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/.

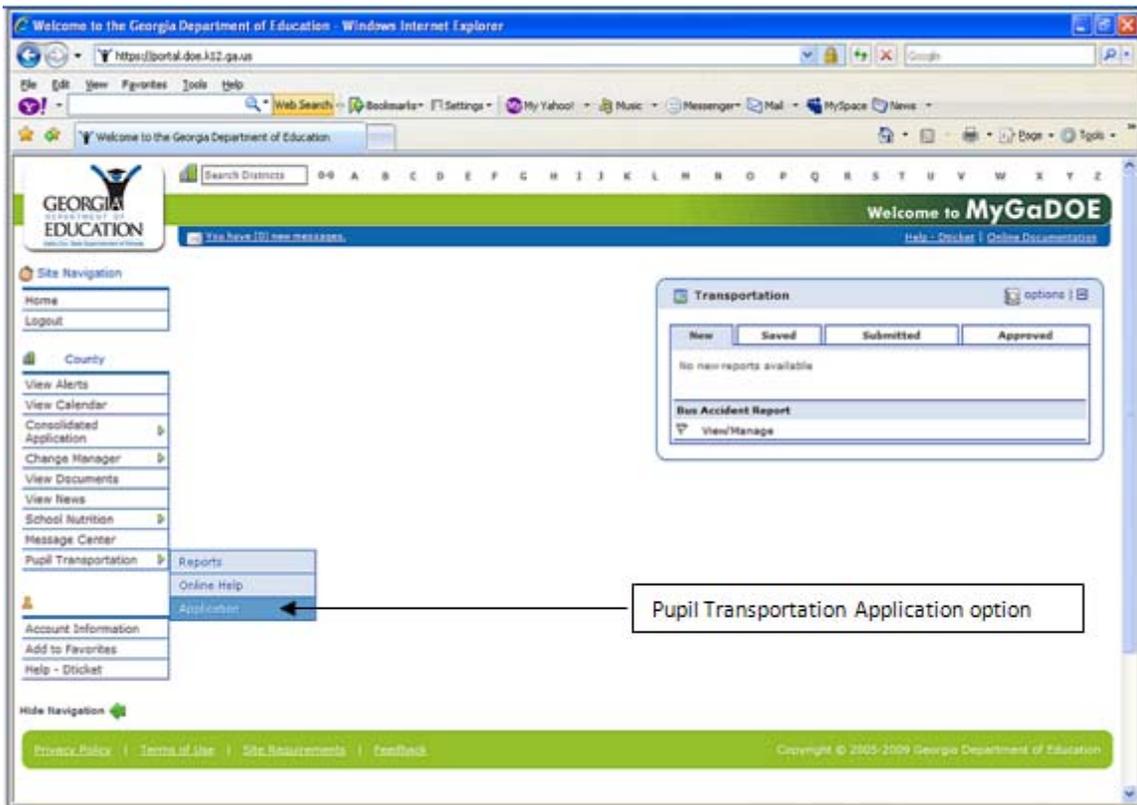2. Browse to the Data Reporting tab on the upper right-hand of the page and select "MyGaDOE Login".

    The Log In form appears.

3. Type your email address into the Username field.

4. Type your password and select "Login".

The MyGaDOE Home Page appears.

5. Select Application from the Pupil Transportation menu option.

    The Pupil Transportation page appears.

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.

| Month into Operation | FEB | | Year into Operation | | 2010 |
| Transmission | 1 - Standard Gear Shift | | Engine | | 1 - Gasoline |

Add   Cancel

Model Year Filter

Filter by Model 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	Trans
1988	8-57	B-B	B-B	71-72	Type D	C	Local	SPA						OCT	1988	2 - A Ge:
1988	8-60	B-B	B-B	78-90	Type D	C	Local	SPA						AUG	1988	2 - A Ge:
1989	9-14	B-B	B-B	71-72	Type D	C	Local	SPA						SEP	1989	2 - A Ge:
1989	9-15	B-B	B-B	71-72	Type D	C	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
    - Submitting the Bus Records to Your Superintendent, 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 drop-down list.

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

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).

l. 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.

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

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

You can edit (see page 12) or delete (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 submit them to your Superintendent for approval (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 drop-down list.

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

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

Month into Operation		FEB				Year into Operation					2010		
Transmission		1 - Standard Gear Shift				Engine				1 - Gasoline			
												Add	Cancel

Model Year Filter

Filter by Model 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	Trans
1988	8-57	B-B	B-B	71-72	Type D	C	Local	SPA						OCT	1988	2 - A Ge
1988	8-60	B-B	B-B	78-90	Type D	C	Local	SPA						AUG	1988	2 - A Ge
1989	9-14	B-B	B-B	71-72	Type D	C	Local	SPA						SEP	1989	2 - A Ge
1989	9-15	B-B	B-B	71-72	Type D	C	Local	SPA						SEP	1989	2 - A Ge

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 | Submit | Print | |

2010 Superintendent's Transportation Bus Information

Utilizing the "Annual Data Collection Form" information, local systems are to enter data in this form to show bus utilization information for the current school year 2009 - 2010. It is essential that all data be accurate. This form, when submitted electronically, will go to your local superintendent who will then review and submit to the GaDOE.

General Information

Actual number of students living within 1.5 miles of their home school: 129

How was data obtained?: ● Software   ○ Exact Count

Bus Information

Model Year	1988	Bus Number	8-57
Chasis Make	B-B	Body Make	B-B
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 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

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 drop-down list.

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

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 ✕.

4. Click the delete button ✕ 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 submit them to your Superintendent for approval, 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 drop-down list.

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

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 add (see page 7), edit (see page 12), or delete (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 drop-down list.

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

    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.