

Transportation for the Business Manager

Presented by:
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**Class Materials
can be found at:**

[https://www.msbo.org/msbo-
certification-class-materials/](https://www.msbo.org/msbo-certification-class-materials/)

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

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



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

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



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

Transportation Tasks

TRANSPORTATION TASK CALENDAR AT-A-GLANCE	
<p><u>July</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Check physical expirations <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 lists <input type="checkbox"/> Close previous fiscal year's purchase orders <input type="checkbox"/> Open purchase orders for new fiscal year <input type="checkbox"/> Schedule hoist test <input type="checkbox"/> Schedule fire extinguisher tests <input type="checkbox"/> Schedule air compressor test <input type="checkbox"/> Summer vehicle maintenance (including mic readings, 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.) <p><u>August</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Check physical expirations <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 <p><u>September</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Check physical expirations <input type="checkbox"/> Check license expirations <input type="checkbox"/> Complete employee "Blood Borne Pathogens" training <input type="checkbox"/> Complete State Report 4094 <input type="checkbox"/> Update employee emergency information <input type="checkbox"/> Order buses <input type="checkbox"/> Prepare employee "Snow Fan Out" <p><u>October</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Check physical expirations <input type="checkbox"/> Check license expirations <input type="checkbox"/> Review random drug testing and subscription service employee lists <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 <p><u>November</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Check physical expirations <input type="checkbox"/> Check license expirations <input type="checkbox"/> Order buses (if not already done) 	<p><u>December</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Check physical expirations <input type="checkbox"/> Check license expirations <input type="checkbox"/> Order buses (if not already done) <input type="checkbox"/> Plan bell times for next school year <p><u>January</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Check physical expirations <input type="checkbox"/> Check license expirations <input type="checkbox"/> Review random drug testing and subscription service employee lists <input type="checkbox"/> Order buses (if not already done) <p><u>February</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Check physical expirations <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 <p><u>March</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Check physical expirations <input type="checkbox"/> Check license expirations <input type="checkbox"/> Work on budget projections for upcoming year <input type="checkbox"/> MAPT Spring Conference <p><u>April</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Check physical expirations <input type="checkbox"/> Check license expirations <input type="checkbox"/> Review random drug testing and subscription service employee lists <input type="checkbox"/> Begin scheduling Advanced Bus Driver classes for summer months <input type="checkbox"/> Finalize State Report 4107 <input type="checkbox"/> Begin preparing summer routes <input type="checkbox"/> Work on budget projections for upcoming year <input type="checkbox"/> MSBO Annual Conference <p><u>May</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Check physical expirations <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 bell times and get student information for next year <input type="checkbox"/> Local Bus Drivers' Championship <p><u>June</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Check physical expirations <input type="checkbox"/> Check license expirations <input type="checkbox"/> Last chance to finalize 4107 <input type="checkbox"/> Local Bus Drivers' Championship (if not already done) <input type="checkbox"/> State Bus Drivers' Championship <input type="checkbox"/> Mechanic 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)

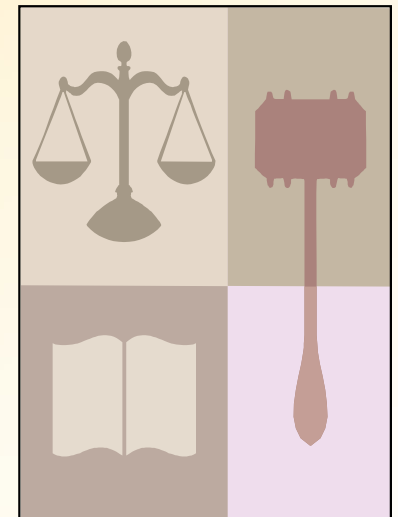
2nd Draft -- 01/31/10

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

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



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

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.

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



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**



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



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

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

Medical Examination Report FOR COMMERCIAL DRIVER FITNESS DETERMINATION							
849-F (8045)							
1. DRIVER'S INFORMATION		Driver completes this section					
Driver's Name (Last, First, Middle)		Social Security No.		Birthdate M / D / Y		Age Sex <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> M <input type="checkbox"/> F</div><div><input type="checkbox"/> <input type="checkbox"/></div></div>	
Address		City, State, Zip Code		Work Tel: () Home Tel: ()		Driver License No. License Class: <div style="display: flex; justify-content: space-around;"><div><input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> Other</div><div><input type="checkbox"/> C <input type="checkbox"/> D</div></div>	
						State of Issue	
2. HEALTH HISTORY		Driver completes this section, but medical examiner is encouraged to discuss with driver.					
Yes No		Yes No				Yes No	
<input type="checkbox"/> Any illness or injury in the last 5 years? <input type="checkbox"/> Head/Brain injuries, disorders or illnesses <input type="checkbox"/> Seizures, epilepsy <input type="checkbox"/> _____ medication <input type="checkbox"/> Eye disorders or impaired vision (except corrective lenses) <input type="checkbox"/> Ear disorders, loss of hearing or balance <input type="checkbox"/> Heart disease or heart attack; other cardiovascular condition <input type="checkbox"/> _____ medication		<input type="checkbox"/> Lung disease, emphysema, asthma, chronic bronchitis <input type="checkbox"/> Kidney disease, dialysis <input type="checkbox"/> Liver disease <input type="checkbox"/> Digestive problems <input type="checkbox"/> Diabetes or elevated blood sugar controlled by: <input type="checkbox"/> diet <input type="checkbox"/> pills <input type="checkbox"/> insulin <input type="checkbox"/> Nervous or psychiatric disorders, e.g., severe depression <input type="checkbox"/> _____ medication <input type="checkbox"/> Loss of, or altered consciousness				<input type="checkbox"/> Fainting, dizziness <input type="checkbox"/> Sleep disorders, pauses in breathing while asleep, daytime sleepiness, loud snoring <input type="checkbox"/> Stroke or paralysis <input type="checkbox"/> Missing or injured hand, arm, foot, leg, finger, toe <input type="checkbox"/> Spinal injury or disease <input type="checkbox"/> Chronic low back pain <input type="checkbox"/> Regular, frequent alcohol use <input type="checkbox"/> Narcotic or habit forming drug use	
<p>is, treating physician's name and address, and any current limitation. List all medications (including recently).</p> <hr/> <hr/> <hr/> <hr/>							
<p>d true. I understand that inaccurate, false or missing information may invalidate the examination and my signature_____ Date_____</p>							
<p>ry (The medical examiner must review and discuss with the driver any "yes" answers and potential hazards of ns, while driving. This discussion must be documented below.)</p>							

Medical Qualifications

- Must meet Federal D.O.T. requirements
- White card may be issued for ***up to*** 2 years
- Medical examiners must be
 - Trained and certified to perform D.O.T. Physicals
 - Listed on the federal registry

[National Registry of Certified Medical Examiners | FMCSA \(dot.gov\)](http://www.fmcsa.dot.gov/nrcme)

- MDE FAQ's

http://www.michigan.gov/mde/0,4615,7-140-6530_6569_38338---,00.html

Insulin Dependent Diabetics

- Medical Waivers are no longer required for drivers with insulin-treated diabetes mellitus (ITDM).
- In 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.

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



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

About DOT Testing

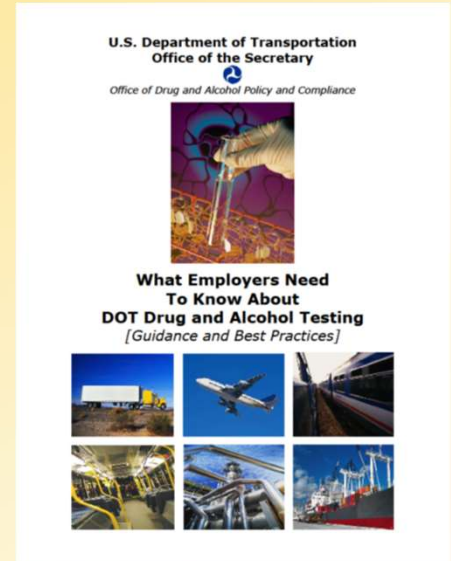
- Includes CDL holders who operate:
 - Commercial Motor Vehicles, 26,001 Lbs.
 - Vehicle that carries 16 or more passengers
- Types of testing:
 - Pre-Employment (Drugs only)
 - Reasonable Suspicion
 - Post-Accident
 - Random
 - Return-to-Duty
 - Follow-up



<https://www.transportation.gov/odapc/employee-handbook-english>

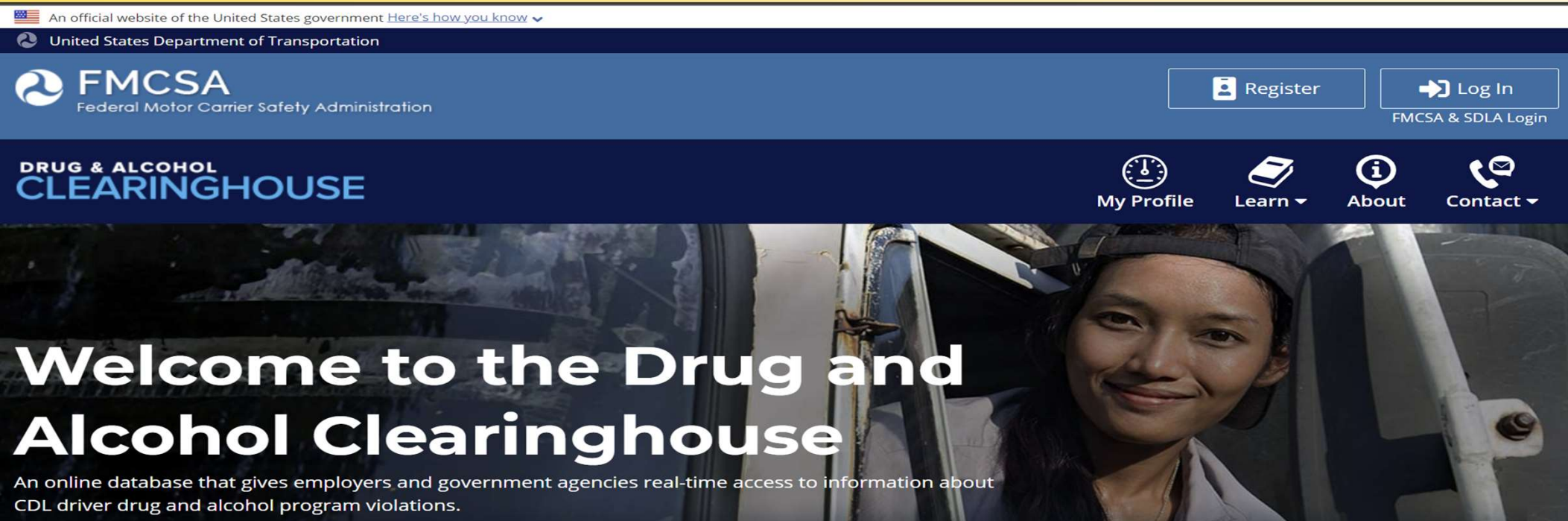
DOT Responsibilities

- 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

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.fmcsclearinghouse.gov)

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.

† A driver would only need to select a SAP if they have a drug or alcohol violation in the Clearinghouse and enter the Return-To-Duty (RTD) process.

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**
 - Electronic queries in the Clearinghouse
- Drivers with a “prohibited” Clearinghouse status
 - are prohibited from operating a commercial motor vehicle (CMV)

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>

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.

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**

DOT Testing Includes

Began January 1, 2018

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



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*

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)



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

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>

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

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

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

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**

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): See the regulations for more information.	
<input checked="" type="checkbox"/>	Non-excepted interstate - I will operate or expect to operate a commercial motor vehicle across state lines.
<input type="checkbox"/>	Excepted interstate - I will operate or expect to operate a commercial motor vehicle across state lines and have a valid medical certificate.
<input checked="" type="checkbox"/>	Non-excepted intrastate - I will operate or expect to operate a commercial motor vehicle within the state of Michigan.
<input type="checkbox"/>	Excepted intrastate - I will operate or expect to operate a commercial motor vehicle within the state of Michigan and have a valid medical certificate.
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**

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**



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

CERTIFICATE OF CONTINUING EDUCATION

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)**

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

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***

Persons in Charge of School Bus Operations

- Shall complete the required school bus safety education course
 - 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

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

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)

ELDT 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

Training Provide Registry

- Every location that trains drivers must comply with the 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.

U.S. Department of Transportation
Federal Motor Carrier
Safety Administration

**FMCSA Entry-Level Driver
Training Provider Identification Report**

You Report to Training to the Registry of Training Providers. ... (Not of Business Notification)

Legal Name: _____

DBA: _____

Physical Address (Principal Place of Business) (Street, City, State and Zip Code): _____

Mailing Address: _____

Telephone No: _____ Fax No: _____

Email Address: _____

Small Business Private Training Provider (i.e., a motor carrier training its own employees in its own facilities and operating under its own DOT Permit) Yes _____ No _____

Small Business For-Hire Private Training Provider (i.e., an entity providing training to anyone who seeks CDL training) Yes _____ No _____

For-Hire Training Provider (i.e., an entity providing training to anyone who seeks CDL training) Yes _____ No _____

(Note: FMCSA will not accept more than 3 training certificates from your company in a 12-month period.)

Training Provider Registry Identification No.: _____ USDOT Identification No. (if applicable): _____ State Motor Carrier Identification No. (if applicable): _____

Dean and Bradstreet No.: _____ BCS/Paycom Identification No.: _____

Number of Separate Training Facilities/Companies: _____ Number of Instructors with CDLs: _____ Estimated Number of Students Trained Per Calendar Year: _____

Types of CDE Training Offered

	Class A	Class B	Class C
CDE, Class Training Offered (check all that apply)			
Endorsement Training Offered (check all that apply)			

Training Hours Provided for Each Student

	Class A	Class B	Class C	Passenger Module	School Bus Module	IM Endorsement
Classroom Hours Behind the Wheel, Range Time Per Student						
Behind the Wheel, Public Road Time Per Student						
Tuition (Note: FMCSA will not accept more than 3 training certificates from your company in a 12-month period.)						

Third-Party Quality Control

Commercial Vehicle Training Association (CTVA) Member	Professional Truck Driver Institute (PTDI) Certified	School Accredited by Public Road Training Institute	Accredited by an independent organization that has accredited your training program (including a state)	Other Oversight (check number one training is subject to an oversight conducted by a state)
Yes _____ No _____	Yes _____ No _____	Yes _____ No _____	Yes _____ No _____	Yes _____ No _____

Description of Training Program (Narrative)

1. Please provide a description of how the classroom or theory portion of your training program will be delivered.

2. Please describe how you will train students in a controlled area (e.g., behind-the-wheel training in a parking lot or other area away from traffic, etc.) for the range portion of the training program.

3. Please describe how you will conduct the behind-the-wheel training in public roads.

Please Enter Name(s) of Site Representative(s), Officers or Personnel and Title (e.g., president, treasurer, general partner, limited partner):

1. (Name) _____ (Title) _____

2. (Name) _____ (Title) _____

3. (Name) _____ (Title) _____

4. (Name) _____ (Title) _____

Training Provider Certification Statement (to be completed by authorized official):

I, _____, certify that I am knowledgeable of FMCSA's Entry-Level Driver Training regulations under 49 CFR Part 383, and agree to allow FMCSA or its representatives to visit any training facilities and observe classroom, range and road instruction, enter any current and former students concerning the quality of the training provided, review and copy records that I am required to maintain. I understand that failure to deliver training that covers the required modules in the FMCSA's curriculum, or allow FMCSA or its representatives to have access to any facilities, students, and records could result in the Agency removing my company from the Registry of Training Providers.

Under penalties of perjury, I declare that the information entered on this report is, to the best of my knowledge and belief, true, correct, and complete.

Signature: _____ Printed Name: _____

Title: _____ Date: _____

Training Providers Must

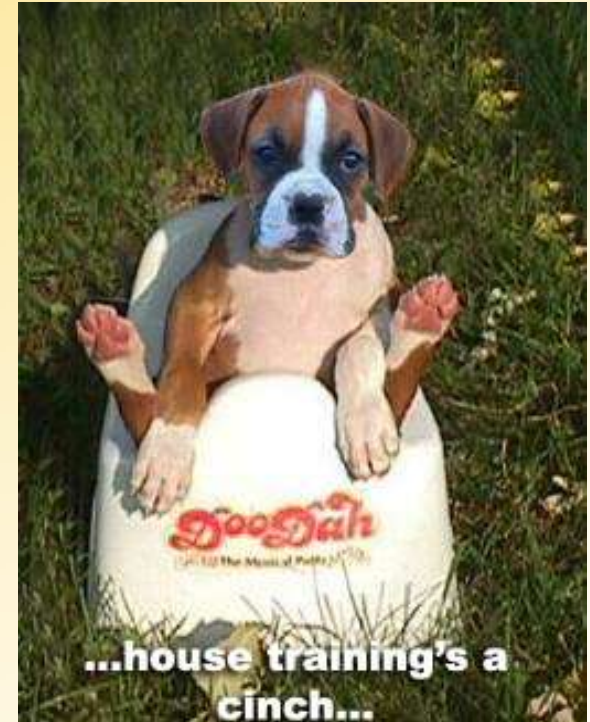
Attest that they meet the specified requirements and in the event of a FMCSA audit or investigation, must supply documentation to verify their compliance



Bus Driver Training

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

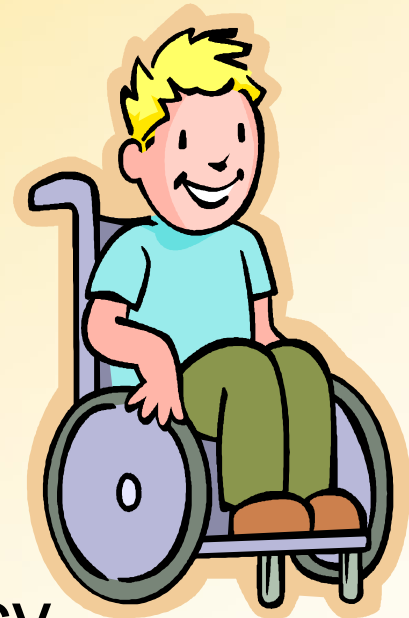
- Operation of the school bus
- Pre-trip and post trip inspection procedures
- Mirror adjustment and use (FMVSS 111)
- Safe driving techniques, defensive driving skills
 - All road types, conditions
- Loading and unloading passengers
- Entering and exiting school zones
- Student management
- Accident & 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



Special Needs Training

Should include *at a minimum*:

- Understanding disabilities
- Wheelchair
 - Securement
 - Loading and unloading
 - Floor tracking
 - Belts/straps/tie downs
- Lift operation, including emergency
- Emergency evacuation procedures
- Child restraints
- Medical needs



Resource –

Driver Qualification Grid

[illegible]

Electronic version available upon request

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



MDE Transportation Facts

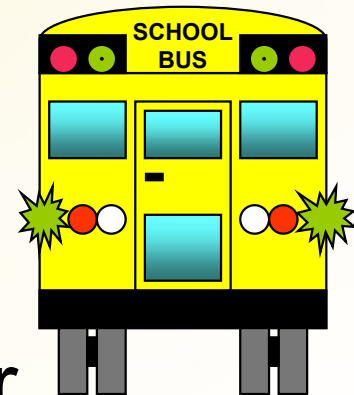
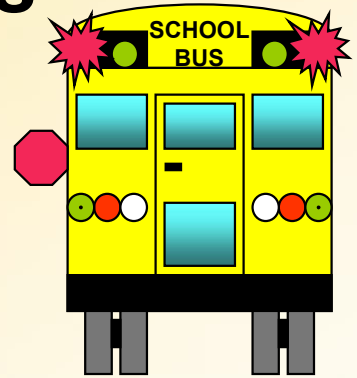
- ✓ School districts ***are not*** required to transport regular education children MCL 380.1321
- ✓ There are ***no special laws*** for transporting kindergarteners
- ✓ Law ***does not*** specify the walk to stop distance
- ✓ ***Parents are responsible*** for their children's safety to and from the 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

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



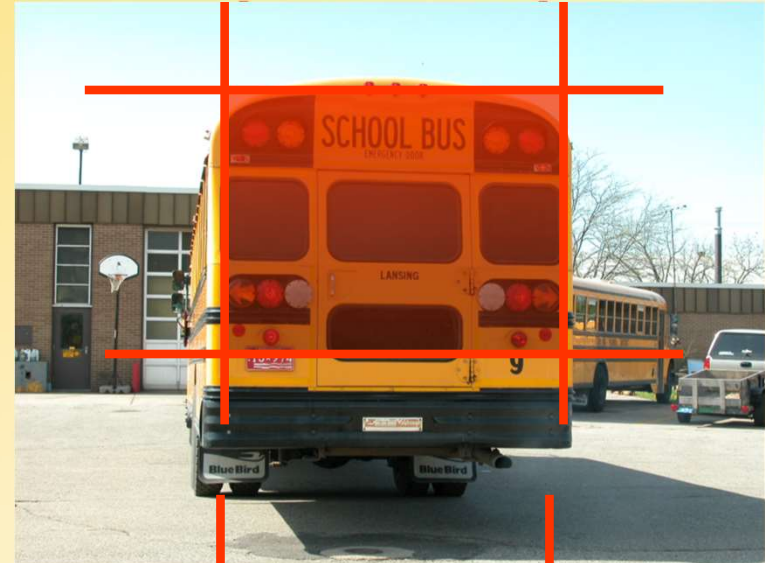
School Bus Stop Law

“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).



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**



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.



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



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?

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



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



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?

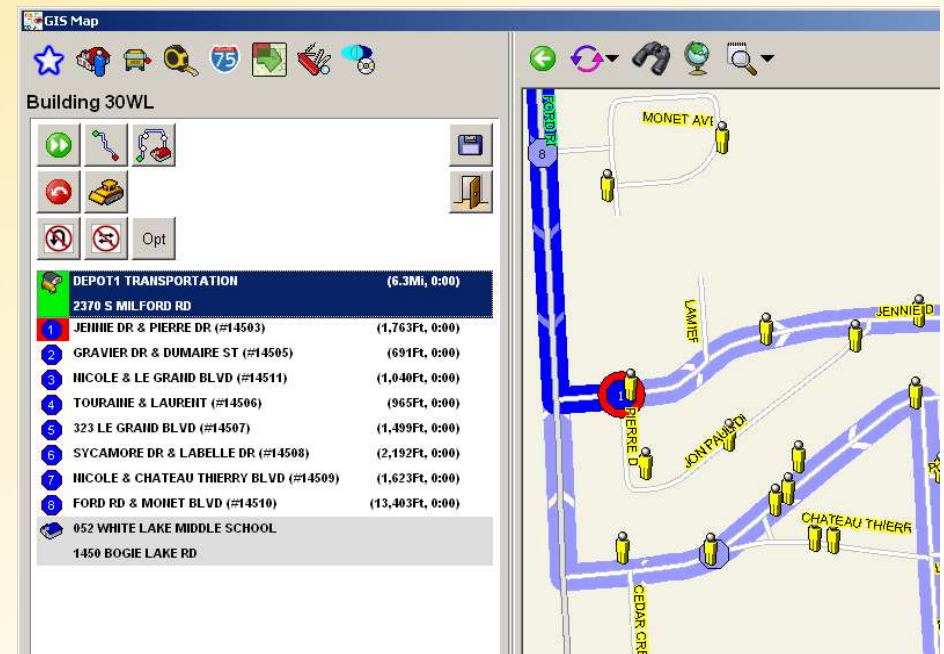


What safety issues are addressed by policy?

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



Garage Operations

Preventative Maintenance

- Pay now or pay later
- Michigan Model Maintenance Program
 - *Available upon request*
- Analyze the operation
 - Fleet age
 - Bus replacement
 - Tools

Michigan's Model School Bus Safety Inspection

Public School: _____ Date: _____ Bus #: _____

Model Yr: _____ Mileage: _____ Hours: _____

Inspection Cycle Compliance: yes / no (circle)
Note: School Bus Safety Inspection Cycle Minimum = 30 Day/3,500 miles/100 gal.

Inspector/Technician: _____ Signature: _____

Status Codes: Y = Pass OK, N = Needs Repair, W = Insufficient Data, M = Find Tag Item (taken out of service)
(Status) (Code) (Inspection Item) (Comments)

Item	Inspection Item	Comments
1	General Condition - overall condition, tire wear, lighting, horn, windshield wipers, etc.	
2	Emergency Equipment - fire extinguisher, reflective triangles (3), road flares (3), first aid kit, tools that kit	
3	Documentation - maintenance record of previous, present, readable & correct	
4	Brake System - master/slave, condition, indication, readability	
5	Clutch/Control - all manufacturer details in fact, including 100% test & readability	
6	Engine/Exhaust - key switch including alternative setting, readability	
7	Operation, Indicators, Lights, Signals - horn, indicator, oil, temp, fuel, vacuum, back, hour meter, transmission, turn, filter, gauge, low oil, check engine, high/low beam, turn signals, four-way, glow plug, horn, lights, and heater if applicable	
8	Bus Body/Structure - general condition, parking, brake, air intake, low air warning, prop off, pedal, and lock system	
9	Structural Integrity & Stability - general condition, chassis, axle, steering, shock, spring, load	
10	Windows, Defrosters, Defoggers, Defrost, Defog - operation, condition, control switch (if applicable), cleaning, defogger, defogger, defogger, defogger	
11	Chassis/Engine - operation, belt, switch, mounting, readability	
12	Service Door - operation, control, overhead pad, glass, readability	
13	Seat - operation, control, condition, readability	
14	Steering - adjustment, condition, direction, control (steering), low, high, gear, shift, brake, master, condition	
15	Steering/Control - steering, condition, readability, all 100% test & readability	
16	Clutch/Control - operation, condition, control, readability	
17	Exhaust/Engine - engine, condition, control, readability, all 100% test & readability	
18	Exhaust/Engine - engine, condition, control, readability, all 100% test & readability	
19	Exhaust/Engine - engine, condition, control, readability, all 100% test & readability	
20	Exhaust/Engine - engine, condition, control, readability, all 100% test & readability	
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50	Exhaust/Engine - engine, condition, control, readability, all 100% test & readability	

- over -

Bus Inspections

MCL 257.1839 Inspections.

- “The department of state police shall inspect each school bus annually...”
- “A person, school, or school bus owner shall not operate or permit to be operated a school bus which has not been inspected under this section.”



MSP School Bus Inspection Manual

https://www.michigan.gov/msp/-/media/Project/Websites/msp/cved/bus/School_Bus_Inspection_Manual_v21_673108_7.pdf?rev=d6b983529e354020b2bfd75f41dba857&hash=D1A223F075D3D5021CD13FA69A0D452C

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



Fleet Management Software

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

Effective use allows:

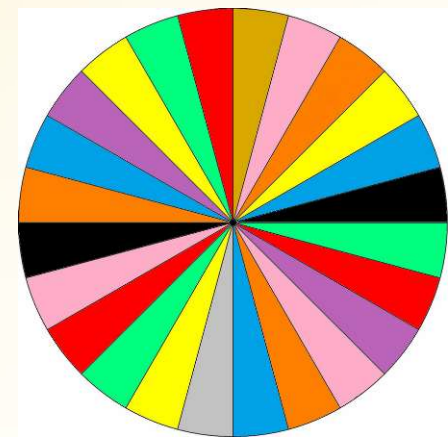
- Scheduling preventative maintenance and repairs
- Tracking:
 - Cost of labor, parts and fuel.
 - Parts inventory
 - Work orders
 - Staff
- Vehicle data/history:
 - Vehicle replacement,
 - Efficiency and other cost analysis.



BREAK



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



Is your bus maintenance draining your budget?



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 dept. 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	\$ 6,490	\$ 9,381	\$ 3,421
Repair Parts	SE 4094 Ln 25	\$ 26,198	\$ 16,762	\$ 25,185
Fuel Costs	SE 4094 Line 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	\$ 203,579		
Average Vehicle Maintenance Cost Per Bus	Total Vehicle Maint Repair Costs / Total Buses	\$ 14,693	\$ 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	21,140	21,163	19,011
Miles Per Gallon	Total Miles / Total Fuel in Gallons	6.79	6.60	6.63
	Avg 3 years	6.67		
	Per year	10,247	8,215	7,415
Avg Miles per Bus Per Year	Avg 3 years	8,626		
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%
	Avg 3 years	12%		
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 Oakland County cost 14-15				
Lease Option Sample Calculation				
Lease Cost per year x # buses 15/16	\$14,000	\$ 196,000	Leasing provides a predictable fixed cost line item	
	Average Vehicle Maint Repair Costs - Lease Total Buses	\$ 7,579		
Fuel Savings based on increased MPG	Fuel Savings	\$ 11,183.06		
Estimated District Savings per year before reimbursement		\$ 18,761.73		
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>

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

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

Your calculated fuel savings

District Savings

Average fuel cost per gallon	*Average Oakland County cost 12-13			
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**

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	
Monthly Maintenance (3 years) (\$5,142)	\$ 11,714	\$ 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
		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	
Estimated yearly lease cost	\$ 13,700	\$ 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

Lease rates and options vary by dealer

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

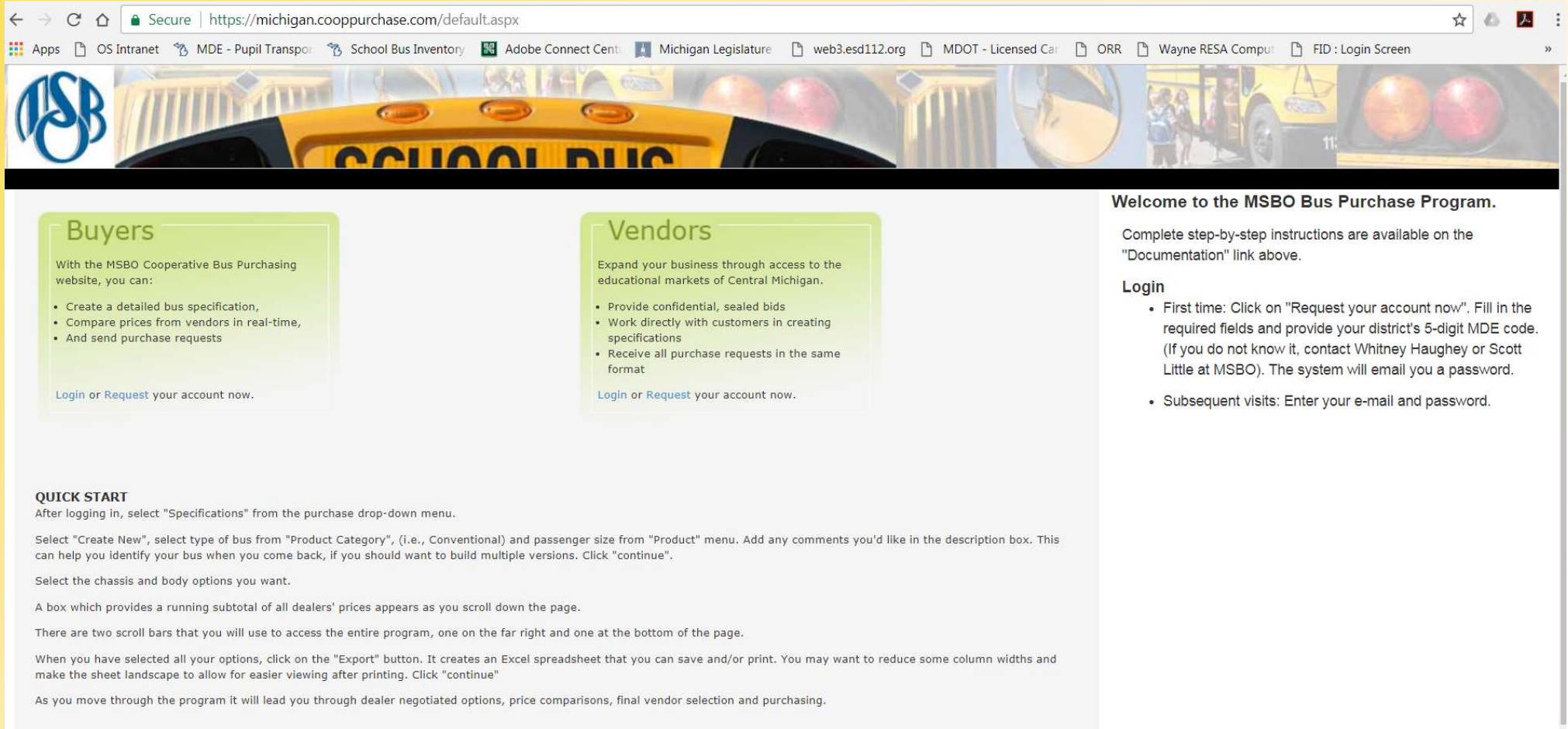
Option Two - Sample Lease 5 year Term			
Bus type	Special Ed Bus	General Ed Bus	Total Fleet
Number of Buses	5	5	10
Description	53 pass fully tracked lift	77 pass conventional	
Purchase price	\$ 85,000	\$ 82,000	
Estimated yearly lease cost	\$ 14,000	\$ 13,700	
SE Reimbursement 70.4165% year	\$ 9,858.31		
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

Additional Benefits

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



MSBO Bus Purchase Program



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

Apps | OS Intranet | MDE - Pupil Transport | School Bus Inventory | Adobe Connect Center | Michigan Legislature | web3.esd112.org | MDOT - Licensed Car | ORR | Wayne RESA Computer | FID : Login Screen

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>

- 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: Full History

Upgrade to Latest Specification

Product	Created	Modified	Edit Price	Compare	New Purchase	View Purchases	Clone	Comments	Remove
65 Passenger Conventional (2011-2012/Phase I)	10/11/2011 8:18:38 AM	4/2/2012 3:16:29 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	1/5/2012 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



[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			
Product Category		Conventional (2011-2012/Phase II)			
Product		65 Passenger			
Quantity		1			
Report Date		4/2/2012 4:19:06 PM			
Option	Option SKU	Buyer Comments	Cap City	Hoekstra	Holland
Product Base Price			\$75,478.00	\$76,822.00	\$75,874.00
Chassis Options					
Tires					
LoPro 255/70R22.5 mud/snow, Michelin XZE	C364		N/A	\$603.00	\$138.00
Body Options					
Dealer Options					
radios			\$250.00		
radios				\$300.00	
radios					\$225.00
Unit Price			\$75,728.00	\$77,725.00	\$76,237.00
Total Price			\$75,728.00	\$77,725.00	\$76,237.00
Grand Total			\$75,728.00	\$77,725.00	\$76,237.00

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
Product Base Price		45000.00
Chassis Options		
TESTING: Engine, heating block		
Back receptacle (Qty: 3)	C2000	9
Body Options		
Dealer Options		
Floor mats		25.00
Unit Price		\$45,034.00
Total Price		\$90,068.00
Grand Total		\$90,068.00

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.

Transportation Reporting

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

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!

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)



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

Update Your Inventory



The screenshot shows a web browser window with two tabs, both labeled 'School Bus Invento'. The address bar displays 'qa.mdoe.state.mi.us/SBIS/Login.aspx'. The page header features the Michigan Department of Education logo on the left and the Michigan.gov logo on the right. Below the header, there are links for 'Michigan.gov Home' and 'SBIS Home | MDE Home'. A sidebar on the left contains a list of links: 'SBIS Home', 'Add Bus', 'Edit/Del/Transfer Bus', 'Certify Bus', 'Reports:', 'Preliminary Report', 'Final Report', and 'Log Out'. The main content area is titled 'School Bus Inventory System Login' and contains a note about changes to the application, a reference to the 'Instructions for Completing the SE-4107' PDF document, and a requirement that all columns (except EQIP) must contain data before submission. At the bottom, there is a login form with fields for 'Login Name' and 'Password', and a 'Log In' button. Links for 'I forgot my Login Name' and 'I forgot my Password' are also present.

School Bus Invento x School Bus Invento x

qa.mdoe.state.mi.us/SBIS/Login.aspx

MICHIGAN Department of Education

Michigan.gov
An Official State of Michigan Web Site

[Michigan.gov Home](#) [SBIS Home](#) | [MDE Home](#)

☐ SBIS Home
☐ Add Bus
☐ Edit/Del/Transfer Bus
☐ Certify Bus
☐ Reports:
☐ Preliminary Report
☐ Final Report
☐ Log Out

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 [MEIS 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

Adding Buses

As new buses are delivered

- Complete Cost of Bus Worksheet
- Keep C.O.B Worksheet for minimum of 3 years

COST OF BUS WORKSHEET

Date: _____

Legal Name of School District	District Code No.	Telephone No.
Address	City	Zip Code

INSTRUCTIONS: Use this worksheet to calculate the cost of new vehicles added to your fleet. The amortization amount calculated must be entered in the Cost column of the SE-4107 Preliminary report.

1. Bus Number
2. Engine Number (VIN#)
3. Base Cost of Bus: Include the cost of body and chassis.
4. Cost of two-way radio: Include the cost of radio on bus as new equipment
5. Interest: Include any interest charges for financing the bus.
6. Total Cost of Bus: Sum of lines 3, 4 and 5.
7. Deduction: Amounts received from the sale of old buses should be deducted from the vehicle's total cost.
8. Amortization Amount: Amount to be put in the Cost column on the SE-4107.

Bus Number _____
Vin Number _____
Base Cost of Bus _____
Cost of Radio _____
Interest _____
Total Cost _____
Deduction _____
Amortization Amt _____

(VIN#) _____
s _____
nt _____
(VIN#) _____
s _____

Prepare to Input

Transfer information from Cost of Bus Worksheet

Bus Number _____
Vin Number _____
Base Cost of Bus _____
Cost of Radio _____
Interest _____
Total Cost _____
Deduction _____
Amortization Amt _____

Add Buses

The screenshot shows a web browser window with the URL qa.mdoe.state.mi.us/SBIS/AddBuses.aspx. The page header includes the Michigan Department of Education logo and the text "Michigan.gov An Official State of Michigan Web Site". Below the header, there are navigation links: "Michigan.gov Home", "SBIS Home > Add Bus", and "SBIS Home | MDE Home".

The main content area is titled "School Bus Inventory System". It displays the user "Lori Richardson" and the date "7/12/2011". Below this, there is a dropdown menu labeled "- Select District -".

On the left side, there is a sidebar menu with the following options:

- SBIS Home
- Add Bus**
- Edit/Del/Transfer Bus
- Certify Bus
- Reports:
 - Preliminary Report
 - Final Report
 - Log Out

The main form area contains a table with the following columns: Bus No, Chas, VIN No, YOP, YOM, Body, Style, Fuel, Equip, Cap, Cost, Stat, and AT. The first row of the table has a tooltip that says "Enter Bus No" over the "Bus No" field. The table is currently empty, with only the first row visible.

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

Are your buses coded correctly?

Check Your Status

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



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

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

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

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

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

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**

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 1st will cause buses to be ineligible for amortization, insurance and operational costs for the year they were eliminated

Buses Must be Certified

The screenshot shows the Michigan Department of Education's School Bus Inventory System. The header includes the Michigan Department of Education logo and the Michigan.gov logo. The navigation menu on the left includes links for SBIS Home, Add Bus, Edit/Del/Transfer Bus, Certify Bus (highlighted), Reports, Preliminary Report, Final Report, and Log Out. The main content area displays a table of school districts with columns for District Name, Certified status, Certified Date, and Certified By. The table lists 15 districts, all of which are certified. The user Lori Richardson is logged in, and the date 7/12/2011 is shown in the top right corner.

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			Certify
63020 Ferndale Public Schools			Certify
63030 Pontiac City School District			Certify
63040 School District of the City of Royal Oak			Certify
63050 Berkley School District			Certify
63060 Southfield Public School District			Certify
63070 Avondale School District			Certify
63080 Bloomfield Hills School District			Certify
63090 Clarenceville School District			Certify
63100 Novi Community School District			Certify
63110 Oxford Community Schools			Certify
63130 Hazel Park City School District			Certify
63140 Madison Public Schools (Oakland)			Certify
63150 Troy School District			Certify

Annually to receive transportation reimbursement

Inventory Reports

School Bus Inventory

qa.mdoe.state.mi.us/SBIS/PreliminaryReport.aspx

Michigan.gov Home SBIS Home > Reports: > Preliminary Report SBIS Home | MDE Home

SBIS Home
Add Bus
Edit/Del/Transfer Bus
Certify Bus
Reports:
Preliminary Report
Final Report
Log Out

School Bus Inventory System

Lori Richardson 7/12/2011

63020 Ferndale Public Schools

1 of 1 Find | Next

School Bus Inventory - Preliminary Report

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

Ref No	Bus No	Chas	VIN	YOP	YOM	Body	Style	Equip	Cap	Cost	Stat	AT
27272	98-19	08	1HVBBAAN4WH602617	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	1HVBBAAN94H581616	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	1HVBBAAN2WH602616	1998	1998	01	C	02	72	54019	R	B
39839	06-04		4DRBUAAN8613218645	2005	2005	01	T	02	78	61607	R	A
28132	99-7	08	1HVBBAAN5XH238029	1999	1999	01	C	02	71	52806	R	B
36350	02-10	08	1HVBBAAN13H549628	2002	2002	01	C	99	60	63753	2	A
43326	08-20	08	4DRBUAAN18B647807	2007	2007	01	C	02	77	72649	R	B
36353	04-11	08	1HVBBAAN74H581615	2003	2003	01	C	02	72	54504	R	B

Reports May be Exported

MICHIGAN DEPARTMENT OF EDUCATION OFFICE OF SPECIAL EDUCATION/EARLY INTERVENTION SERVICES FINANCE AND PROGRAM MANAGEMENT UNIT BOX 30008, 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			
														LastYrTotal	Annual	Total	
21827	95-2	06	1FDXB80CXSA8077	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	1FDXBBOC6WVA074	1997	1997	01	C	01	02	72	48844	2	B	0	0	48844	
26003	97-14	06	1FDXBBOC9WVA077	1997	1997	01	C	01	02	72	48773	R	B	0	0	48773	
27272	98-19	08	1HVBBAAN4WH60261	1998	1998	01	C	01	04	66	60285	R	B	0	0	60285	
27273	98-22	08	1HVBBAAN2WH60261	1998	1998	01	C	01	02	72	54019	R	B	0	0	54019	
28132	99-7	08	1HVBBAAN5XH23802	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	1HVBBAAN13H54962	2002	2002	01	C	01	99	60	63753	2	A	0	0	63753	
36351	02-27	08	1HVBBAAN33H54962	2002	2002	01	C	01	99	60	63753	2	A	0	0	63753	
36353	04-11	08	1HVBBAAN74H58161	2003	2003	01	C	01	02	72	54504	R	B	38152	0	43603	
36354	02-25	08	1HVBBAAP62H53086	2003	2002	01	C	01	04	60	60763	2	A	0	0	60763	
36355	04-17	08	1HVBBAAN94H58161	2003	2003	01	C	01	02	72	54504	R	B	38152	0	43603	
39839	06-04		4DRBUAAN86132186	2005	2005	01	T	01	02	78	61607	R	A	44005	0	52806	
43326	08-20	08	4DRBUAAN18B64780	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	
SPARES														1		0	
Grand Total														18		0	

ing for easier data
sis

Allowing for easier data analysis

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

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**

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

Inventory Deadline

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

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

Kids Count

Pupil Transportation Count Week

- Aligns with the Pupil Count Day (October 7-11, 2024)
- Student ridership and route mileage is documented on SE-4159-SL and SE-4159-RL
- October 2023 Count Week information will be reported on the 2023-2024 SE-4094

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”

Specialized Transportation Log

SE-4159-SL for special education students

To school
***Monday
through
Friday***

Average
is reported
on line 32
column 4

Christine Esterling
 at (517) 241-4517

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? <input type="checkbox"/> YES <input type="checkbox"/> 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 <small>Week's Total Mileage Divided by 5</small>		
SPECIAL EDUCATION PUPIL COUNT EXITING BUS AT SCHOOL SITE <small>(List Schools Below)</small> 1. 2. 3. 4. 5. TOTAL PUPIL COUNT	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			WEEK'S TOTAL PUPIL COUNT		
			AVERAGE PUPIL COUNT <small>Week's Total Pupil Count Divided by 5</small>		

Regular Transportation Log

SE-4159-RL for Regular education students

To school
**1 day -
Wednesday**

Report on
line 32
Column 2

at (517) 241-4517

**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? <input type="checkbox"/> YES <input type="checkbox"/> NO		

MILEAGE	COUNT WEEK October 3, 2007
Ending Mileage	
Starting Mileage	
TOTAL MILEAGE (ending mileage minus starting mileage)	

PUPIL COUNT EXITING BUS AT SCHOOL SITE (List Schools Below)	COUNT WEEK October 3, 2007
1.	
2.	
3.	
4.	
5.	
TOTAL PUPIL 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

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

Do Not Count

- Any take home students or mileage, including noon p.m. kindergarten or pre-primary
- Field trip or athletic trip students or mileage

Now – It's Reporting Time

2006-07 TRANSPORTATION EXPENDITURE REPORT (SE-4094)								
Directions: Enter the district code below to populate form with the desired district's transportation SE-4094 data. To view the ISD aggregate for the selected district, choose the ISD view. To view the state-wide aggregate select the State view.								
Select a level to view:		<input checked="" type="checkbox"/> District		<input type="checkbox"/> ISD		<input type="checkbox"/> State		
District Code:		63210		District Name:		Hally Area School District		
ISD Code:		63		ISD Name:		Oakland School		
Did the district operate transportation services during the school year? YES								
LINE	Account Code Description	Reg/Vac Ed		Special Ed - Sec 52		Special Ed - Sec 53a		Total
		FTE	Expenditure	FTE	Expenditure	FTE	Expenditure	
		(1)	(2)	(3)	(4)	(5)	(6)	
1000 - Salaries:								
1	1110 Supervisor	1.84	97,809	0.16	8,607			106,416
2	1510 Bus Drivers	24.00	533,697	12.00	231,821	0.00	0	765,518
3	1520 Secretarial/Clerical	0.92	22,718	0.08	1,999			24,717
4	1530 Aider	0.00	0	6.00	61,767	0.00	0	61,767
5	1600 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	2000 Employee Benefits		346,696		261,543		0	608,239
3000/4000 - Purchased Services - Non-Vehicle Related Costs								
8	3200 Local Expenses		4,480		294		0	4,774
9	3400 Telephone/Facsimile		6,560		577			7,137
10	3500 Other Utilities		28,673		2,523			31,196
11	3600 Other Non-Veh Purch Serv.		53,391		4,698			58,089
12	TOTAL NON-VEH RELATED		93,104		8,192			101,296
3000/4000 - Purchased Services - Vehicle Related Costs								
		No. of Vehicles		No. of Vehicles		No. of Vehicles		
13	3310 Pupil Trans. by Carrier	0	0	1	27,208	0	0	27,208
14	3320 Family Vehicle K.C. Car	0	0	2	1,965	0	0	1,965
15	3330 Contracted Taxi	0	0	0	0	0	0	0
16	3340 Pupil Trans. Fleet Ins.	29	24,319	10	8,386	0	0	32,705
17	4230 Contracted/Leased Buses	23	249,243	5	99,935	0	0	349,178
18	4400 Other Vehicle Costs		28,693		9,564	0	0	38,257
19	TOTAL VEHICLE RELATED		302,255		147,053		0	449,313
5000 - Supplies								
20	5710 Gasoline/Fuel		148,748		49,583		0	198,331
21	5720 Oil/Grease		0		0		0	0
22	5730 Tires/Batteries		6,572		2,191		0	8,763
23	5740 Other Supplies/Repair Parts		69,364		23,121			92,485
24	5750 Office Supplies		1,939		171			2,110
25	TOTAL SUPPLIES		226,623		75,065		0	301,688
26	7000 Other Expenses/Adjustment		211		19		0	230
27	7100 Bus Amortization		22,124		29,729		0	51,853
28	TOTAL EXPENDITURES		1,714,419		548,862		0	2,263,281
Mileage Data								
29	Total Annual Miles		380,450		268,800		0	649,250
30	Total Riders Per the Count Week		2,431		206		0	2,637
31	Total Fuel Consumed (in gallons)		50,115		32,250		0	82,365
32	Miles Per Gallon		7.59		8.33		0.00	7.88

SE-4094 Transportation Expenditure Report

SE-4094 Expenditure Report

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

**Due October 7th of each year
or next business day if
Saturday or Sunday**

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

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

Transportation Expenditure Report Form (SE-4094)

LINE	Account Code Description #1	Reg/Voc Ed		Spec Ed-Sec. 52		Spec Ed-Sec. 53a		Total
		FTE	Expenditure	FTE	Expenditure	FTE	Expenditure	
		(1)	(2)	(3)	(4)	(5)	(6)	
1000 - Salaries								
1	1160 Supervision	10.00	2500	5.00	1000			3,500
2	1610 Bus Driver	10.00	2500	5.00	1000	0.00	0	3,500
3	1620 Secretarial/Clerical	10.00	2500	5.00	1000			3,500
4	1630 Aides	10.00	2500	5.00	1000	0.00	0	3,500
5	1550 Other Support	10.00	2500	5.00	1000			3,500
6	TOTAL SALARIES	40.00	12,500	25.00	5,000	0.00	0	17,500
7	2000 Employee Benefits		0		0		0	0

Click on line and column numbers for links to instructional text

Gray colored cells auto calculate based on your entries

LINE	Account Code Description	Reg/Voc Ed		Spec Ed-Sec. 52		Spec Ed-Sec. 53a		Total
		FTE	Expenditure	FTE	Expenditure	FTE	Expenditure	
		(1)	(2)	(3)	(4)	(5)	(6)	
3000/4000 - Purchased Services - Non-Vehicle Related Costs								
8	32xx Local Expenses		0		0		0	0
9	34xx Telephone/Postage		0		0			0
10	38xx 55xx Other Utilities		0		0			0
11	31xx Purch Serv - Staff	0.00	0	0.00	0	0.00	0	0
12	Other Non-Veh Purch Serv		0		0			0
13	TOTAL NON-VEH RELATED PURCHASED SERVICES		0		0		0	0
		No of Veh		No of Veh		No of Veh		
14	3310 Pupil Trans Common Carrier	0	0	0	0	0	0	0
15	3310 Pupil Trans Common Carrier (black/yellow)	0	0	0	0	0	0	0
16	3330 Pupil Trans Family Veh Cost	0	0	0	0	0	0	0
17	3310 Pupil Trans Taxi Cab	0	0	0	0	0	0	0
18	3930 Pupil Trans Fleet Insurance	0	0	0	0	0	0	0
19	4230 Contracted/Leased Buses	0	0	0	0	0	0	0
20	4xxx Other Vehicle Related Costs		0		0	0	0	0
21	TOTAL VEHICLE RELATED PURCHASED SERVICES		0		0		0	0

LINE	Account Code Description	Reg/Voc Ed		Spec Ed-Sec. 52		Spec Ed-Sec. 53a		Total
		Expenditure		Expenditure		Expenditure		
		(1)	(2)	(3)	(4)	(5)	(6)	
5000 - Supplies								
22	5710 Gasoline/Fuel		0		0		0	
23	5710 Oil/Grease		0		0		0	
24	5720 Tires/Batteries		0		0		0	
25	57xx Other Supplies/Repair Parts		0		0			
26	5910 Office Supplies		0		0			
27	TOTAL SUPPLIES		0		0		0	
28	7000 Other Expense/Adjustment		0		0		0	
29	Bus Amortization		0		0		0	
30	TOTAL EXPENDITURES		12,500		5,000		0	17,500
31	Total Annual Miles		0		0		0	
32	Total Riders Per Count Week		0		0		0	
33	Total Fuel Consumed (in gallons)		0		0		0	
34	Miles per Gallon		0.00		0.00		0.00	0.00

Click "Save" to save entered data

Click "Submit to the ISD" when form is completed

Click here to go to the Ridership Verification screen

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

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

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

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
- 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

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

More About Proration

Vehicle related costs may be prorated
by:

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

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

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

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

Allowable Expenses

Salaries & Benefits - 1000

Unused sick leave payout may be included

L I N E	Account Code Description		Reg/Vac Ed		Special Ed - Sec 52		Special Ed - Sec 53a		Total
			FTE	Expenditure	FTE	Expenditure	FTE	Expenditure	
			(1)	(2)	(3)	(4)	(5)	(6)	
1000 - Salaries:									
1	1130	Supervisor	1.84	97,809	0.16	8,607			106,416
2	1610	Bus Drivers	24.00	533,697	12.00	231,821	0.00	0	765,518
3	1620	Secretarial/Clerical	0.92	22,718	0.08	1,999			24,717
4	1630	Aider	0.00	0	6.00	61,767	0.00	0	61,767
5	1640	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	2000	Employee Benefits		346,696		261,543		0	608,239

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

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

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

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*

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

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

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*

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*

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

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

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

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

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**

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

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

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

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

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

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 2023-2024 will not have amortization calculated until the 2024-2025 school year**

Allowable Expenses

Bus Amortization

Amounts found on your district's Final SE-4107

SE 4107 FINAL

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

RUN DATE: 08/08/07

SCHOOL CODE:..... 63
SCHOOL DISTRICT NAME
ISD.. 63

CONSULT FUNDING PACKET TIME LINE FOR MAILING INSTRUCTIONS

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

Allowable Expenses

Bus Amortization

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

FINAL

08/08/07

E:..... 6:
TRICT NAME

PACKET TIME LINE FOR MAILING INSTRUCTIONS

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

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



Allowable Expenses

Bus Amortization

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

FINAL

08/08/07

E:..... 63%
TRICT NAME 1

PACKET TIME LINE FOR MAILING INSTRUCTIONS

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

Reported on Line 29
Column 2



Reported in Column 3



Allowable Expenses

Combination Buses

SE 4107 FINAL

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

RUN DATE: 08/08/07

SCHOO
SCHOO
ISD..

IT

**Must be reported
in column 2**

CONSULT FUNDING PACKET TIME LINE FOR MAILING INSTRUCTIONS

DISTRICT TOTALS			TOTAL ANNUAL AMORTIZATION
R	REGULARS	47	353891
S	SPARES	8	64707
C	COMBINED USAGE	9	87898
S	SPES ED SECTION 52	22	236591
T	SPEC ED SECTION 52 SPARES	1	11944

Allowable Expenses

Spare Buses

MICHIGAN DEPARTMENT OF EDUCATION		PROG J2.
OFFICE OF SPECIAL EDUCATION/EARLY INTERVENTION SERVICES		J2.
FINANCE AND PROGRAM MANAGEMENT UNIT		PAGE
BOX 30008, LANSING MICH. 48909		
SCHOOL BUS INVENTORY		
SCHOOL YEAR: 2006-2007		
08/08/07		
E:..... 63		
TRICT NAME		
PACKET TIME LINE FOR MAILING INSTRUCTIONS		
DISTRICT TOTALS		TOTAL ANNUAL AMORTIZATION
R	REGULARS	64 302838
S	SPARES	9 14515
2	SPEC ED SECTION 52	25 122844

**Are not reported
on Line 29**



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

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

Fuel Purchases 2007-2008

PO 191612

Invoice	Invoice	Gallons	Price/gal	Cost	Freight	Invoice	Actual	Balance
Date	Number				and Taxes	Amount	Payment	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	Invoice	Gallons	Price/gal	Cost	Freight	Invoice	Actual	Balance
Date	Number				and Taxes	Amount	Payment	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

4094 Instructions

The screenshot displays the Michigan.gov Performance & Information website. The header includes the Michigan.gov logo and the text "An Official State of Michigan Web Site". The main navigation bar contains links for "Michigan.gov Home", "CEPI Home", "CEPI FAQ", "Contact CEPI", and "Site Map". A search bar is located on the right. The left sidebar lists various services under "MEIS Data Services" and "Financial Information Database". The main content area is titled "FID Overview" and "FID Information". The "FID Overview" section explains that data submitted by school districts via the Financial Information Database (FID) includes annual financial reports, balance sheets, revenues, district expenditures, and school expenditures. It states that districts must be in compliance with the Michigan Public School Accounting Manual Chart of Accounts. The "FID Information" section lists links for "FID Submission Status" and "New to FID?". The "FID Data Manual" section lists a link for "FID Record Layout". The "FID Help" section lists links for "About Pop-up Blockers and Opening CEPI Applications", "FID User's Guide", "FID FAQs", "Excel Import", "Browser and System Suggestions", and "Financial Information Database (FID) Listserv". The "SE-4094 Help" section lists links for "SE-4094 User's Guide", "SE-4094 Instructions", and "SE-4094 Allowable Costs". The right sidebar contains "Departments/Agencies", "Online Services", "Surveys", "RSS Feeds", and "Quick Links".

Michigan.gov Home | **CEPI Home** | **CEPI FAQ** | **Contact CEPI** | **Site Map** | **Search** **GO**

MEIS Data Services

- Single Record Student Database
- Direct Certification Report
- Graduation Cohort
- New Projects (MSD/CEM)
- Registry of Educational Personnel
- School Infrastructure Database

Financial Information Database

- Administrator Data Review
- School Code Master
- Title I Supplemental Educational Services
- Educational Forms, Data Systems and Deadlines

About CEPI

News

Related Sites

Administrators

Data & Reports

FID Overview

Data submitted by school districts via the Financial Information Database (FID) include information from districts' annual financial reports, balance sheets, revenues, district expenditures and school expenditures. In order for districts to submit their data via the FID, they must be in compliance with the Michigan Public School Accounting Manual Chart of Accounts.

FID Information

- [FID Submission Status](#)
- [New to FID?](#) **PDF**

FID Data Manual

- [FID Record Layout](#) **PDF**

FID Help

- [About Pop-up Blockers and Opening CEPI Applications](#) **PDF**
- [FID User's Guide](#) **PDF**
- [FID FAQs](#) **PDF**
- [Excel Import](#) **PDF**
- [Browser and System Suggestions](#)
- [Financial Information Database \(FID\) Listserv](#)

SE-4094 Help

- [SE-4094 User's Guide](#) **PDF**
- [SE-4094 Instructions](#) **PDF**
- [SE-4094 Allowable Costs](#) **PDF**

Upload FID Data to CEPI

- [FID Application](#)
- [FID Security Agreements](#)

Departments/Agencies

Online Services

Surveys

RSS Feeds

Quick Links

- New Projects
- Web Site Tips **PDF**
- Graduation Cohort
- Nonpublic School Personnel Report
- MI Merit Award
- Office of the State Budget
- MI Educational Assessment Program (MEAP)
- Need CEPI Data?
- ISD Financial Reports

Quick Links

- Office of State Aid and School Finance
- Acronyms and Abbreviations **PDF**
- StateAid/School Finance Forms
- Michigan Public School Accounting Manual

Timeline

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

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

On Time, Ready to Learn

Educational policy decisions will affect
your operational costs

Are you involved?

Do you know your costs?

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



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
- 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](#)
- National Highway Traffic Safety Administration
<http://www.nhtsa.gov/School-Buses>
- Federal Motor Vehicle Safety Standards
<https://www.nhtsa.gov/laws-regulations?page=1>

Questions?

Additional Support

- Lori Richardson

Email: ler130consult@gmail.com

- CEPI Customer Support – Technical Questions

Phone: 517.335.0505

E-Mail: cepi@michigan.gov

Finalize Credit for Attendance

New Process: The MSBO Evaluation is your record for attendance.

Please complete by February 8

- ✓ Receive an email from survey monkey for the MSBO evaluation. Your evaluation will be your record for attendance.
- ✓ Receive e-mail from MOECS-noreply@michigan.gov to fill out an evaluation for SCECHs.