix C
- School Bus Endorsement – Appendix D

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## Training Provide Registry

- Every location that trains drivers must comply with the new trainer requirements and be listed on the Trainer Provider Registry (TPR). Each location will have its own unique TPR #
- Location has to complete and submit a four page form providing all the training information. This is on a trust basis, but they can be audited.

Form 1: Training Provider Registry Application Form. This is the first page of the four-page form, containing fields for the provider's name, address, contact information, and a declaration of compliance with the requirements.

Form 2: Training Provider Registry Application Form. This is the second page, containing a table for listing training vehicles and a section for additional information.

Form 3: Training Provider Registry Application Form. This is the third page, containing a section for the provider's signature and a declaration of compliance.

Form 4: Training Provider Registry Application Form. This is the fourth page, containing a section for the provider's signature and a declaration of compliance.

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## Training Providers Must

Attest that they meet the specified requirements and in the event of a FMCSA audit or investigation, must supply documentation to verify their compliance



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## Bus Driver Training

Training program should include **at a minimum**:

- Operation of the school bus
- Pre-trip and post trip inspection procedures
- Mirror adjustment and use (FMVSS 111)
- Safe driving techniques, defensive driving skills
  - All road types, conditions
- Loading and unloading passengers
- Entering and exiting school zones
- Student management
- Accident & emergency procedures
- Evacuations, emergency equipment procedures
- Railroad crossing procedures
- Rules & policies for conducting safe, efficient student transportation
- Fueling & Idling policies and procedures
- Field Trip procedures
- Medical Procedures and Basic First Aid
- Include **each** type of bus operated by the district



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## Record Keeping

*A record of each school bus driver must be maintained in the employer's administrative office, including:*

- Medical certificate(s)
- Michigan Department of Education Certification
  - White Enrollment Card
  - Yellow Course Completion Card
  - Green Continuing Education Card
- Driver's License
- Road Skills Test Certificate
- Application for employment,
- Any other information that relates to driver qualification
- Records must be available for inspection by the MSP
  - Motor Carrier Officers
  - Vehicle Inspectors



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## MDE Transportation Facts

- ✓ School districts **are not** required to transport regular education children MCL 380.1321
- ✓ There are **no special laws** for transporting kindergarteners
- ✓ Law **does not** specify the walk to stop distance
- ✓ **Parents are responsible** for their children's safety to and from the bus stop
- ✓ There is **no max** riding time for K-12 students
- ✓ Preschool children maximum ride is 60 minutes

[http://www.michigan.gov/mde/0,4615,7-140-6530\\_6569\\_38338-137337--,00.html](http://www.michigan.gov/mde/0,4615,7-140-6530_6569_38338-137337--,00.html)

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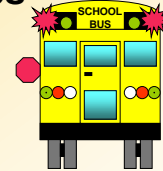
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# School Bus Stops

MCL 257.1855

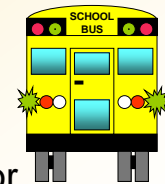
- **Alternately flashing overhead light stops**

- Where children are required to cross
- Where children are not required to cross



- **Hazard light stops**

- Speed limit is 50 mph or less
- Speed limit is greater than 50 mph



- **Hazard light conditions:**

- Children *must not* cross
- *Must be approved* by school administrator or board approved contractor

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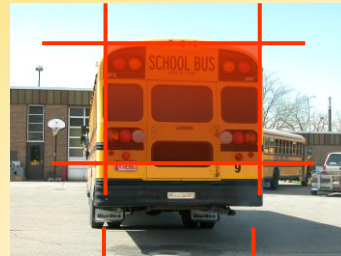
# School Bus Stop Law

## “Clear & Continuous Visibility”

**257.1855 (8) ... a school bus is clearly and continuously visible if both of the following standards are satisfied:**

**(a) Approaching traffic is able to see the front of a school bus extending from the roofline to and including the headlamps at the distances specified in subsection (5).**

**(b) Approaching traffic is able to see the back of a school bus extending from the roofline to and including the tail lamps and stop lamps at the distances specified in subsection (5).**



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## Speed Limit and CCV

- A school bus shall not stop for the purpose of receiving or discharging students when:
  - **Speed limit is more than 35 mph**
    - If the stopped bus **is not** clearly and continuously visible to approaching vehicles for **at least 400 feet**
  - **Speed limit is 35 mph or less**
    - If the stopped bus is not clearly and continuously visible to approaching vehicles for **at least 200 feet**



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## About Bus Stops

- Stops must be **200** feet from an intersection unless approved by the school administrator or board approved contractor.
- Stops **must not** be within **50** feet of an intersection that is equipped with a traffic signal.
- Pupils should wait on the side of the road where they live until the bus arrives and controls traffic.



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## I.E.P. Individual Education Plan

- Legally binding
  - Do not agree to things you cannot provide
- Student information
  - Name
  - Parent/guardian contact information
  - Addresses
    - Home, pick up, drop off or alternate drop off
  - Special equipment
  - Emergency information



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## I.E.P. Individual Education Plan

### ***Should include the following:***

- Medical protocol from a doctor
- Medical training to meet student needs
- Physical and behavior habits specific to the student
- Student's signs of distress
  - Step by step instructions for handling
- Type of adaptive equipment
  - Who is providing the equipment?
  - Is the equipment transportable?

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# I.E.P. Individual Education Plan

## Confidentiality

- Make sure your staff has the information they need to meet each student's needs
- Don't let anyone put your staff or your students in jeopardy



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## Special Needs Policies

- Medical procedures
  - Who can/will do them?
- When is an assistant needed?
- Use two-way radios, cell phones, both
- Do you honor "Do Not Resuscitate" (DNR) orders?
- Curb to Curb – **not** Door to Door



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# Policies are **NOT** Options

- Basic Policies
  - Transportation eligibility
  - Pick up and drop off locations
  - Length of bus ride
  - Distance to stop
  - Discipline
    - Who administers the discipline?



*What safety issues are addressed by policy?*

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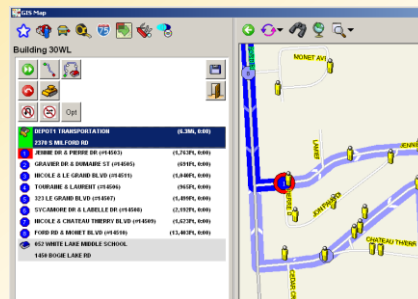
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## Routing Software

**The scheduling function is critical to the efficient operation of the transportation department.**

- Effective use allows bus route maximization considering
  - Road hazards, restrictions and speeds
  - Bus capacities/student assignment/load balancing
  - Transportation eligibility
- Student data management
  - Special education
  - Medical needs
  - Address changes
  - Emergency contacts
- Hypothetical analysis
  - Bell time changes
  - Bus stop locations
  - Bus stop/bus run consolidation



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# Mechanics

“... New mechanics and technicians are encouraged to be either state or ASE (Automotive Service Excellence) certified within two years of the date-of-hire. All repair technicians and mechanics are encouraged to earn additional certifications in school bus and related areas...” \*

- Basic Needs
  - Tools
  - Safe work environment
  - Parts and equipment
  - Regular training
- \*MDE Pupil Transportation Advisory Practice



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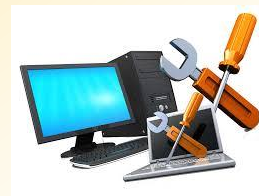
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# Fleet Management Software

**Proactive management is essential to effectively maintain safe school buses and white fleets.**

Effective use allows:

- Scheduling preventative maintenance and repairs
- Tracking:
  - Cost of labor, parts and fuel.
  - Parts inventory
  - Work orders
  - Staff
- Vehicle data/history:
  - Vehicle replacement,
  - Efficiency and other cost analysis.



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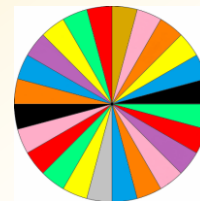
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# BREAK



When we return, we'll spin the wheel for a gift card prize!



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## Can We Afford to Replace Buses?

Oakland Schools Bus Maintenance Cost Template				
		District Data		
	Data Source	2015-2016	2014-2015	2013-2014
Total Buses	SE 4107	14	17	17
# Mechanics	SE 4094 Ln 5	1	1	1
Total Mechanic Salary	SE 4094 Ln 5	\$ 110,929	\$ 58,023	\$ 68,163
Benefit Cost (based on total trans. Dept. benefits) / total depr. FTE	SE 4094 Ln 7 / Ln 6 FTE Total	\$ 18,026	\$ 15,943	\$ 17,046
Avg Salary Per Mechanic	Total Mechanic Salary & Benefits / #Mechanics	\$ 128,955	\$ 73,966	\$ 85,209
Contracted Vehicle Maintenance Costs	SE 4094 Ln 20	\$ 44,052	\$ 104,148	\$ 86,969
Tires/Batteries	SE 4094 Ln 24	\$ 6,400	\$ 9,381	\$ 3,421
Repair Parts	SE 4094 Ln 25	\$ 26,190	\$ 16,762	\$ 25,185
Fuel Costs	SE 4094 Ln 22	\$ 56,627	\$ 84,886	\$ 76,693
Total Vehicle Maintenance & Repair Costs	Mechanic Salary & Benefits + Contracted Maintenance + Tires & Batteries + Repair Parts	\$ 205,695	\$ 204,257	\$ 200,784
3 Year Average Total Maintenance Cost		\$ 205,579		
Average Vehicle Maintenance Cost Per Bus	Total Vehicle Maint Repair Costs / Total Buses	\$ 14,699	\$ 12,015	\$ 11,811
Note: Above costs does not include fuel	3 Year Average Per Bus Cost	\$ 12,839		
# Buses Per Mechanic	# Mechanics / Total Buses	14	17	17
Total Miles Traveled	SE 4094 Line 29	143,451	139,659	126,053
Total Fuel Consumed (in gallons)	SE 4094 Line 31	21,160	21,263	19,011
Miles Per Gallon	Total Miles / Total Fuel in Gallons	6.79	6.60	6.63
Avg Miles per Bus Per Year	Avg 3 years	6.67		
	Per year	10,247	8,215	7,415
	Avg 3 years	8,625		
To Calculate Potential Fuel Savings (using entire fleet)				
Estimated Increase in Fuel Economy (New bus is estimated 8 MPG)	Estimated MPG (7.5) - Miles Per Gallon / Miles Per Gallon	11%	14%	13%
Gallons of Fuel Saved (Fleet)	Total Fuel Consumed X Avg 3 increase in Economy	4,862.20		
Fuel Savings based on \$2.30 per gallon	Fuel saved x \$2.30 per gallon*	\$ 11,183.06		
Average District Savings per year \$11,183.06				
Lease Option Sample Calculation:				
Lease Cost per year x 8 buses 15/16	\$14,000	\$ 196,000		
Fuel Savings based on increased MPG	Average Vehicle Maint Repair Costs - Lease Total Buses	\$ 7,579		
Estimated District Savings per year before reimbursement	Fuel Savings	\$ 11,183.06		
		\$ 18,763.79		
Notes:				
*Lease cost estimate, will change based on specifications and lease options				
Does not include any environmental benefits which cannot be calculated financially.				
Other consideration - Parts Inventory				
Soft Costs - Student and staff safety				

<http://msbo.org/transportation-0>

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Input your data in the yellow boxes

Oakland Schools Bus Maintenance Cost Template				
		Sample District Data		
	Data Source	2012-2013	2011-2012	2010-2011
Total Buses	SE 4107	10	10	9
# Mechanics	SE 4094 Ln 5	1	1	1
Total Mechanic Salary	SE 4094 Ln 5	\$ 53,696	\$ 49,638	\$ 46,122
Benefit Cost (based on total trans. Dept benefits / total dept. FTE)	SE 4094 Ln 7 / Ln 6 FTE Total	\$ 13,428	\$ 12,685	\$ 11,066
Avg Salary Per Mechanic	Total Mechanic Salary & Benefits / #Mechanics	\$ 67,124	\$ 62,323	\$ 57,188
Contracted Vehicle Maintenance Costs	SE 4094 Ln 20	\$ 29,430	\$ 21,901	\$ 13,228
Tires/Batteries	SE 4094 Ln 24	\$ 6,591	\$ 9,601	\$ 4,741
Repair Parts	SE 4094 Ln 25	\$ 39,896	\$ 41,907	\$ 31,613
Total Vehicle Maintenance & Repair Costs	Mechanic Salary & Benefits + Contracted Maintenance + Tires & Batteries + Repair Parts	\$ 143,041	\$ 135,732	\$ 106,770
	3 Year Average Total Maintenance Cost	\$ 128,514		
Average Vehicle Maintenance Cost Per Bus	Total Vehicle Maint Repair Costs / Total Buses	\$ 14,304	\$ 13,573	\$ 11,863

Calculates 3 year average total maintenance cost

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Add Mileage and Fuel Usage

	3 Year Average Per Bus Cost	\$ 13,247		
# Buses Per Mechanic	# Mechanics / Total Buses	10	10	9
Fuel Costs	SE 4094 Line 22	\$ 41,551	\$ 37,361	\$ 52,778
Total Miles Traveled	SE 4094 Line 29	83,338	109,693	97,467
Total Fuel Consumed (in gallons)	SE 4094 Line 31	16,661	21,868	19,749
Miles Per Gallon	Total Miles / Total Fuel in Gallons	5.00	5.02	4.94
	3 Year Average	4.98		
Avg Miles per Bus Per Year	Per year	8,334	10,969	10,830
	3 Year Average	10,044		
To Calculate Potential Fuel Savings (using entire fleet)				
Estimated Increase in Fuel Economy (New bus is estimated 8 MPG)	Estimated MPG (7.5) - Miles Per Gallon / Miles Per Gallon	50%	50%	52%
	Avg 3 years	50%		
Gallons of Fuel Saved (Fleet)	Total Fuel Consumed X Avg 3 yrs increase in Economy	3,832.03		
\$3.51	Fuel saved x \$3.51 per gallon*	\$ 13,450.43		
Average fuel cost per gallon	*Average Oakland County cost 12-13			

Input average fuel cost per gallon

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Your calculated fuel savings

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# District Savings

Average fuel cost per gallon	<i>*Average Oakland County cost 12-13</i>				
Lease Option Calculation					
		Total Fleet	Per Bus	See attached Option Calculator for State SE reimbursement	
Lease cost per year x # buses 12/13	\$13,250	\$ 132,500	\$ 13,250		
- 3 Yr Avg Vehicle Maint Repair Costs		\$ 128,514			
District lease cost minus 3 Yr Avg MRC		\$ 3,986	\$ 13,247		
Fuel savings based on increased MPG	Calculated Fuel Savings	\$ 13,450.43	\$ 1,345		
Estimated district savings per year		\$ 9,464.76	\$ 1,348		
Notes:					
*Lease cost estimate, will change based on specifications and lease options					
Does not include any environmental benefits which cannot be calculated financially.					
Other consideration - Parts Inventory					
Soft Costs - Student and staff safety					

Your estimated district savings

**Your estimated  
district savings  
before State SE  
Reimbursement**

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# Additional Savings

**Special needs  
reimbursement  
= 70.4165%**

Bus Replacement Option Calculator				
3 year average total maintenance cost from Bus Maintenance Cost Template \$ 128,514				
Option One - Sample District Purchase				
Does not include finance charges				
Bus Type	Special Ed Bus	General Ed Bus	Total Fleet	
Number of Buses	5	5	10	
Description	53 pass fully tracked lift	77 pass conventional		
Purchase Price (est)	\$ 86,000	\$ 82,000		
State SE Reimb 70.4165% year	\$ 8,651			
Yearly cost net SE Reimbursement	\$ 3,635	\$ 11,714		
Yearly net cost * number of buses	\$ 18,172.72	\$ 58,571.43	\$ 76,744.15	
		Fuel Savings	\$ 13,450.43	
		1st year total savings net 3 yr avg maint cost	\$ 65,220.61	
Finance Options				
Finance options vary by dealer				
Interest rates 2.85 - 3.25% (or less)				
Finance 5-6 years and turn back into dealer - see dealer for details				
Option Two - Sample Lease 5 year Term				
Bus Type	Special Ed Bus	General Ed Bus	Total Fleet	
Number of Buses	5	5	10	
Description	53 pass fully tracked lift	77 pass conventional		
Purchase price	\$ 85,000	\$ 82,000		
SE Reimbursement 70.4165% year	\$ 5,858.31			
Yearly cost net SE Reimbursement	\$ 4,141.69	\$ 13,700		
Yearly net cost * number of buses	\$ 20,708.45	\$ 68,500.00	\$ 89,208.45	
		Fuel Savings	\$ 13,450.43	
		1st year total savings net 3 yr avg maint cost	\$ 92,756.31	
Lease rates and options vary by dealer				

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Option One - Sample District Purchase			
<i>Does not include finance charges</i>			
Bus Type	Special Ed Bus	General Ed Bus	Total Fleet
Number of Buses	5	5	10
Description	53 pass fully tracked lift	77 pass conventional	
Purchase Price (est)	\$ 86,000	\$ 82,000	
Yearly Amortization/7 years (SE-4107)	\$ 12,286	\$ 11,714	
State SE Reimb 70.4165% year	\$ 8,651		
Yearly cost net SE Reimbursement	\$ 3,635	\$ 11,714	
Yearly net cost * number of buses	\$ 18,172.72	\$ 58,571.43	\$ 76,744.15
		Fuel Savings	\$ 13,450.43

The actual amount varies by purchase option and number of special needs buses purchased

Option Two - Sample Lease 5 year Term			
Bus type	Special Ed Bus	General Ed Bus	Total Fleet
Number of Buses	5	5	10
Description	53 pass fully tracked lift	77 pass conventional	
Purchase price	\$ 85,000	\$ 82,000	
Estimated yearly lease cost	\$ 14,000	\$ 13,700	
SE Reimbursement 70.4165% year	\$ 9,858.31		
Yearly cost net SE Reimbursement	\$ 4,141.69	\$ 13,700	
Yearly cost * number of buses	\$ 20,708.45	\$ 68,500.00	\$ 89,208.45
		Fuel Savings	\$ 13,450.43
		1st year total savings net 3 yr avg maint cost	\$ 52,756.31

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## Additional Benefits

- Student safety
- Student on time arrival
- Staff safety
- Staff morale
- Potential maintenance staff reductions
- Environmental benefits

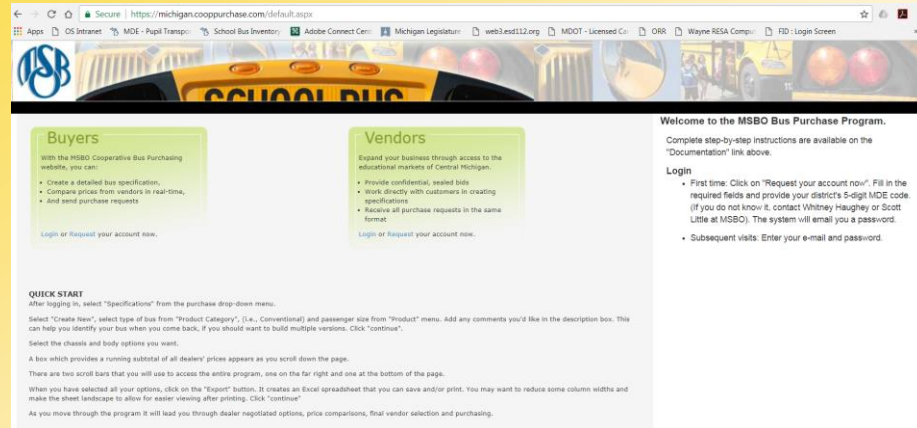


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# MSBO Bus Purchase Program



**Buyers**

With the MSBO Cooperative Bus Purchasing website, you can:

- Create a detailed bus specification,
- Compare prices from vendors in real-time,
- And send purchase requests

[Login or Request your account now.](#)

**Vendors**

Expand your business through access to the educational markets of Central Michigan.

- Provide confidential, sealed bids
- Work directly with customers in creating specifications
- Receive all purchase requests in the same format

[Login or Request your account now.](#)

**QUICK START**

After logging in, select "Specifications" from the purchase drop-down menu.

Select "Create New", select type of bus from "Product Category", (i.e., Conventional) and passenger size from "Product" menu. Add any comments you'd like in the description box. This can help you identify your bus when you come back, if you should want to build multiple versions. Click "continue".

Select the chassis and body options you want.

A box which provides a running subtotal of all dealers' prices appears as you scroll down the page.

There are two scroll bars that you will use to access the entire program, one on the far right and one at the bottom of the page.

When you have selected all your options, click on the "Export" button. It creates an Excel spreadsheet that you can save and/or print. You may want to reduce some column widths and make the sheet landscape to allow for easier viewing after printing. Click "continue"

As you move through the program it will lead you through dealer negotiated options, price comparisons, final vendor selection and purchasing.

**Welcome to the MSBO Bus Purchase Program.**

Complete step-by-step instructions are available on the "Documentation" link above.

**Login**

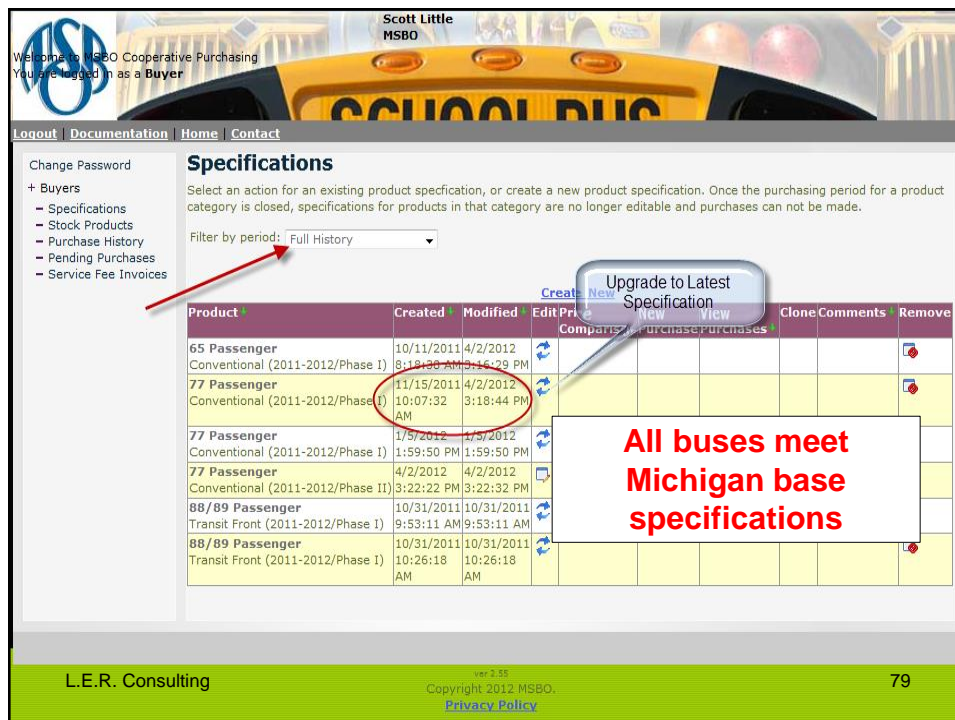
- First time: Click on "Request your account now". Fill in the required fields and provide your district's 5-digit MDE code. (If you do not know it, contact Whitney Haughey or Scott Little at MSBO). The system will email you a password.
- Subsequent visits: Enter your e-mail and password.

<https://michigan.cooppurchase.com/default.aspx>

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Scott Little  
MSBO

Welcome to MSBO Cooperative Purchasing  
You are logged in as a **Buyer**

[Logout](#) [Documentation](#) [Home](#) [Contact](#)

Change Password

+ Buyers

- Specifications
- Stock Products
- Purchase History
- Pending Purchases
- Service Fee Invoices

**Specifications**

Select an action for an existing product specification, or create a new product specification. Once the purchasing period for a product category is closed, specifications for products in that category are no longer editable and purchases can not be made.

Filter by period:

Product	Created	Modified	Edit	Price	Compare	New	View	Clone	Comments	Remove
65 Passenger Conventional (2011-2012/Phase I)	10/11/2011 8:18:00 AM	4/2/2012 3:14:29 PM								
77 Passenger Conventional (2011-2012/Phase I)	11/15/2011 10:07:32 AM	4/2/2012 3:18:44 PM								
77 Passenger Conventional (2011-2012/Phase I)	1/5/2012 1:59:50 PM	4/3/2012 1:59:50 PM								
77 Passenger Conventional (2011-2012/Phase II)	4/2/2012 3:22:22 PM	4/2/2012 3:22:32 PM								
88/89 Passenger Transit Front (2011-2012/Phase I)	10/31/2011 9:53:11 AM	10/31/2011 9:53:11 AM								
88/89 Passenger Transit Front (2011-2012/Phase I)	10/31/2011 10:26:18 AM	10/31/2011 10:26:18 AM								

**All buses meet Michigan base specifications**

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ver 2.55  
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[Privacy Policy](#)

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Welcome to MSBO Cooperative Purchasing  
You are logged in as a **Buyer**

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Change Password

+ Buyers

- Specifications
- Stock Products
- Purchase History
- Pending Purchases
- Service Fee Invoices

## Price Comparison and Preparation for Purchase

Prepare this specification for purchase by obtaining a final price comparison, resolving conflicts between selected options, and optionally including dealer negotiated options and trade-ins. This must be completed prior to purchase.

**Report** | Select Vendors | Dealer Options | **Report**

We now have the information we need to generate a pricing report showing the final cost for each vendor you selected. From here, you may simply save your choices for later, or return to the Specifications page to make a purchase.

[Export](#)

Cooperative Purchasing Price Comparison Report 4/2/2012 4:19:07 PM					
Buying Organization		MSBO 1001 Centennial Way, Suite 200 Lansing Michigan 48917-9279 Conventional (2011-2012/Phase II)			
Product Category		65 Passenger			
Product		1			
Quantity		4/2/2012 4:19:06 PM			
Report Date					
Option	Option SKU	Buyer Comments	Cap City	Hoekstra	Holland
<b>Product Base Price</b>			\$75,478.00	\$76,822.00	\$75,874.00
<b>Chassis Options</b>					
<b>Tires</b>					
LoPro 255/70R22.5 mud/snow, Michelin XZE	C364		N/A	\$603.00	\$138.00
<b>Body Options</b>					
<b>Dealer Options</b>					
radios			\$250.00		
radios				\$300.00	
radios					\$225.00
<b>Unit Price</b>			\$75,728.00	\$77,725.00	\$76,237.00
<b>Total Price</b>			\$75,728.00	\$77,725.00	\$76,237.00
<b>Grand Total</b>			\$75,728.00	\$77,725.00	\$76,237.00

< Previous | Return to Specifications | Make Purchase

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Logout | Documentation | Home | Contact

+ Administration

- Buying Cycle
- Configure Products
- Maintain Users
- Maintain Organizations

+ Buyers

- Trade-ins
- Specifications
- Purchase History

+ Vendors

- Appraise Trade-in
- Maintain Bids
- Stock Products

+ Reports

- Stock Product Values
- Trade-in Values
- User Details
- Vendor Prices

## Create Purchase Request

Prepare this specification for purchase by obtaining a final price comparison, resolving conflicts between selected options, and optionally including dealer negotiated options and trade-ins. This must be completed prior to purchase.

Select Vendors | Dealer Options | Trade-ins | Confirmation | **Verification** | Purchase

Is this final purchase report correct? If satisfied, click "Purchase" to submit this purchase request.

< Previous | Purchase

Verify Purchase Specification		
Vendor	Cap City	
Product Category	Bus: AII	
Product	23 Passenger	
Quantity	2	
Request Date	4/22/2010 11:31:29 AM	
Option	Option SKU	Cap City
<b>Product Base Price</b>		
45000.00		
<b>Chassis Options</b>		
<b>TESTING: Engine, heating block</b>		
Back receptacle (Qty: 3)	C2000	9
<b>Body Options</b>		
<b>Dealer Options</b>		
Floor mats		25.00
<b>Unit Price</b>		
\$45,034.00		
<b>Total Price</b>		
\$90,068.00		
<b>Grand Total</b>		
\$90,068.00		

< Previous | Purchase

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## **Funding for Specialized Transportation Services**

The State School Aid Act, under Section 51, provides funding for specialized transportation services for pupils required through the IEP process.

The basis for this funding is the data contained on the both the SE-4094, Transportation Expenditure Report and the SE-4107 School Bus Inventory Report.

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## **Transportation Reporting**

- Why is it important?
- Funding
  - Special Education reimbursement
  - ISD PA 18 Fund Reimbursement
- Operations Analysis
  - School Finance Research Collaborative
- Performance Measurements

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## Required Reports

Your district's funding depends on these reports:

- SE-4107 School Bus Inventory
- SE-4094 Transportation Expenditure Report
- SE-4159 Transportation Logs

**The only transportation funding you get so make it count!**

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## SE-4107 School Bus Inventory

The only allowable costs to be reported on the SE-4094 for vehicles is listed on the SE-4107 School Bus Inventory Report or

Approved by a MDE waiver (i.e., district owned cars or mini vans)



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# Amortization

Calculated based on type of bus

- Type I School Bus > 10,000 lbs.
  - 66 passengers or less
  - Amortized over 7 years
- Type I Premium Bus > 66 passengers
  - Amortized over 10 years
- Optional Amortization
  - Vehicles expected to exceed 100,000 within first four years of operation
  - Amortized over 4 years

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## School Bus Inventory

# Update Your Inventory

School Bus Inventory System Login

NOTE: There have been changes made to this application:  
Please refer to the "Instructions for Completing the SE-4107" PDF document on the [METS page](#) to review the data that should be added for each new bus.  
All columns (except EQIP) must contain data before you can submit your data without receiving an error message.

Login Name:  [I forgot my Login Name](#)  
Password:  [I forgot my Password](#)

Each district using black and yellow vehicles to transport pupils is required to update the SE-4107 annually

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## School Bus Inventory

## Add Buses

School Bus Inventory System

Lori Richardson 7/12/2011

- Select District -

Bus No	Chas	VIN No	YOP	YOM	Body	Style	Fuel	Equip	Cap	Cost	Stat	AT
Enter Bus No												

<https://mdoe.state.mi.us/bus/>

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Are your buses coded correctly?

## Check Your Status

- Regular Buses
- Leased Buses
- Contracted Buses
- Combination Buses
- Special Ed Section
- Spare Buses



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Are your buses coded correctly?

## Regular Buses

Vehicles used daily to transport regular education pupils to and from the school which they attend

Regular buses listed on 4107 are reported on line 29 of the Expenditure Report

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Are your buses coded correctly?

## Leased or Contracted Buses

Must be listed on 4107 to be included on the Expenditure Report

- Reported on Line 19 of the 4094
- Report only cost of lease

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Are your buses coded correctly?

## Combination Vehicles

With one or more scheduled runs used exclusively to transport special education pupils

or

51 % of transported pupils on run are special education

**Reported in COLUMN 2  
Regular/Vocational Ed on the SE-4094**

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Are your buses coded correctly?

## Section 52 Buses

Used exclusively for special education pupil transportation to approved special education programs

- Reported in column 3
- Buses used for both Section 52 and Section 53a reported in column 3

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Are your buses coded correctly?

## Section 53a Buses

Must be approved by the MDE before reporting  
Vehicle Status codes  
3, L3, K3, U, LU, KU

***Ridership verification is required for  
Section 53a***

*Only buses coded as 3 may be reported in  
Column 5*

Contracted or Leased Section buses **are not** eligible  
to be prorated to Section 53a. and must be reported in  
Column 3 on the SE-4094

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Are your buses coded correctly?

## Spare Buses

Used as replacements  
Are they your oldest buses?

On Line 18 - Insurance report:  
• Only 1 spare for each 10 vehicles

**Spare bus amortization is NOT reported  
on the SE-4094**

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## School Bus Inventory

# Selling or Trading Buses

## CAUTION

- Buses removed from your district's service should NOT be removed from your inventory until the beginning of the next school year
- Removal before July 1<sup>st</sup> will cause buses to be ineligible for amortization, insurance and operational costs for the year they were eliminated

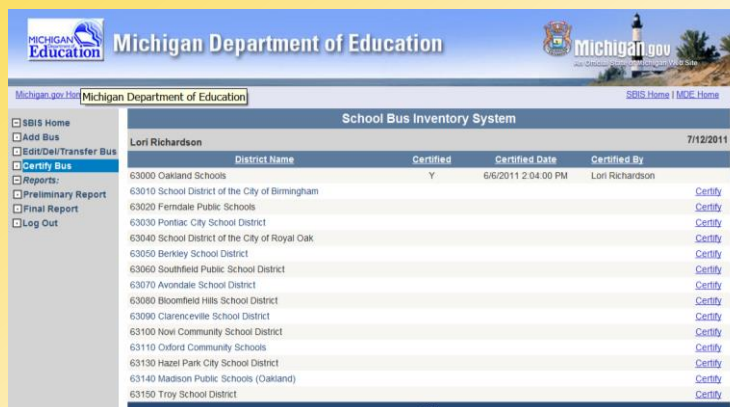
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## School Bus Inventory

# Buses Must be Certified



Michigan Department of Education			
School Bus Inventory System			
District Name	Certified	Certified Date	Certified By
63000 Oakland Schools	Y	6/6/2011 2:04:00 PM	Lori Richardson
63010 School District of the City of Birmingham			<a href="#">Certify</a>
63020 Ferndale Public Schools			<a href="#">Certify</a>
63030 Pontiac City School District			<a href="#">Certify</a>
63040 School District of the City of Royal Oak			<a href="#">Certify</a>
63050 Berkley School District			<a href="#">Certify</a>
63060 Southfield Public School District			<a href="#">Certify</a>
63070 Avondale School District			<a href="#">Certify</a>
63080 Bloomfield Hills School District			<a href="#">Certify</a>
63090 Clarenceville School District			<a href="#">Certify</a>
63100 Novi Community School District			<a href="#">Certify</a>
63110 Oxford Community Schools			<a href="#">Certify</a>
63130 Hazel Park City School District			<a href="#">Certify</a>
63140 Madison Public Schools (Oakland)			<a href="#">Certify</a>
63150 Troy School District			<a href="#">Certify</a>

Annually to receive transportation  
reimbursement

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## School Bus Inventory

# Inventory Reports

Ref No	Bus No	Chas	VIN	YOP	YOM	Body	Style	Equip	Cap	Cost	Stat	AT
27272	98-19	08	1HVBAAAN4WH602617	1998	1998	01	C	04	66	60285	R	B
45566	08-18	99	1GBJG31K781197423	2009	2008	18	C	04	21	47060	2	A
23408	96-26	06	1FDXB80C2TVA30007	1996	1996	01	C	02	72	46229	R	B
36355	04-17	08	1HVBAAAN94H581616	2003	2003	01	C	02	72	54504	R	B
32010	00-16	01	1BAALCPA9YF090585	2000	2000	01	T	02	78	55500	R	B
27273	98-22	08	1HVBAAAN2WH602616	1998	1998	01	C	02	72	54019	R	B
39839	06-04		4DRBUAAN613218645	2005	2005	01	T	02	78	61607	R	A
28132	99-7	08	1HVBAAAN5X1238029	1999	1999	01	C	02	71	52806	R	B
36350	02-10	08	1HVBAAAN13H549628	2002	2002	01	C	99	60	63753	2	A
43326	08-20	08	4DRBUAAN188647807	2007	2007	01	C	02	77	72649	R	B
36353	04-11	08	1HVBAAAN74H581615	2003	2003	01	C	02	72	54504	R	B

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## School Bus Inventory

# Reports May be Exported

MICHIGAN DEPARTMENT OF EDUCATION  
OFFICE OF SPECIAL EDUCATION/EARLY INTERVENTION SERVICES  
FINANCE AND PROGRAM MANAGEMENT UNIT  
BOX 30088, LANSING MICHIGAN 48909  
School Bus Inventory - FINAL  
School Year: 2010 - 2011

ISD: 63 Oakland Schools  
District: 63020 Ferndale Public Schools  
Run Date: 7/12/2011

Ref No	Bus No	Chas	VIN	POY	MOY	Body	Style	Fuel	Equip	Cap	Cost	Stat	AT	Depreciation	Annual	Total
21827	95-21	06	1FDXB80C9VA8077	1995	1995	01	C	01	02	72	46209	R	B	0	0	46209
23407	96-21	06	1FDXB80C0TVA3000	1996	1996	01	C	01	02	72	46254	S	B	0	0	46254
23408	96-26	06	1FDXB80C2TVA3000	1996	1996	01	C	01	02	72	46229	R	B	0	0	46229
26001	97-13	06	1FDXB80C6WVA074	1997	1997	01	C	01	02	72	48844	2	B	0	0	48844
26003	97-14	06	1FDXB80C9WVA077	1997	1997	01	C	01	02	72	48773	R	B	0	0	48773
27272	98-19	08	1HVBAAAN4WH60261	1998	1998	01	C	01	04	66	60285	R	B	0	0	60285
27273	98-22	08	1HVBAAAN2WH60261	1998	1998	01	C	01	02	72	54019	R	B	0	0	54019
28132	99-7	08	1HVBAAAN5X123802	1999	1999	01	C	01	02	71	52806	R	B	0	0	52806
32009	00-12	01	1BAALCPA7YF090584	2000	2000	01	T	01	02	78	55500	R	B	0	0	55500
32010	00-16	01	1BAALCPA9YF090585	2000	2000	01	T	01	02	78	55500	R	B	0	0	55500
36350	02-10	08	1HVBAAAN13H54962	2002	2002	01	C	01	99	60	63753	2	A	0	0	63753
36351	02-27	08	1HVBAAAN3H54962	2002	2002	01	C	01	99	60	63753	2	A	0	0	63753
36353	04-11	08	1HVBAAAN74H58161	2003	2003	01	C	01	02	72	54504	R	B	38152	0	43603
36354	02-23	08	1HVBAAAN2WH60261	2003	2002	01	C	01	04	60	60763	2	A	0	0	60763
36355	04-17	08	1HVBAAAN94H58161	2003	2003	01	C	01	02	72	54504	R	B	28152	0	45603
39839	06-04		4DRBUAAN6132186	2005	2005	01	T	01	02	78	61607	R	A	44005	0	52806
43326	08-20	08	4DRBUAAN18864780	2007	2007	01	C	01	02	77	72649	R	B	21794	0	29059
45566	08-18	99	1GBJG31K78119742	2009	2008	18	C	01	04	21	47060	2	A	6722	0	13445
Bus Type														District Totals	Total Annual Amortization	
SPEC ED SECTION 52															0	
REGULARS															0	
SPARKS															1	0
Grand Total															18	0

Allowing for easier data analysis

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## School Bus Inventory

## Keep Your Inventory Updated

- Input new buses as received
- Complete Cost of Bus Worksheet
- As bus status changes update 4107
- **Print preliminary report as you make changes**
  - Review report for accuracy
  - Keep a copy of the report for your records

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## School Bus Inventory

## If a Change is Needed

Once entered into the inventory, buses are in the amortization process for 4 to 10 years.

- If a **previously listed** vehicle on your inventory requires a change for information in a field that is locked:
  - Examples: VIN #, YOP, YOM, cost, or AT code),
- **Do not delete this vehicle and re-enter**

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If a Change is Needed

## If a Change is Needed

Buses that are re-entered will begin a new amortization process

- To have these changes made, contact the Michigan Department of Education, Office of Special Education and Early Intervention Services at (517) 241-0108

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School Bus Inventory

## Inventory Deadline

Fleet inventory additions, changes and deletions must be completed by June 30<sup>th</sup> of each year

Don't forget to print your Preliminary School Bus Inventory by this date

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# Kids Count

## Pupil Transportation Count Week

- Aligns with the Pupil Count Day (October 3 - 7, 2022)
- Student ridership and route mileage is documented on SE-4159-SL and SE-4159-RL
- October 2021 Count Week information will be reported on the 2021-2022 SE-4094

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## Kids Count

# Specialized Transportation Log

### *Who is counted?*

Students who have a current IEPC requiring specialized transportation service and ride a special education vehicle during count week

The sum of all special education riders averaged over the five-day count week is reported in Column 4 on Line 32 of the SE-4094 "Total Riders Per the Count Week"

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Kids Count

# Specialized Transportation Log

SE-4159-SL for special education students

To school  
**Monday  
through  
Friday**

Average  
is reported  
on line 32  
column 4

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2007-08  
**SPECIALIZED TRANSPORTATION LOG**  
(Complete a separate log for each route)

EDUCATIONAL AGENCY: School District Name: District Code Number: Telephone Number:  
Address: City: Zip Code:

INSTRUCTIONS: The Intermediate School District or the Department may require submission of this log with the Transportation Expenditure Report, SE-4094.

BUS NUMBER: ROUTE NUMBER: DRIVER:  
DOES THIS BUS ALSO HAVE A REGULAR EDUCATION RUN? ☐ YES ☐ NO  
NAME OF AIDE (if any):

MILEAGE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Ending Mileage					
Starting Mileage					
TOTAL MILEAGE (subtract starting from ending)					
	WEEK'S TOTAL MILEAGE				
	AVERAGE MILEAGE Week's Total Mileage Divided by 5				
SPECIAL EDUCATION PUPIL COUNT (EXITING BUS AT SCHOOL OR HOME (List Schools Below))	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1.					
2.					
3.					
4.					
5.					
TOTAL PUPIL COUNT					
	WEEK'S TOTAL PUPIL COUNT				
	AVERAGE PUPIL COUNT Week's Total Pupil Count Divided by 5				

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Kids Count

# Regular Transportation Log

SE-4159-RL for Regular education students

To school  
**1 day -  
Wednesday**

Report on  
line 32  
Column 2

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2007-08  
**REGULAR TRANSPORTATION LOG**

School District Name: District Code Number: Telephone:  
Address: City: Zip Code:

INSTRUCTIONS: TO BE COMPLETED THE WEDNESDAY OF THE COUNT WEEK  
The Intermediate School District may require submission of this log with the Transportation Expenditure Report, SE-4094.

BUS NUMBER: ROUTE NUMBER: DRIVER:  
DOES THIS BUS ALSO HAVE A SPECIAL EDUCATION RUN? ☐ YES ☐ NO

MILEAGE	COUNT WEEK October 3, 2007
Ending Mileage	
Starting Mileage	
TOTAL MILEAGE (ending mileage minus starting mileage)	
PUPIL COUNT EXITING SCHOOL BUS (List Schools Below)	COUNT WEEK October 3, 2007
1.	
2.	
3.	
4.	
5.	
TOTAL PUPIL COUNT	

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## Kids Count

## Which Kids Count?

- All students and mileage - to school only
  - Include any forward progression of educational day
    - To attending school from home
    - From school to other programs
    - Includes CBI, Work Experience, CTE, Non-Public, Head Start, Non-resident, Early Fours, etc.
- Only count students 1 time per school
- Noon *to school* kindergarten, pre-primary

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## Kids Count

## Mileage

- All to school mileage
  - Beginning at bus garage continuing through a.m. to school route back to the bus garage
- Mid-day **to school** routes
  - Beginning at bus garage through to school route and back to the bus garage
- Do not count take home mileage

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# SE-4094 Expenditure Report

**Report of your district's allowable  
transportation expenditures  
July 1st – June 30<sup>th</sup>**

**Due October 7<sup>th</sup> of each year  
or next business day if  
Saturday or Sunday**

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## SE-4094 Expenditure Report

# Be Prepared

To complete the SE-4094 you will need

- Transportation department expenditures
- Other department's transportation related costs
- Count week data
- Final SE-4107 Fleet Inventory Report

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## SE-4094 Expenditure Report

## Completing the Form on CEPI

- Enter your district's transportation data on the form.
- Navigate through the cells by using the tab key or click on cell with mouse
- Amounts should be rounded to the nearest dollar
- Decimal amounts and commas will cause errors
- Link to CEPI:

[http://www.michigan.gov/cepi/0,1607,7-113-986\\_10484---,00.html](http://www.michigan.gov/cepi/0,1607,7-113-986_10484---,00.html)

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Transportation Expenditure Report Form (SE-4094)

Account Code Description #1	Reg/Vol Sec 12	Sec 12 Sec 12	Sec 12 Sec 12	Total
(1)	(2)	(3)	(4)	(5)
<b>1000 - Salaries</b>				
1110 Superintendent	10.00	2500	5.00	1000
1115 Bus Driver	10.00	2500	5.00	1000
1120 Secretarial/Clerical	10.00	2500	5.00	1000
1125 Aides	10.00	2500	5.00	1000
1130 Other Support	10.00	2500	5.00	1000
<b>TOTAL SALARIES</b>	50.00	12,500	25.00	5,000
<b>2000 - Employee Benefits</b>				
<b>3000/4000 - Purchased Services - Non-Vehicle Related Costs</b>				
3100 Local Expenses	0.00	0	0	0
3110 Telephone/Postage	0.00	0	0	0
3120 Other Utilities	0.00	0	0	0
3130 Purch Serv - Staff	0.00	0	0	0
3140 Other Non Veh	0.00	0	0	0
<b>TOTAL NON-VEHICLE RELATED PURCHASED SERVICES</b>	0.00	0	0	0
<b>5000 - Supplies</b>				
5110 Gasoline/Fuel	0.00	0	0	0
5120 Oil/Grease	0.00	0	0	0
5130 Tires/Repairs	0.00	0	0	0
5140 Other Supplies/Repair	0.00	0	0	0
5150 Office Supplies	0.00	0	0	0
<b>TOTAL SUPPLIES</b>	0.00	0	0	0
<b>7000 - Other Expenditures</b>				
7100 Bus Acquisition	12,500	0	0	0
<b>TOTAL EXPENDITURES</b>	62.50	12,500	25.00	5,000
<b>8000 - Ridership Verification</b>				
8100 Total Annual Miles	0.00	0	0	0
8200 Total Riders Per Count	0.00	0	0	0
8300 Total Fuel Consumed (in gallons)	0.00	0	0	0
8400 Miles per Gallon	0.00	0	0	0

Click on line and column numbers for links to instructional text

Gray colored cells auto calculate based on your entries

Click "Save" to save entered data

Click "Submit to the ISD" when form is completed

Click here to go to the Ridership Verification screen

Enter Sec 53a Ridership Verification

Save

Submit to ISD

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Completing the form on CEPI

## Informational Messages

- Will appear in the space above the contact box
- Parentheses indicate the location of an error

Expenditures w/o FTE in lines/column (1, 1)  **Print**

This SE-4094 was saved, but with errors.  
It cannot be submitted until the errors are corrected.  
Check SE-4094 User Guide for detailed information

[View Allowable COA](#)

Contact Info (Required)	
Name	Barry
Phone Number	517-123-4567
Email Address	barry@e-mailaddress.com

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Completing the form

## 20 Minute Warning

- If your account has been inactive for more than 20 minutes your access authorization will end
  - You must log into the application again
  - Any form data entered but not saved will be lost
  - Save your data frequently
    - The application does not recognize cell entry or tabbing as activity

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## Completing the form

## Submitting Your Data

- Click the “Save” button to save data in order to leave the application and return at a later time
- Click “Submit to the ISD” when data entry is completed
  - Once submitted to the ISD, the form is locked and no changes can be made unless an ISD user releases the form back to the district

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## SE-4094 Expenditure Report

## Allowable Expenditures

- Michigan Department of Education ***Transportation Allowable Expenditures*** lists all approved items that may included as direct costs on the SE-4094
- [http://michigan.gov/documents/mde/Transportation Allowable Expenditures 359241 7.pdf](http://michigan.gov/documents/mde/Transportation_Allowable_Expenditures_359241_7.pdf)
- Prior written approval must be obtained from the MDE Office of Special Education and Early Intervention Services to charge costs not included on the list

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## SE-4094 Expenditure Report

## Non-Vehicle Related Costs

Districts providing special education and regular education transportation must prorate costs by the percent of ridership - unless noted

- Include “scheduled student riders as averaged during the count week”
- Calculated by dividing the number of special education riders by the total number of riders

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## SE-4094 Expenditure Report

## More About Proration

Vehicle related costs may be prorated by:

The percentage of regular and special education buses as reported on the SE-4107

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## SE-4094 Expenditure Report

## Direct Costs

Costs may be directly applied

- Time tickets, repair logs for repairs on specific buses
- Documentation must be submitted in hard copy to MDE, Office of Special Education and Early Intervention Services

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## SE-4094 Expenditure Report

## Form Verification

- Will occur when completing **Salaries** and **Vehicle Related Purchased Services** sections
- If reported amount is greater than \$5,000:
  - A corresponding FTE or vehicle number value must be reported
- If FTE or number of vehicles is greater than zero:
  - A corresponding expenditure amount must be reported

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## SE-4094 Expenditure Report

## Where they Go

- Report applicable vehicle and FTE (full time equivalency):
  - Regular Education in Column 1
  - Special Education Section 52 in Column 3
  - Section 53a in Column 5
    - FTE is based upon a six (6) hour day
    - FTE for sub drivers or sub aides is not included
- Costs for special ed pupils whose IEP *does not* require special transportation and ride on regular ed buses are reported in Column 2

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## Allowable Expenses

## Salaries &amp; Benefits - 1000

Unused sick leave payout may be included

LINE	Account Code Description	Reg/VocEd		SpecialEd-Sec52		SpecialEd-Sec53a		Total
		FTE	Expenditure	FTE	Expenditure	FTE	Expenditure	
		(1)	(2)	(3)	(4)	(5)	(6)	
1000 - Salaries:								
1	1100 Supervisor	1.84	97,809	0.16	8,607			106,416
2	1110 Bus Drivers	24.00	532,697	12.00	231,821	0.00	0	765,518
3	1120 Secretarial/Clerical	0.92	22,718	0.08	1,999			24,717
4	1130 Aides	0.00	0	6.00	61,767	0.00	0	61,767
5	1140 Other Support	1.84	69,182	0.16	23,061			92,243
6	TOTAL SALARIES	28.60	723,406	18.40	327,255	0.00	0	1,050,661
7	2100 Employee Benefits		346,696		261,543		0	608,239

Do not include stipends, early retirement,  
annuities, and prepaid insurance

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## Allowable Expenses

# Salaries

**Don't forget:**

- Inventory/parts personnel
  - Custodial support
  - Substitute clerical
    - Your boss
- Security guards

**Prorate salaries for any person who splits their time between other departments**

- Based on amount of time spent on activities related to the transportation department

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## Allowable Expenses

# Benefits

- Include cash payments in lieu of benefits
- Employee benefits are prorated on an employee to employee basis
- Prorate benefits of employees who divide their time between other departments based on amount of time spent on transportation related activities
- Do not include benefit costs in salaries
- Report benefit costs on line 7

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## Allowable Expenses

**Purchased Services – Non Vehicle**

- **Line 8 - Local Expenses**
  - Training expenses for employees reported on lines 1-5
    - Tuition, mileage, meals, workshops
- **Line 9 – Telephone/Postage**
  - Don't forget cell phones
  - Advertising related to pupil transportation (job postings)
- **Line 10 – Other Utilities**
  - Electricity, Heat, Water
  - Trash & recycling
    - *Utility costs must be direct billed to the transportation department and not a proration of the school district's total utility bill*

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## Allowable Expenses

**Purchased Services**

- **Line 11 – Purchased Services – Staff**
- The number and costs of staff contracted from a third party entity who if employed by local district would have been reported on lines 2 – 5 including:
  - Bus Drivers
  - Aides
  - Secretaries, clerical
  - Other support staff
- A Third Party Entity ***is not*** another Michigan School District or Intermediate School District

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## Allowable Expenses

**Purchased Services – Non Vehicle**

- **Line 12 – Other Non-Vehicle Purchased Services**
  - Copier leases, printer, fax repairs
    - Technology support
    - Routing or software
    - Advertising for employee recruitment
    - Maps – generation and printing
  - Garage or parking lot repairs
    - Performed by other departments
    - Outside contractors
  - Equipment repair
    - Fuel pumps, time clocks, bus wash

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## Allowable Expenses

**Purchased Services – Non Vehicle****Line 12 continued**

- Repairs for private residences – mailboxes
- Snow plowing - in house or contracted
- Laundry – mechanics uniforms, towels
- Pest control
- Contracted aides, secretarial or dispatcher
- Rental of in-service materials
- Driver Physicals
  - *Do not include improvements made to bus garages and bus parking lots*

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## Allowable Expenses

## Non Black and Yellow

- **Line 14 – Pupil Transportation Common Carrier**
- Amount paid to a third party entity offering services to the general public
  - Includes public transit and companies
  - Passes for public transportation
- Must include the number of vehicles the company uses to provide the service
  - These vehicles **are not** listed on the 4107
- Only exclusive special ed common carrier costs may be charged to Section 52 or 53a
- Field trip costs must be reported as regular education Column 2
  - *Does not include companies such as Dean, First Student or Durham*

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## Allowable Expenses

## Black and Yellow

- **Line 15 – Pupil Transportation Common Carrier**
- Amount paid to a third party entity to provide pupil transportation to and from school
  - Includes Servicar, First Student and Durham
- Include the number of vehicles the company uses to provide the service
  - These vehicles **MUST BE** listed on the 4107
- Only exclusive special ed costs may be charged to Section 52 or 53a
- Field trip costs must be reported under regular education Column 2

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## Allowable Expenses

## Purchased Services – Vehicle Related

**Line 16 – Family Vehicle**

- Private vehicle
- Parents
- Pupils transporting themselves
- Only exclusive special ed costs may be charged to Section 52 or 53a
- **Do not** include transportation for a school related event

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## Allowable Expenses

## Purchased Services – Vehicle Related

- **Line 17 – Pupil Transportation Taxi Cab**
  - Amount paid to taxi cab companies for transporting pupils to and from school
  - Must include the number of vehicles the company uses to provide the service
    - Taxis **are not** listed on the 4107
  - Only taxi cab costs exclusively for special education riders may be charged to Section 52 and Section 53a

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## Allowable Expenses

## Purchased Services – Vehicle Related

**Line 18 – Fleet Insurance**

- Vehicles used to transport students to school and school related events
- Report by vehicle
  - Prorate premiums for vehicles not used exclusively for student transportation
  - *Not eligible to be prorated to Section 53a*
- Combination vehicles are reported in Column 2
- Spare buses – 1 for every 10
- Must match current year's 4107

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## Allowable Expenses

## Contracted or Leased Buses

**Line 19**

- Amount paid to lease or contract buses to provide pupil transportation to and from an instructional site
  - Driven by school district staff
  - Black and yellow only
  - *Not eligible to be prorated to Section 53a*
- Include the number of vehicles
- Maintenance, repair, fuel, etc. are not included
- **Vehicles must be reported on the 4107**

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## Allowable Expenses

**Purchased Services – Vehicle Related****Line 20 – Other Vehicle Related Costs**

- Costs for maintenance and repairs for buses listed on line 16
  - *Not eligible to be prorated to Section 53a*
- Contracted vehicle repairs
- Two-way radios
  - Contracted or district owned buses
- GPS monthly fees
- Fire extinguisher inspections
- Towing

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## Allowable Expenses

**Supplies**

- **Line 22 – Gasoline/Fuel**
  - Tax is not included
- **Line 23 – Oil & Grease**
- **Line 24 – Tires and Batteries**
  - Only vehicles used for pupil transportation
  - Prorated based on % of buses
  - If direct cost – documentation to MDE

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## Allowable Expenses

## Supplies

- **Line 25 – Other Supplies, Repair Parts**
  - Small tools
  - Anti-freeze, brake wash, deicer
  - Cleaning materials used for buses
  - Bus repair parts
  - Emergency equipment, fusees, clean up kits, fire extinguishers
  - Repair parts for garage equipment
- **Line 26 Office Supplies**
  - Supplies used to support the operation of the pupil transportation office

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## Allowable Expenses

## Other Expenses

- **Line 28 Other Expense/Adjustment**
  - Driver certification fees
    - Licensing costs
    - Road tests
  - Driver awards
  - Toll and ferry fees
  - Subscriptions
  - Driver jackets
  - Will also be used by MDE to make any necessary adjustments

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## Allowable Expenses

## Bus Amortization

- Authorized annual amount as calculated on the SE-4107
- Reported on line 29
- *Not eligible to be prorated to Section 53a*
- Number of vehicles and amount must agree with final SE-4107
- Do not report spare bus amortization

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## Allowable Expenses

## Bus Amortization

- 
- **Amortization for vehicles may not be reported on the Transportation Expenditure Report until calculated on the final SE-4107 School Bus Inventory Report**
  - **New vehicles added to the SE-4107 in 2021-2022 will not have amortization calculated until the 2022-2023 school year**

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## Allowable Expenses

## Bus Amortization

Amounts found on your district's Final SE-4107

SE 4107

RUN DATE: 08/08/07  
SCHOOL CODE:..... 61---  
SCHOOL DISTRICT NAME  
ISD.. 63

CONSULT FUNDING PACKET TIME LINE FOR MAILING INSTRUCTIONS

MICHIGAN DEPARTMENT OF EDUCATION  
OFFICE OF SPECIAL EDUCATION/EARLY INTERVENTION SERVICES  
FINANCE AND PROGRAM MANAGEMENT UNIT  
BOX 30008, LANSING MICH. 48909  
SCHOOL BUS INVENTORY  
SCHOOL YEAR: 2006-2007

PROG J2:  
J2:  
PAGE

DISTRICT TOTALS		TOTAL ANNUAL AMORTIZATION	
R	REGULARS	47	353891
S	SPARES	8	64707
C	COMBINED USAGE	9	87898
2	SPEC ED SECTION 52	23	236591
T	SPEC ED SECTION 52 SPARES	1	11944

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## Allowable Expenses

## Bus Amortization

FINAL

08/08/07  
E:..... 61---  
TRICT NAME

PACKET TIME LINE FOR MAILING INSTRUCTIONS

MICHIGAN DEPARTMENT OF EDUCATION  
OFFICE OF SPECIAL EDUCATION/EARLY INTERVENTION SERVICES  
FINANCE AND PROGRAM MANAGEMENT UNIT  
BOX 30008, LANSING MICH. 48909  
SCHOOL BUS INVENTORY  
SCHOOL YEAR: 2006-2007

PROG J2:  
J2:  
PAGE

DISTRICT TOTALS		TOTAL ANNUAL AMORTIZATION	
R	REGULARS	64	392838
2	SPEC ED SECTION 52	25	122844

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**Only numbers allowed to be reported on Line 29**

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## Allowable Expenses

## Bus Amortization

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PROG J2  
J2  
PAGE

FINAL

08/08/07

E:..... 63;  
TRICT NAME 1

PACKET TIME LINE FOR MAILING INSTRUCTIONS

Reported on Line 29  
Column 2

DISTRICT TOTALS		TOTAL ANNUAL AMORTIZATION
R	REGULARS	64 392838
2	SPEC ED SECTION 52	25 122844

Reported in Column 3

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## Allowable Expenses

## Combination Buses

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SCHOOL BUS INVENTORY  
SCHOOL YEAR: 2006-2007

PROG J2:  
J2:  
PAGE

SE 4107 FINAL

RUN DATE: 08/08/07

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CONSULT FUNDING PACKET TIME LINE FOR MAILING INSTRUCTIONS

Must be reported  
in column 2

DISTRICT TOTALS		TOTAL ANNUAL AMORTIZATION
R	REGULARS	47 353891
S	SPARES	8 64767
C	COMBINED USAGE	9 87898
S	COMB ED SECTION 52	63 526501
T	SPEC ED SECTION 52 SPARES	1 11944

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## Allowable Expenses

## Spare Buses

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 BOX 30008, LANSING MICH. 48909  
 SCHOOL BUS INVENTORY  
 SCHOOL YEAR: 2006-2007

FINAL  
 08/08/07  
 E:..... 63  
 TRICT NAME

PACKET TIME LINE FOR MAILING INSTRUCTIONS

DISTRICT TOTALS

			TOTAL ANNUAL AMORTIZATION
7	REGULARS	64	309838
5	SPARES	9	14515
2	SPEC ED SECTION 52	25	122844

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Are not reported on Line 29

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## Allowable Expenses

## District Totals

- **Line 31 - Total Annual Miles**
  - Total miles traveled by fleet vehicles used in providing pupil transportation to instructional sites
- **Line 32 – Total Riders Per Count Week**
  - Taken from Special Ed and Regular Ed Count Week Logs
- **Line 33 – Total Fuel Consumed**
  - Total number of gallons of fuel used by pupil transportation fleet vehicles for providing pupil transportation

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## Be Prepared

Throughout the Year:

- Track you fuel and grease costs & usage
- Maintain driver hours lists
- Vehicle purchases and trade ins/sales
- Track facility and parking lot repairs

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### Fuel Purchases 2007-2008

PO 191612

Invoice Date	Invoice Number	Gallons	Price/gal	Cost	Freight and Taxes	Invoice Amount	Actual Payment	Balance on PO
7/31/2007								\$150,000.00
9/14/2007	291402	13,402	\$2.4392	\$32,690.16	\$130.67	\$32,820.83		\$117,179.17
9/19/2007	289300	13,400	\$2.4842	\$33,288.28	\$130.65	\$33,418.93		\$83,760.24
9/25/2007	289616	13,401	\$2.5262	\$33,856.13	\$130.67	\$33,986.80		\$49,773.44
10/4/2007	291196	13,401	\$2.5386	\$34,019.78	\$13.07	\$34,150.44		\$15,623.00
10/16/2007	291200	10,502	\$2.4634	\$25,870.63	\$102.39	\$15,623.00		\$0.00

PO 192980

Invoice Date	Invoice Number	Gallons	Price/gal	Cost	Freight and Taxes	Invoice Amount	Actual Payment	Balance on PO
9/25/2007								\$150,000.00
10/16/2007	291200	10,502	\$2.4634	\$25,870.63	\$102.39	\$10,350.02		\$139,649.98
10/16/2007	291697	11,999	\$2.5088	\$30,103.09	\$116.99	\$30,220.08		\$109,429.90
10/18/2007	291726	12,005	\$2.5360	\$30,444.68	\$117.05	\$30,561.73		\$78,868.17
10/30/2007	292661	12,000	\$2.6986	\$32,383.20	\$117.00	\$32,500.20		\$46,367.97
11/1/2007	292663	12,004	\$2.8100	\$33,731.24	\$117.04	\$33,848.28		\$12,519.69
11/8/2007	293461	12,005	\$3.0425	\$36,525.21	\$117.05	\$12,519.69		\$0.00

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## 4094 Instructions



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[www.Michigan.gov/cepi](http://www.Michigan.gov/cepi)

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## Timeline

- SE-4107 Due June 30<sup>th</sup> each year
- SE-4094 Due October 7<sup>th</sup> each year
- Pupil Transportation Count Week – Aligns with Pupil Count Day
- Operational Evaluations – throughout each school year

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## Operations Analysis

- Reported costs may be used to analyze performance measurements including:
  - Cost per bus
  - Cost per student
  - Cost per mile
  - Miles per gallon
  - Maintenance costs

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Assessing Transportation Costs

## On Time, Ready to Learn

Educational policy decisions will affect  
your operational costs

Are you involved?

Do you know your costs?

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## Factors That Affect Efficiency

- School Bell Times
- Length of Bus Runs
- Location and Frequency of Bus Stops
- Geography/Distance
- District Policies
  - Walk to stop/school distance
  - Students per seat
- Bargaining Agreements

## Michigan Resources

### Michigan Department of Education Pupil Transportation

- Best practices
- Driver curriculum
- Forms and publications
- Google [Michigan School Bus](#)

### MSBO

- [Transportation Task List](#)
- School Bus Purchase Program

<http://msbo.org/transportation-0>

**MAPT** <http://www.mapt.org/>

### Michigan State Police

<http://www.michigan.gov/msp/0,4643,7-123-59877-267848--,00.html>

### Michigan Commercial Driver's License Manual

[http://www.michigan.gov/documents/cdlmanul\\_16090\\_7.pdf](http://www.michigan.gov/documents/cdlmanul_16090_7.pdf)



## Resources

- 2015 National School Transportation Specifications and Procedures  
[NASDPTS - NSTSP](#)
- DOT Procedures for Transportation Workplace Drug and Alcohol Testing Programs  
[http://www.dot.gov/ost/dapc/NEW\\_DOCS/part40.html?proc](http://www.dot.gov/ost/dapc/NEW_DOCS/part40.html?proc)
- US Dept. of Transportation What Employees Need to Know About DOT Drug & Alcohol Testing  
[What Employees Need to Know About DOT Drug & Alcohol Testing \(English\) | US Department of Transportation](#)
- American School Bus Council <http://americanschoolbuscouncil.org>
- National Highway Traffic Safety Administration  
<http://www.nhtsa.gov/School-Buses>
- Federal Motor Vehicle Safety Standards  
<http://www.nhtsa.dot.gov/cars/rules/import/fmvss/index.html>

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## Questions?

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## Additional Support

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Phone: 517.241.1235  
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- Lori Richardson  
Email: [ler130consult@gmail.com](mailto:ler130consult@gmail.com)
- CEPI Customer Support – Technical Questions  
Phone: 517.335.0505  
E-Mail: [cepi@michigan.gov](mailto:cepi@michigan.gov)

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## Finalize Credit for Attendance

Return form to MSBO by March 4, 2022

- ✓ Return form to MSBO by March 4, 2022
  - E-mail – [cbyam@msbo.org](mailto:cbyam@msbo.org)
- ✓ Receive e-mail from MOECS-noreply@michigan.gov to fill out an evaluation for SCECHs.
- ✓ Receive an email from survey monkey for the MSBO evaluation.

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