# Pupil Transportation Superintendent's Transportation Bus Information *User's Guide*

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# **Pupil Transportation**

# Welcome to Pupil Transportation User's Guide

The Pupil Transportation User's Guide provides processes, procedures, and reference information needed to understand and work with the Pupil Transportation application. The intended audience for this help system is the Pupil Transportation Administrators, Transportation Directors, and Superintendents.

# What is the Pupil Transportation Application

The Pupil Transportation application is a standalone web-based application used to assist local school systems in the areas of driver training, funding, equipment specifications and purchases, interpretation of state and federal laws and regulations, and routing.

The mission of Pupil Transportation division is to function as a policy-driven service-oriented agency that assists local school systems in their efforts to provide safe, reliable and efficient transportation for students to and from school and school-related activities; and to promote student transportation as a front line support service for the instructional program by delivering students safely, on time, and in a frame of mind ready to learn.

Pupil Transportation is dedicated to the safety and well being of all students in the public schools of Georgia. The division will assist local school systems in their efforts to provide safe and efficient transportation for students to and from school and school related activities. Assistance will be given in the areas of driver training, funding, equipment specifications and purchases, interpretation of State and Federal laws and regulations, and routing. We are committed to provide professional services to ensure the quality of service expected by the citizens of Georgia. Every effort will be made to keep Georgia school systems in the forefront of the nation in quality, safety and efficiency.

There are two major modules to Pupil Transportation.

- Transportation Records and Best Practices
- Superintendent's Transportation Bus Information

This User's Guide only covers the Superintendent's Transportation Bus Information module.

# **Login to Pupil Transportation**

These procedures list the steps for the Pupil Transportation Director to access and submit the Transportation Records and Best Practices form.

1. Browse to the GaDOE website: http://public.doe.k12.ga.us/.



2. Browse to the Data Reporting tab on the upper right-hand of the page and select "MyGaDOE Login".

The Log In form appears.

		MyGaDOB
1+/	Please Log In	Helpful links + HyGeDOE Online Guide
GEORGIA	Username: Password: Construction Constructio	GapOE Public Website     Information Systems     AVP & NCLS     Georgie Standards     Data Collections     Financial Security
Raffy Cau Sum Supermonitori al Scham	Or sign up for an account	· Report Card

3. Type your email address into the Username field.

4. Type your password and select "Login".

The MyGaDOE Home Page appears.

Wekcove to the Ge	orgis Department of Education	9 · D · #	• Er Boge • 🔘 Tgols
EDUCATION	Search Districts 04 A B C D E P G H 1	i j k L M N O P Q N S T U V Welcome to M	yGaDOE
te Nevigation		Transportation	Coptions   B
County		New Saved Submitted	Approved
v Alerts			
e Calendar		Bus Accident Report	
ication P		♥ View/Hanage	
nge Hanager 👘 🕨			
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ool Nutrition P			
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	RENTE-	12	
	rane merp	Durait Transmentation Application of	1.1
unt beformation	194 Carbon (200 200	Pupil Transportation Application op	otion
to Favoritas		1.5	
- Dticket			
0 - DDOVES			

5. Select Application from the Pupil Transportation menu option.

### The Pupil Transportation page appears.

😻 Pupil Transportation		<u>^</u>
System Name:	*	Fiscal Year :
Data Collection: Transportation Records	and Best Practices	Status:
DataCollection AuditTrail		
Print		
2010 Transportation Records and Best Practices		
This assessment instrument is designed to assist the I tasks which are required by regulation and law. Also, t determined. This assessment shall be completed by th end of the first full week in March on an annual basis. T onsite assessments every five years using this format.	ocal pupil transportation unit in n he use of best practices as recor e individual at the local system le the Pupil Transportation consulta	naintaining appropriate records and documentation of nmended by the Department of Education can be evel who is responsible for pupil transportation, by the ints assigned to each area of the State will also conduct
Transportation Director		
Prefix	First Name	Last Name
~		
Driver Training		
<ol> <li>How many hours of classroom training are provided?</li> </ol>	6	
2. Are classroom training hours documented? If No, explain.	⊖ Yes ® No	
3. How many hours are spent driving a bus without students present?	4	

# **Superintendent's Transportation Bus Information**

This module allows Transportation Director's to create, edit, and delete bus records, and submit the bus record set for approval from their Superintendents. The bus data on this page can be sorted by Model Year and Bus Number.

**Note:** All of these procedures assume you have already logged in and started the Pupil Transportation application.

😻 Pupil Trans	portation		^
System Name:	Harris County - 672	✓ F	iscal Year: 2010 💌
Data Collection:	Superintendent's Transp	ortatic 🚩	Status: New
DataCollection /	AuditTrail		
Save	Submit	Print	
2010 Superinte	ndent's Transportation I	Bus Informatio	n
Utilizing the "Ann in this form to sh 2010. It is essen electronically, wi the GaDOE.	ual Data Collection Form" now bus utilization informa tial that all data be accur Il go to your local superint	information, loca tion for the curr ate. This form, y tendent who will	al systems are to enter data ent school year 2009 - when submitted then review and submit to
General Inform	ation		
Actual number of miles of their hor	f students living within 1.5 ne school:	5	
How was data of	otained?:	Software	O Exact Count
Bus Informatio	n		
Model Year		Bus Number	
Chasis Make	~	Body Make	~
Design Capacity	~	Bus Type	~
Ownwership	*	Funding Source	~
Bus Use	*	A.M. Route	×
<			>

Month	into O	peration		FEE	3 💙					Yea	r into C	peration		2010		^
Transm	ission	1		1 -	Stand	ard Gear Shif	t 🛩			Engi	ne		1 - Gasoli	ne	*	
														Add	Can	cel
Model	Year	Filter														
Filter b	y Mod	lel Year:	ALL 👻													
Model Year	Bus No	Chassis Make	Body Make	Design Capacity	Bus Type	Ownership	Funding Source	Bus Use	A.M. Route Time	No. Morning Trips	Daily Miles	No. Transported A.M	No. Transported P.M	Month into Operation	Year into Operation	Tran
1988	8- 57	B-B	B-B	71-72	Type D	С	Local	SPA						ост	1988	2 - A Gei
1988	8- 60	B-B	B-B	78-90	Type D	С	Local	SPA						AUG	1988	2 - A Ge
1989	9- 14	B-B	B-B	71-72	Type D	С	Local	SPA						SEP	1989	2 - A Gei
1989	9- 15	B-B	B-B	71-72	Type D	С	Local	SPA						SEP	1989	2 - A Ge:

Tips:

- The bus record table can be filtered by the model year. The default value is ALL. To display other Model Year data, simply select a specific Model Year from the drop-down list.
- Also, the bus record table has some rows and columns that may display without the use of the horizontal and vertical slide bars.
- The Audit Trail tab displays user activity in the Superintendent's Transportation Bus Information module.

This module provides two sets of procedures:

- Procedures to help Transportation Director access, manage, and submit bus records
  - Adding a Bus Record, see page 7
  - Editing a Bus Record, see page 12
  - Deleting a Bus Record, see page 14
  - <u>Submitting the Bus Records to Your Superintendent</u>, see page 16
- Procedures to help Superintendents approve or request revisions (Reject) for a submitted bus records
  - Approving Bus Records or Request Revision, see page 18

**Note:** If you have trouble with any of the steps in this guide, please send an email to the Help Desk at: dticket@doe.k12.ga.us.

## **Transportation Director's Procedures**

### Adding a Bus Record

This procedure lists the steps to add a bus record in the Superintendent's Transportation Bus Information module.

**Note:** Use your GaDOE Annual Data Collection Form to enter data in this module.

Prerequiste: Login to Pupil Transportation, see page 2

- 1. Enter the fields at the top of the Superintendent's Transportation Bus Information page:
  - a. Select a System Name.
  - b. Select a Fiscal Year.
  - c. Select Superintendent's Transportation Bus Information from the Data Collection dropdown list.

The Superintendent's Transportation Bus Information page appears displaying the Data Collection tab. For example:

🛷 Pupil Tro	Insportation		
System Nan	ne: Harris County - 672	✓ Fis	scal Year : 2010 💌
Data Collectio	on: Superintendent's Transpor	rtatic 💙	Status: New
DataCollection	AuditTrail		
Save	Submit	Print	
2010 Superii	ntendent's Transportation Bu	us Information	
in this form to 2010. It is es electronically, the GaDOE.	show bus utilization information sential that all data be accurat , will go to your local superinter	on for the curre e. This form, w ndent who will	nt school year 2009 - hen submitted then review and submit to
General Info	rmation		
Actual numbe miles of their	r of students living within 1.5 home school:		
How was data	a obtained?:	Software	O Exact Count
Bus Informa	tion		
Model Year		Bus Number	
Chasis Make	~	Body Make	*
Design Capacity	~	Bus Type	~
Ownwership	~	Funding Source	~
Bus Use	*	A.M. Route	
<			>

2. In the General Information area, type the actual number of students living within 1.5 miles of their home school.

Note: This field is auto-populated from prior approved fiscal year's data.

- 3. Choose "How was the data obtained?".
- 4. Click Save.

The Pupil Transportation application saves the General Information data.

- 5. In the Bus Information area:
  - a. Type the Model Year of the bus.

Note: Type all four numbers (e.g., 1990, 2001).

b. Type the Bus Number.

**Note:** This number should not exceed five digits. The recommended method for numbering buses is to use the last two digits of the model year for the first two digits of the bus number. Then, starting with 01, use the last two digits of the bus number to sequentially number all the buses that have a common model year.

- c. Select the Chassis Make.
  - AMT (Am Tran)
  - B-B (Bluebird)
  - CHEV (Chevrolet)
  - FORD (Ford)
  - FRT (Freightliner/Thomas)
  - GMC (GMC)
  - INT (International/Navistar)
- d. Select the Body Make.
  - B-B (Bluebird)
  - CAR (Carpenter)
  - COL (Collins)
  - INT (International)
  - SUP (Superior)
  - THO (Thomas)
  - WAD (Ward/AmTran)
  - WAY (Wayne)
  - OTH (Other as a catch-all)
- e. Select the Design Capacity (the maximum number of passengers the bus body was designed to transport with all school bus seats installed).
- f. Select the Bus Type.
  - Type A: Bus is a conversion or body constructed upon a van-type or cutaway front-section vehicle with a left side driver's door, designed for carrying more than 10 persons. This definition shall include two classifications: Type A-1, with a Gross Vehicle Weight Rating (GVWR) less than 14,500 pounds; and Type A-2 with a GVWR greater than 14,500 pounds and less than 21,500 pounds. Sixteen

passenger or less may be single rear wheeled; 17 passenger and larger shall have dual rear wheels.

- Type B: Bus is constructed utilizing a body on a stripped chassis, with the entrance door behind the front wheels. This definition includes two classifications: Type B-1, with a GVWR of 10,000 pounds or less, designed for carrying more than 10 persons and Type B-2, with a GVWR greater than 10,000 pounds. The engine is beneath and/or behind the windshield and beside the driver's seat. Both Type B-1 and Type B-2 must be equipped with dual rear tires.
- Type C: Bus is a body installed upon a flat-back cowl chassis with a hood and fenders, with a GVWR of more than 21,500 pounds, designed for carrying more than 30 persons. This type also includes the cutaway truck chassis or truck chassis with cab, with or without a left side door. The entire engine is in front of the windshield and the entrance door is behind the front wheels.
- Type D: "Transit Style" school bus is a body installed upon a stripped chassis, with the engine mounted in the front or rear, and has a GVWR of more than 21,500 pounds, designed for carrying more than 10 persons. The engine may be beside the driver's seat or it may be at the rear of the bus, behind the rear wheels. The entrance door is ahead of the front wheels.
- g. Select the Ownership type.
  - C: The system making the report owns the bus.
  - P: The system making the report CONTRACTS for the use of the bus with a private individual, private organization, another public school system, or any other organization.
- h. Select the Funding Source.
  - Local: The bus was purchased with local and/or "replacement" funds.
  - Bond: The bus was purchased with Bond funds.
- i. Select the Bus Use.
  - REG: (Regular) indicates the bus is used for all students not specified as special education or vocational.
  - SPE: (Special Education) indicates that a bus is used to transport special education students ONLY to and from school as well as between school buildings and specialized equipment, if needed. These buses may be specially equipped to accommodate wheel chairs and other special education apparatus.
  - COM: (Combination) indicates the bus is used to transport students in two or more of the following programs: Regular, Special Education, Vocational, etc.
  - SPA: (Spare) indicates the bus is not scheduled to be used on a daily basis for any of the programs listed above, but is available to be used if one of the other buses becomes inoperable.

**Note:** If SPA is chosen, the following fields become read-only: A.M. Route Time, No. of Morning Trips, Daily Miles, No. Transported in A.M., and Type the No. Transported in P.M.

j. Type the A.M. Route Time, that is the time in minutes from the 1st AM pick up to the drop at the last AM school.

**Note:** DO NOT count travel time from bus park location to 1st pick up and DO NOT count travel time from last drop at a school back to bus park location.

Caution: Do not show hours (for example, 1 hour & 20 minutes = 80 minutes).

k. Type the No. of Morning Trips.

**Note:** This is a one-digit number and is usually 1, 2, 3, or 4. A trip is considered to be the A.M. delivery or mid-day delivery of student(s) (if performed for SE students with an IEP requiring special transportation).

I. Type the number of Daily Miles.

**Note:** Daily miles are determined by measuring the distance from the location where the first students are picked up to the unloading point, where the students are delivered.

If the bus makes more than one morning trip, the mileage continues for the additional trip(s) including any additional pick-ups and ends at the school where the last load is delivered. This A.M. mileage from the 1st pick-up to the last drop at a school, added to the mid-day mileage (if performed for SE students with an IEP requiring special transportation) from the 1st pick-up to the last drop at a school is multiplied by 2 for the total daily miles.

**Caution:** DO NOT count travel from bus park location to 1st pick up and DO NOT count travel from last drop at a school back to bus park location.

m. Type the No. Transported in A.M.

**Note:** This is the actual unduplicated total A.M. ridership and mid-day (SE students with an IEP requiring special transportation) ridership delivered to school(s) by this bus each day.

**Caution:** DO NOT count students assigned that do not ride. Record the actual ridership on a day when heaviest load is on assigned route.

n. Type the No. Transported in P.M.

**Note:** This is the actual unduplicated total P.M. ridership delivered home by this bus each day.

**Caution:** DO NOT count students assigned that do not ride. Record the actual ridership on a day when heaviest load is on assigned route. DO NOT count students that are shuttled, but only those that are delivered home.

o. Select the Month into Operation that the bus was first used to transport students.

**Note:** Do not report the date the bus was delivered to your system from the factory if that was not also the first month it was used to transport students.

p. Type the Year into Operation that the bus was first used to transport students.

**Note:** Type all four numbers (e.g., 1990, 2001). Do not report the date the bus was delivered to your system from the factory if that was not also the date when it was first used to transport students.

- q. Select the Transmission type, either standard or automatic gear shift.
- r. Select the Engine fuel type: gasoline, diesel, butane or propane, or natural gas.
- 6. Click Add.

The Pupil Transportation application creates a bus record and lists the record in the table under this form. There can be multiple bus records per system.

**Note:** The bus record table automatically sorts by Model Year and then by Bus No.

#### For example.

Month	into C	peration		FEE	3 🗸					Yea	r into C	peration		2010		2
Transm	ission			1 -	Stand	ard Gear Shif	t 🛩			Engi	ne		1 - Gasoli	ne	~	
														Add	Can	cel
Model	Year	Filter														
Filter b	y Mod	lel Year:	ALL 🗸													
Model Year	Bus No	Chassis Make	Body Make	Design Capacity	Bus Type	Ownership	Funding Source	Bus Use	A.M. Route Time	No. Morning Trips	Daily Miles	No. Transported A.M	No. Transported P.M	Month into Operation	Year into Operation	Tran
1988	8- 57	B-B	B-B	71-72	Type D	С	Local	SPA						ост	1988	2 - A Gei
1988	8- 60	B-B	B-B	78-90	Type D	С	Local	SPA						AUG	1988	2 - A Gei
1989	9- 14	B-B	B-B	71-72	Type D	С	Local	SPA						SEP	1989	2 - A Gei
1989	9- 15	B-B	B-B	71-72	Type D	С	Local	SPA						SEP	1989	2 - A Gei

Note: You can filter the list by year using the Filter by Model Year drop-down list.

ody ake	Design Capacity	Bus Type	Ownership	Funding Source	Bus Use	A.M. Route Time	No. Morning Trips	Daily Miles	No. Transported A.M	No. Transported P.M	Month into Operation	Year into Operation	Transmission	Engine			
-в	71-72	Type D	с	Local	SPA						ост	1988	2 - Automatic Gear Shift	2 - Diesel	P	×	
-В	78-90	Type D	С	Local	SPA						AUG	1988	2 - Automatic Gear Shift	2 - Diesel	J	×	
-в	71-72	Type D	С	Local	SPA						SEP	1989	2 - Automatic Gear Shift	2 - Diesel	1	×	
-В	71-72	Type D	С	Local	SPA						SEP	1989	2 - Automatic Gear Shift	2 - Diesel	J	×	
-в	71-72	Type D	С	Local	SPA						SEP	1989	1 - Standard Gear Shift	2 - Diesel	1	×	
-В	71-72	Type D	С	Local	SPA						SEP	1989	2 - Automatic Gear Shift	2 - Diesel	J	×	
-В	71-72	Type D	С	Local	SPA						NOV	1990	2 - Automatic Gear Shift	2 - Diesel	/	×	
-В	71-72	Type D	С	Local	REG	62	1	44	29	36	NOV	1990	2 - Automatic Gear Shift	2 - Diesel	J	×	
-В	71-72	Type D	С	Local	SPA						NOV	1990	2 - Automatic Gear Shift	2 - Diesel	P	×	
<																>	

Tip: Use the horizontal scroll bar at the bottom of the table to view all columns.

You can <u>edit</u> (see page 12) or <u>delete</u> (see page 14) any bus record.

**Note:** These records have not been approved yet. Once you have created all the bus records for a system, you should <u>submit them to your Superintendent for approval</u> (see page 16).

7. (Optional) Click the **Print** button to print the page.

### **Editing a Bus Record**

This procedure lists the steps to edit a bus record in the Superintendent's Transportation Bus Information module.

Prerequisite: Login to Pupil Transportation (see page 2) and Adding a Bus Record (see page 7)

- 1. Enter the fields at the top of the Superintendent's Transportation Bus Information page:
  - a. Select a System Name.
  - b. Select a Fiscal Year.
  - c. Select Superintendent's Transportation Bus Information from the Data Collection dropdown list.

The Superintendent's Transportation Bus Information page appears displaying the Data Collection tab. For example:

🛷 Pupil Trans	portation		^
System Name:	Harris County - 672	Y Fis	cal Year : 2010 💌
Data Collection:	Superintendent's Transpor	tatic 🗙	Status: New
DataCollection	AuditTrail		
Save	Submit	Print	
2010 Superinte	ndent's Transportation Bu	is Information	
Utilizing the "Anr in this form to sl 2010. It is esser electronically, w the GaDOE.	nual Data Collection Form" in now bus utilization informatio ntial that all data be accurat ill go to your local superinter	formation, local on for the curre e. This form, w ndent who will t	systems are to enter data nt school year 2009 - hen submitted then review and submit to
General Inform	ation		
Actual number o miles of their ho	f students living within 1.5 me school:		
How was data o	btained?:	Software	O Exact Count
Bus Informatio	n		
Model Year		Bus Number	
Chasis Make	~	Body Make	~
Design Capacity	*	Bus Type	~
Ownwership	~	Funding Source	~
Bus Use	*	A.M. Route	· · · · · · · · · · · · · · · · · · ·
<			>

Month i	nto O	peration		FEE	3 💙					Yea	r into C	peration		2010		
Transm	ission			1 -	Stand	ard Gear Shif	t 🚩			Engi	ine		1 - Gasoli	ne	*	
														Add	Can	cel
Model	Year	Filter														
Filter by	y Mod	el Year:	ALL 🗸													
Model Year	Bus No	Chassis Make	Body Make	Design Capacity	Bus Type	Ownership	Funding Source	Bus Use	A.M. Route Time	No. Morning Trips	Daily Miles	No. Transported A.M	No. Transported P.M	Month into Operation	Year into Operation	Tran
1988	8- 57	B-B	B-B	71-72	Type D	С	Local	SPA						ост	1988	2 - / Ge
1988	8- 60	B-B	B-B	78-90	Type D	С	Local	SPA						AUG	1988	2 - / Ge
1989	9- 14	B-B	B-B	71-72	Type D	С	Local	SPA						SEP	1989	2 - / Ge
1989	9- 15	B-B	B-B	71-72	Type D	С	Local	SPA						SEP	1989	2 - A Ge

2. Scroll down to the table of bus records under this form. For example.

- 3. Scroll right to view a bus record's edit button 🧷.
- 4. Click the edit button 🧭 for the record to be edited.

The form above the table displays that bus record. For example.

DataCollection AuditTrail			~
Save Su	ubmit   Print		
2010 Superintendent's Trans	sportation Bus Information		
Utilizing the "Annual Data C 2010. It is essential that al	Collection Form" information, local systems are to I data be accurate. This form, when submitted ele	o enter data in this form to show bus utilizati ectronically, will go to your local superintend	on information for the current school year 2009 - lent who will then review and submit to the GaDOE.
General Information			
Actual number of students li	iving within 1.5 miles of their home school:	129	
How was data obtained?:		Software	C Exact Count
Bus Information			
Model Year	1988	Bus Number	8-57
Chasis Make	В-В 💌	Body Make	в-в 💌
Design Capacity	71-72 💌	Bus Type	Type D 💟
Ownwership	c ¥	Funding Source	Local 💌
Bus Use	SPA 💙	A.M. Route Time	
No. of Morning Trips		Daily Miles	
No. Transported in A.M.		No. Transported in P.M.	
Month into Operation	OCT 💌	Year into Operation	1988
Transmission	2 - Automatic Gear Shift 🛛 💌	Engine	2 - Diesel 💌
			Update Cancel
<			

5. Edit the record.

Note Refer to Adding a Bus Record, see page 7 for field descriptions.

- 6. Click Save.
- 7. Click Update.

The bus record is updated in the bus record table under this form.

**Note:** These records have not been approved yet. Once you have created all the bus records for a system, you should <u>submit them to your Superintendent for approval</u>, see page 16.

8. (Optional) Click the **Print** button to print the page.

### **Deleting a Bus Record**

This procedure lists the steps to delete a bus record in the Superintendent's Transportation Bus Information module.

Prerequiste: Login to Pupil Transportation (see page 2) and Adding a Bus Record (see page 7)

- 1. Enter the fields at the top of the Superintendent's Transportation Bus Information page:
  - a. Select a System Name.
  - b. Select a Fiscal Year.
  - c. Select Superintendent's Transportation Bus Information from the Data Collection dropdown list.

The Superintendent's Transportation Bus Information page appears displaying the Data Collection tab. For example:

<i>Յ</i> Pupil Tro	insportation		^						
System Nam	ne: Harris County - 672	✓ Fis	scal Year : 2010 💌						
Data Collectio	on: Superintendent's Transpor	rtatic 💙	Status: New						
DataCollection	AuditTrail								
L Cours	Cubarit I	Duringh							
Save	Submit	Print							
2010 Superir	2010 Superintendent's Transportation Bus Information								
in this form to 2010. It is ess electronically, the GaDOE.	Annual Data Collection Form" in show bus utilization informatic sential that all data be accurat will go to your local superinter	formation, loca on for the curre e. This form, w ndent who will	I systems are to enter data ent school year 2009 - hen submitted then review and submit to						
General Info	rmation								
Actual numbe miles of their	r of students living within 1.5 home school:								
How was data	a obtained?:	Software	O Exact Count						
Bus Informa	tion								
Model Year		Bus Number							
Chasis Make	~	Body Make	~						
Design Capacity	~	Bus Type	~						
Ownwership	~	Funding Source	~						
Bus Use	~	A.M. Route	· · · · · · · · · · · · · · · · · · ·						
<			>						

Month into Operation FEB 💌						Year into Operation				2010						
Transm	ission			1 -	1 - Standard Gear Shift 💌 Engine				1 - Gasoli	ne	*					
														Add	Can	cel
Model	Year	Filter														
Filter by	y Mod	el Year: [	ALL 🗸													
Model Year	Bus No	Chassis Make	Body Make	Design Capacity	Bus Type	Ownership	Funding Source	Bus Use	A.M. Route Time	No. Morning Trips	Daily Miles	No. Transported A.M	No. Transported P.M	Month into Operation	Year into Operation	Tran
1988	8- 57	B-B	B-B	71-72	Type D	С	Local	SPA						ост	1988	2 - 1 Ge
1988	8- 60	B-B	B-B	78-90	Type D	С	Local	SPA						AUG	1988	2 Ge
1989	9- 14	B-B	B-B	71-72	Type D	С	Local	SPA						SEP	1989	2 - Ge
1989	9- 15	B-B	B-B	71-72	Type D	С	Local	SPA						SEP	1989	2 - / Ge

2. Scroll down to the table of bus records under this form. For example.

- 3. Scroll right to view a bus record's delete button imes.
- 4. Click the delete button  $\times$  for the record to be deleted.

A confirmation window appears.

5. Click OK to confirm the deletion.

The bus record is deleted.

6. Click Save.

The Pupil Transportation application saves the bus record table.

**Note:** These records have not been approved yet. Once you have created all the bus records for a system, you should <u>submit them to your Superintendent for approval</u>, see page 16.

7. (Optional) Click the **Print** button to print the page.

### Submitting the Bus Records to Your Superintendent

This procedure lists the steps to submit a set of bus records to your Superintendent for approval.

Prerequiste: Login to Pupil Transportation, see page 2 and Adding a Bus Record, see page 7

You may also need to edit (see page 12) or delete (see page 14) records.

- 1. Enter the fields at the top of the Superintendent's Transportation Bus Information page:
  - a. Select a System Name.
  - b. Select a Fiscal Year.
  - c. Select Superintendent's Transportation Bus Information from the Data Collection dropdown list.

The Superintendent's Transportation Bus Information page appears displaying the Data Collection tab. For example:

🛷 Pupil Trans	portation		
System Name:	Harris County - 672	*	Fiscal Year : 2010 👻
Data Collection:	Superintendent's Transp	portatic ⊻	Status: New
DataCollection	AuditTrail		
Save	Submit	Print	
2010 Superinte	endent's Transportation	Bus Informa	tion
Utilizing the "Anr in this form to sl 2010. It is esser electronically, w the GaDOE.	nual Data Collection Form" now bus utilization informa ntial that all data be accur ill go to your local superin	information, I ation for the c rate. This forn tendent who	ocal systems are to enter data urrent school year 2009 - n, when submitted will then review and submit to
General Inform	ation		
Actual number o miles of their ho	f students living within 1.! me school:	5	
How was data o	btained?:	Software	are OExact Count
Bus Informatio	n		
Model Year		Bus Numb	er
Chasis Make	*	Body Mak	e 🗸
Design Capacity	~	Bus Type	~
Ownwership	¥	Funding Source	~
Bus Use	~	A.M. Rout	te
<			>

2. Scroll down and review the set of bus records in the table below this form.

**Note:** Compare them to the Annual Data Collection Forms. You may need to <u>add</u> (see page 7), <u>edit</u> (see page 12), or <u>delete</u> (see page 14) records.

3. Once you have created all the bus records for a system, click Submit.

The fields on the form become read-only and the status becomes "Submitted".

4. (Optional) Click the Print button to print the page.

## **Superintendent's Procedures**

### **Approving Bus Records or Request Revision**

This procedure lists the steps to approve or request revisions for a set bus records submitted to you by a Transportation Director.

Prerequisite: Login to Pupil Transportation, see page 2

- 1. Enter the fields at the top of the Superintendent's Transportation Bus Information page:
  - a. Select a System Name.
  - b. Select a Fiscal Year.
  - c. Select Superintendent's Transportation Bus Information from the Data Collection dropdown list.

The Superintendent's Transportation Bus Information page appears displaying the Data Collection tab. For example:

😸 Pupil Transportation		^					
System Name: Harris County - 672	✓ Fise	cal Year : 2010 💌					
Data Collection: Superintendent's Transport	atior 💌	Status: Submitted					
DataCollection AuditTrail							
Approve   Revision Request	Print						
2010 Superintendent's Transportation Bus	Information						
is essential that all data be accurate. This for to your local superintendent who will then rev General Information	rm, when submit view and submit	ted electronically, will go to the GaDOE.					
Actual number of students living within 1.5 miles of their home school:		129					
How was data obtained?:	Software	O Exact Count					
Bus Information							
Model Year	Bus Number						
Chasis Make	Body Make	~					

Note: The form is in Read-Only status.

- 2. Review the General Information for the system.
- 3. Scroll down to the table of bus records and review them.

Tip: Use the scroll bars to view all the record data.

4. Do one of the following:

- Click the Request Revision button to reject the submission and enter comments in the Revise Comments box. Click the Revise button below the comments after entering comments. Upon selection of "Revise", the form will return to the Transportation Director to make updates and resubmit the form back to the Superintendent. The form's Status will display "Revision Request".
- Click the Approve button to approve the system's General Information and set of bus records. The form's Status will now be "Approved".

**Note:** The Status field has the following possibilities:

- NotExist: The form has not been saved.
- New: The form has been saved at least one time.
- Submitted: The form has been submitted by the Pupil transportation Director.
- Approved: The form has been approved by the Superintendent
- Request Revision: A revision has been requested by either the Program Director or the Superintendent.

(Optional) Click the Print button to print the page.