PUPIL TRANSPORTATION REPORT

Nebraska Department of Education School
Finance & Organization Services 301
Centennial Mall South, PO Box 94987
Lincoln NE 68509-4987
NDE Helpdesk (402) 471-3151 or
1-888-285-0556 Updated February 16, 2016

Collection Close Date: June 15 Audit Window: June 16-June 30.

GENERAL INSTRUCTIONS

All public and state operated districts, non-public systems and ESUs must complete this report – even if no pupil transportation services are provided.

If your district/system did not provide pupil transportation during the school year:

Check the box where indicated at the beginning of the pupil transportation report.

- Providing no transportation means that the district/system did not transport pupils using district/system owned vehicles or through contracts with a private transportation provider such as First Student, etc.
- After checking the box, you will verify that your district/system did not provide pupil transportation in any form by clicking the “Submit” and “Approve” buttons. This completes your submission of the Pupil Transportation Report.

If your district/system provided pupil transportation during the school year:

- Click on the links on the Pupil Transportation Report page to complete the Pupil Transportation Verification and Information and the Pupil Transportation Vehicle Data.
- Click on the “Save Data” at the bottom of the sections when your information is completed.
- Both sections of this collection must be completed before it can be submitted. The Status Column of each section must have a green circle with a check mark indicating completion.
- Before submitting this collection, click the “View Summary Report” button on the first page. Changes to the information can be made at this point.

COMPLETING THE REPORT

Section 1: Pupil Transportation Verification and Information

Verification of the following pupil transportation information (Questions 1-3):

1. Confirm the district/system has completed the pupil transportation safe riding practice instruction and emergency evacuation drills as required for the current school year by §79-609 and NDE Rule 91 Section 005.05.

   - If students are transported by a private transportation provider for field trips, athletic contests, etc., safe riding practice instruction and evacuation drills are still required. The evacuation drills can be conducted by the contractor or other designated personnel. A policy is recommended to be in place to address this issue.
   
   - This includes vehicles rented to transport students.
2. Confirm the district/system has adopted a Safe Pupil Transportation Plan as required by NDE Rule 91 Section 006.02.
   - If students are transported by a private transportation provider for field trips, athletic contests, etc., the district/system is still required to have a safe pupil transportation plan in place. Board policy is recommended to be in place to address this issue.
   - Pupil transportation vehicles drivers employed by the district/system and private transportation providers must be familiar with district/system Safe Pupil Transportation Plan.

3. Confirm the district/system has completed pre-trip vehicle inspections, post trip checks and regular scheduled mechanic inspections and necessary corrections on district/system pupil transportation vehicles.
   - If students are transported by a private transportation provider for field trips, athletic contests, etc., the contractor must make assurances to the district/system that these inspections and corrections have been completed. These documents must be on file with the district/system.

If you answered “no” to questions 1, 2, and/or 3, your district/system is not in compliance with State Statute or NDE Pupil Transportation Rules. This may result in the district/system experiencing problems with insurance coverage or with liability issues which may arise in case of an accident involving a pupil transportation vehicle. It is imperative to correct this situation for the following school year.

Also, if “no” is the response to any of these questions, the first screen of this collection will include a verification statement indicating the district/system is aware that they are not in compliance. A check box appears to verify that corrective action will take place so the school will meet all of these requirements before the next school year.

***Please note: The previous year’s information reported by your district/system for questions 4, 5, and 6 have been added for reference.

Mileage traveled by district/system (Questions 4 & 5):

4. Report mileage for regular school bus routes to and from school during the school year just ended.
   - This figure should reflect the total miles dedicated to the transportation of pre-K – Grade 12 students to and from school and should include the mileage of any vehicle used for this purpose.
   - Include mileage between attendance sites in a district/system INCLUDE SPED MILEAGE.
   - Do not include activity travel, parent-driven miles, and Driver Education class miles.
   - Include Special Education miles driven over regular school bus routes.

5. Report total mileage driven by all district/system owned, leased, and contracted vehicles for activity trips.
   - Include athletic trips, visits, or any trip where students were transported.
   - Do not include regular route mileage.
   - Do not include Driver Education class miles. If a Driver Education vehicle is used for activities other than Driver Education class, count only the activity mileage.

Students transported by district/system (Question 6):

6. Report the total number of students ACTUALLY transported at this district/system expense for routes and between school buildings as of the last day of school this year in the following categories:
**Question 6a:** Include K-12 public students who are residents of this district and are eligible for transportation in accordance with §79-611 and who are actually transported.

- Include students optioning into your district if they meet free lunch qualifications.
- Exclude Wards of the State/Court who are eligible for reimbursement from the Nebraska Department of Health & Human Services, and all other non-resident students.

**Question 6b:** Include all other K-12 public students actually transported who are either not residents of this district, or who are residents but are not eligible for transportation under §79-611.

- Include non-resident Special Education students, Wards of the Courts, etc. if actually transported.
- Learning Community Schools include all students transported that are participating in Open Enrollment.

**Question 6c:** Include K-12 non-public students transported by this district/system as provided in §79-601. Nonpublic systems should report students they actually transport over regular bus routes.

**Question 6d:** Report the number of Infants/Toddler (children from birth to 3 years of age) transported on routes or any purpose. (Do not include pre-K students who are transported on an older sibling’s field trip.)

**Question 6e:** Report the number of Preschool age students ages 3 to pre-kindergarten entrance) transported on routes or any purpose. (Do not include pre-K students who are transported on an older sibling’s field trip.) Do not report kindergarten age students in this section.

**Additional Information for Section 1:**

- **Class II, III and IV districts:** Report all resident students who attend an elementary school (whether or not that elementary school is in the district in which the student lives) and reside more than four miles from that elementary school.
- **Class II and III districts:** Report resident students who attend a secondary school in their own district and live more than four miles from that secondary school.
- **Class IV districts:** Do not report resident students who attend a secondary school.
- **Class V districts:** Report resident students in grades K-9 who attend an elementary or junior high school in their own Class V district and live more than four miles from that school. Do not report resident students in grades 10-12.

**Section 2: Student Transportation Vehicle Data**

- Under “UPDATE VEHICLES”, review each listed Vehicle Identification Number (VIN), capacity, year and make of body for accuracy. This list is based on the information submitted by the district/system for the previous year.
- **Please note that VINs have 17 characters if the vehicle was manufactured after 1981.** VINs do not include letters I, O, or Q. Please verify that your vehicles VINs are correct.
- If you have vehicles that are new or are in service that are not listed, add them to the list by completing all required information and click on the “Add” button.
- If you contract for pupil transportation with a private provider, you must identify those vehicles by keying in the VIN and clicking the “Contracted” button. This information should be provided to you by your private transportation provider.
- If you have rented or leased a vehicle for the purposes of pupil transportation, you must identify those vehicles by keying in the VIN and clicking the “Leased” button. This information should be provided to by the company from which you rented or leased the vehicle.
- Click the “Delete” button if the vehicle listed is out of service or if the vehicle is no longer owned by the school.
• The “Update” button allows you to change the vehicle status only. If you find an error in the vehicle information, click “Delete” for that vehicle, you will need to key all the information at the top of the page, review for accuracy, and click “Add”.

• If a vehicle listed has a column with no information, delete the vehicle, and add it again.

• The “Upload Data” button is used by district/system to upload their information rather than reviewing the information on the list provided. After clicking the “Upload Data” button, specific instructions to upload information are displayed.

Additional Information for Section 2:

• “Make of Body” is the description of the vehicle body type – choices are limited to bus, van, car, SUV, or pickup. The SUV category includes Chevy Suburban, Ford Expedition, and other vehicles similar in size.

• “Capacity” is the total capacity of the vehicle (including the driver). For example: Bus – Capacity of 12 or more; Van – Capacity of 11 or less; Car – Capacity of 6 or less.

PRINTING OR VIEWING REPORT SUMMARY:

• To print the VIN Report of the Summary Page, click on the printer icon located at the upper left of the form you are viewing. After clicking the "Printer" icon, you will get a pop-up window with "Print Options". Follow the directions and click the "OK" button.

• If you are experiencing difficulties viewing, make sure that all pop-up blockers on your browser are turned off.

SUBMITTING THE REPORT:

If questions 1, 2, and/or 3 in Section 1 have been answered “no”, a verification statement will appear indicating the district/system is aware that they are not in compliance. Check the box to verify that corrective action will take place so the school will meet all of these requirements before the next school year. **This check box must be checked before the report can be submitted.**

At the bottom of the first screen, click the “Submit” button. This acknowledges the data is ready to be reviewed by the District/System Administrator.

• The District/System Administrator reviews the data and clicks the “Approve” button to submit the information to the Department.

• **If changes are necessary after the data has been approved,** contact Janice Eret (janice.eret@nebraska.gov or 402-471-2248) or NDE Helpdesk (402-471-3151 or 1-888-285-0556) to get the submission opened so changes can be made.

• To make a copy for school files, click the “View Summary Report” button and click the “Print Page” button.

**NOTE:** Only the District/System Administrator will see the “Approve” button in the box below the “Submit” button. The District/System Administrator can **Submit and Approve** the collection.

**Schools will have an opportunity to make changes to their report during the “Audit Window.” After that point, the information submitted will become final and no changes will be permitted.**

**THIS COLLECTION WILL CLOSE ON JUNE 15**

**AUDIT WINDOW WILL BE JUNE 16 – JUNE 30**
Check this box if the educational entity does not provide pupil transportation in any form.

- Pupil transportation is not provided for routes, field trips, or any other school related purpose.
- There has been no pupil transportation provided by any contracted provider.

According to the selections made in Section 1 of this report, the following has not been completed by the district/system:

- Safe Pupil Transportation Plan
- Mechanical Inspection

If "no" was your answer to questions 1, 2 and/or 3, you must check the statement below to submit this report:

- We are aware that we are not in compliance with the above State Statute and Safety Regulations. The district/system will establish a process to meet the statutory and regulatory requirements for the next school year.

Upon completion of this form, the District must Submit and Approve Below:

<table>
<thead>
<tr>
<th>ACTION</th>
<th>STATUS</th>
<th>DATE</th>
<th>USER</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUBMIT</td>
<td>Submitted</td>
<td>6/10/16 9:11:53 AM</td>
<td>smartin</td>
</tr>
<tr>
<td>APPROVE</td>
<td>Approved</td>
<td>6/10/16 9:11:56 AM</td>
<td>smartin</td>
</tr>
</tbody>
</table>
2015/16 PUPIL TRANSPORTATION REPORT ADAMS
CENTRAL PUBLIC SCHOOLS [01-0090-000]

(1) Our students have participated in the pupil transportation safe riding instruction and emergency evacuation drills at least twice during the past school year. This includes pupil transportation provided by the school and by all private contractors for the school (§79-609).

(2) The school has established a safe pupil transportation plan (Rule 91.006.02). All drivers of school owned/leased pupil transportation vehicles and private contractors have copies or have read the school's Safe Pupil Transportation Plan.

(3) Pre-trip vehicle inspections (92 NAC91-005.01), post trip checks (92 NAC91-005.02), and regular scheduled mechanics inspections and corrections have been completed on all vehicles used for pupil transportation (§79-602).

(4) Total annual mileage of school owned contracted, or leased vehicles driven over regular school bus routes to and from school INCLUDE SPED MILEAGE (do not include activity travel).

(5) Total annual mileage of school owned, contracted or leased vehicles used between schools and for activity trips, etc. (other than regular routes).

(6) All Districts/Systems (including State-Operated and Non-public) should report ALL students ACTUALLY transported over regular routes to, from, and between schools at this School District/System's expense during the school year just ended in the appropriate column.

a) Enter the total number of eligible public students who are residents of this district and eligible for transportation and who are actually transported in accordance with §79-611. Option Students - Students optioning in your district are counted as eligible if they meet the free lunch qualifications.

b) Enter the number of public students who are either not residents of this district, or who are residents but are not eligible for transportation under §79-611 that were transported. Include in this column non-resident Special Education students, enrollment option students (non-eligible), Wards of the State/Court, and any other nonresident students, if actually transported.

c) Enter the number of non-public school students transported by this district/system as provided §79-601. Non-publics should enter students they actually transport on regular routes.

d) Enter the number of Infants/Toddlers (ages birth to three years) transported on routes or any other purpose.

e) Enter the number of Preschoolers (ages 3 to kindergarten entrance) transported on routes or any other purpose.

You must click on the Save Data Button when you are finished updating to complete this section.
ADD A NEW VEHICLE: To add a new vehicle, complete information below and click on "ADD"

<table>
<thead>
<tr>
<th>Vehicle Identification Number (17 digits)</th>
<th>Capacity</th>
<th>Year</th>
<th>Make of Body</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>--Select--</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Owned</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Contracted</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Leased</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>ADD</td>
<td></td>
</tr>
</tbody>
</table>

UPDATE VEHICLES (vehicles submitted previous year)

IMPORTANT INSTRUCTIONS: you may either update the vehicle list below OR do an upload of all vehicles for the above school year. If you choose to do an upload, ALL vehicle data will be deleted for the current school year and replaced with the uploaded data. See Instructions for more information on updating vehicles.

<table>
<thead>
<tr>
<th>VIN</th>
<th>Capacity</th>
<th>CHASISYEAR</th>
<th>BODYMAKE</th>
<th>STATUS</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>12345612354654646</td>
<td>12</td>
<td>2008</td>
<td>BUS</td>
<td>Leased</td>
<td></td>
</tr>
<tr>
<td>1GAHG39F21186598</td>
<td>11</td>
<td>2002</td>
<td>VAN</td>
<td>Owned</td>
<td></td>
</tr>
<tr>
<td>1GAHG39F621187466</td>
<td>11</td>
<td>2002</td>
<td>VAN</td>
<td>Contracted</td>
<td></td>
</tr>
<tr>
<td>1HVBBABM8V470689</td>
<td>24</td>
<td>1997</td>
<td>BUS</td>
<td>Owned</td>
<td></td>
</tr>
<tr>
<td>1T75T4B2331124056</td>
<td>46</td>
<td>2003</td>
<td>BUS</td>
<td>Owned</td>
<td></td>
</tr>
<tr>
<td>1T7B4DB53M1458590</td>
<td>42</td>
<td>1990</td>
<td>BUS</td>
<td>Owned</td>
<td></td>
</tr>
<tr>
<td>2AAP54L07R218123</td>
<td>6</td>
<td>2007</td>
<td>VAN</td>
<td>Owned</td>
<td></td>
</tr>
<tr>
<td>2FMZA51462BA67657</td>
<td>7</td>
<td>2002</td>
<td>VAN</td>
<td>Owned</td>
<td></td>
</tr>
<tr>
<td>2FMZA52215BA10425</td>
<td>7</td>
<td>2005</td>
<td>VAN</td>
<td>Owned</td>
<td></td>
</tr>
<tr>
<td>2GIWF55EZY9153950</td>
<td>5</td>
<td>2000</td>
<td>CAR</td>
<td>Owned</td>
<td></td>
</tr>
</tbody>
</table>

You must click on the Save Data Button when you are finished updating to complete this section.
Below is the record layout for the file.
File should be prepared as a comma separated value file (.csv) or (.txt)

<table>
<thead>
<tr>
<th>Field</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUNTY</td>
<td>Char(2)</td>
<td>2 digit NDE assigned county number.</td>
</tr>
<tr>
<td>DISTRICT</td>
<td>Char(4)</td>
<td>4 digit NDE assigned district number.</td>
</tr>
<tr>
<td>DATAYEARS</td>
<td>Char(8)</td>
<td>8 digit school year, no dashes. Sample: 2008-2009 would be &quot;20082009&quot;</td>
</tr>
<tr>
<td>VIN</td>
<td>Varchar(26)</td>
<td>Vehicle VIN number</td>
</tr>
<tr>
<td>CAPACITY</td>
<td>Int</td>
<td>Number of people vehicle holds (Bodymake: Cars = not over 9; Van = not over 12; Pickup = not over 7; SUV = not over 12; no capacity limit on Bus.</td>
</tr>
<tr>
<td>CHASISYEAR</td>
<td>Char(4)</td>
<td>4 digit year of the vehicle</td>
</tr>
<tr>
<td>BODYMAKE</td>
<td>Varchar(21)</td>
<td>Bodymake of the vehicle (VAN, CAR, BUS, SUV or PICKUP only)</td>
</tr>
<tr>
<td>STATUS</td>
<td>Char(1)</td>
<td>Code for status of the vehicle. Valid codes: 1 = Owned, 2 = Contracted, 3 = Leased</td>
</tr>
</tbody>
</table>

Upload Vehicle data by following the record layout below. DO NOT INCLUDE HEADER ROW. Please note: If you choose to upload your vehicle data, each time you upload, you will replace the existing data for the school year referenced above. If there are errors in the file, they will display below. Only error free files will be allowed to upload.
PUPIL TRANSPORTATION REPORTS

<table>
<thead>
<tr>
<th>STATUS REPORT</th>
<th>View Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status Report (Status of District/Schools submission into the CDC)</td>
<td>View Report</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OTHER REPORTS</th>
<th>View Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invalid VIN Check</td>
<td>View Report</td>
</tr>
<tr>
<td>List of Districts That Are In Non-Compliance</td>
<td>View Report</td>
</tr>
</tbody>
</table>