


ANNUAL STATISTICAL REPORT “D” (Minutes) Due July 15th



Total Minutes

- ▶ **Total paid minutes related to running routes and trips.**
 - ▶ Report form “D” is used to gather statistical data used by the USOE. Total minutes include paid time doing a pre-trip inspection as well as all other paid time related to the route or trip.
 - ▶ There are two types of “to and from” minutes that must be reported on the A1 report. Funded “to and from” school route minutes, and unfunded “to and from” school route minutes such as hazardous or ineligible routes.
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1. To and From School Minutes

- ▶ Enter the total of all minutes from fall A1 report into the “To and From Minutes” line.



2. Activity and Field Trip Minutes

- ▶ Summary of all activity and field trip report minutes.
 - Take the total minutes from your activity and field trips from this last year. This should also include layover minutes while on activity and field trips. Enter this number into the “Activity/field Trip Minutes” line.



3. Misc. and Other Program Minutes

- ▶ Summary of all misc. and other program minutes.
 - Take the total minutes paid to drivers to complete driving assignments outside your district such as helping another district. Enter this number into the “Misc. & Other Program” minutes line. Also add any other minutes spent by drivers to complete programs not included elsewhere such as: Head Start, Migrant, Title One, etc.



4. Driver Instruction Minutes

- ▶ Summary of all minutes drivers spent in instruction.
 - Take the total minutes drivers were paid for driver instruction and/or safety meetings last year. Enter this number into the “Driver in Instruction” minutes line.



5. Instruction and Supervision Minutes

- ▶ Summary of all minutes instructors and supervisors spent.
 - Take the total minutes that instructors and supervisors were paid for doing instruction, supervision, and misc. duties. Enter this number into the “Instructor/Supervisor” minutes line.



6. Administrative Minutes

- ▶ Summary of all administrative minutes including administrative secretarial minutes.
 - Take the total minutes that administrators and administrative secretaries were paid last year related to pupil transportation. If on salary, use full-time minutes. Enter this number into the “Administration” minutes line.



7. Bus Shop Staff Minutes

- ▶ Summary of all bus shop staff minutes not already accounted for.
 - Take the total minutes bus shop staffs were paid last year. Enter this amount into the “Bus Shop Staff” minutes line.



8. Other Support Staff Minutes

- ▶ Summary of all other support staff minutes that are not already accounted for.
 - Take the total minutes that other support staff were paid last year. Enter this number into the “Support Staff” minutes line.

