



Reports Training

Overview 9/24/2018



Form E – CDL Driver's Information

- Due December 15
- Use new form – has color formatting and sorting options
- BCI/FBI – May change dates to “Rap Back” for those enrolled in program
- MVR – May change to “DHM” Driver History Monitoring for those enrolled in program

Sort by Name

Sort by Expiration

UTAH STATE OFFICE OF EDUCATION

Pupil Transportation

CDL Driver's Information Form 'E'

st	2018	2018												Due Dec. 15.
Full Name	First Name	Middle Initial	Birthday	Drivers License	MVR	BCI/FBI	CDL Expiration	Drug Check	Alcohol Check	Pre-Service	In-Service	DOT Physical Expiration	Physical Assessment	
AM	GARY		11/30/1952	xx8xxx8	8/8/2017	10/25/2017	5/30/2019	5/23/2017	5/23/2017	1/1/1976	6/6/2017	11/1/2018	9/27/2017	
USTA	RODNEY		4/6/1947	x608x0xx6	8/8/2017	8/19/2016	4/6/2021	7/27/2016		8/15/2016	10/30/2017	6/30/2018	9/26/2017	
VEE	ROBERT		12/28/1961	xx6x0x4x	8/8/2017	12/13/2011	12/28/2020	1/26/2017		1/12/2012	6/5/2017	4/25/2018	9/28/2017	
BERT	MICHAEL		2/5/1958	x8488xx	8/8/2017	7/17/2017	2/5/2019	4/19/2016		2/5/2004	6/5/2017	3/2/2019	9/25/2017	
SON	MELANIE		5/21/1971	x4x484xxx	8/8/2017	12/3/2014	5/21/2020	5/19/2016		12/4/2014	6/5/2017	11/15/2018	9/27/2017	
LEN	CHERYL		10/26/1955	86x8xx4	8/8/2017	2/6/2015	10/26/2022	5/23/2017	5/23/2017	10/12/2012	6/7/2017	9/30/2018	9/20/2017	
MA	ALLEN		12/10/1939	xx0x64x	8/8/2017	3/4/2015	12/10/2021	9/23/2015	2/11/2009	1/8/2006	6/5/2017	8/18/2018	11/14/2017	
IANDA	DEBBIE		9/28/1957	64xx8xx	8/8/2017	5/25/2017	9/28/2019	9/26/2017	5/16/2012	7/14/1999	6/5/2017	6/22/2019	9/5/2017	
GELA	EDWIN		2/4/1952	x6x0x0x	8/8/2017	10/22/2014	2/4/2019	3/16/2017	3/16/2017	3/17/2014	6/5/2017	2/9/2019	9/26/2017	
GELA	HOWARD		1/8/1971	x48xxx4x6	8/8/2017	3/13/2015	1/8/2021	3/16/2016	2/19/2015	8/17/2006	6/6/2017	6/17/2018	9/28/2017	
GELICA	DANIEL		7/6/1951	xx4xxxx0x	8/8/2017	1/7/2014	7/6/2021	4/19/2017	4/19/2017	1/15/2014	10/30/2017	8/31/2018	9/27/2017	
T	TINA		6/9/1973	xx04x4xxx	8/8/2017	2/28/2014	6/9/2018	10/25/2016	3/10/2015	8/19/2013	6/6/2017	7/18/2015	9/27/2017	
STIN	ELIZABETH		8/31/1973	xx8xxxx60	8/8/2017	8/27/2015	8/31/2020	5/23/2017		8/31/2015	6/5/2017	8/11/2019	8/10/2017	
RBARA	Carson		8/23/1996	xx4x4x64x	9/6/2017	9/13/2017	8/23/2022	9/7/2017			11/20/2017	9/8/2018	9/8/2017	
VJAMIN	DAVID		11/18/1956	xxx8xx6x	8/8/2017	2/26/2013	11/18/2020	12/4/2015	12/4/2015	7/22/2011	6/6/2017	11/20/2018	9/26/2017	
TTY	JOHN		2/13/1958	x0xxx6x	8/8/2017	3/23/2016	2/13/2021	3/16/2016		4/18/2016	6/5/2017	3/14/2018	4/11/2016	
L	LEE		8/9/1942	40x00xx	8/8/2017	8/20/2014	8/9/2021	7/14/2016		8/2/2016	6/5/2017	8/21/2018	9/26/2017	
LIE	KEVIN		5/18/1959	6x4x	9/14/2017	10/3/2017	5/18/2021	10/4/2017		10/17/2017	10/30/2017	9/12/2018	10/16/2017	
NNIE	KENNETH		9/16/1951	xx8xxxx	8/8/2017	9/5/2014	9/16/2019	3/16/2016	11/18/2015	9/18/2014	6/5/2017	8/16/2018	8/16/2017	
ADLEY	STEVEN		8/29/1972	xx00xx6x0	8/8/2017	2/25/2015	8/29/2018	10/23/2012	2/1/2007			12/15/2018		
ANDY	BRENT		8/22/1960	xxx64xx	6/22/2017	8/18/2017	8/22/2022	10/27/2017		8/8/2017	10/30/2017	7/20/2018	8/18/2017	
ENT	ROYCE		5/7/1975	xxxxxxx06	8/8/2017	11/29/2016	5/7/2021	11/10/2016		12/1/2016		9/2/2018	11/28/2016	
	LARRY		6/24/1947	xxxxx0x8	8/8/2017	3/31/2017	6/24/2022	10/25/2016	10/25/2016	3/12/2002	10/30/2017	9/27/2018	4/14/2017	
	MARY		10/17/1952	xxx0xx4	8/8/2017	7/3/2017	10/17/2020	10/27/2017		10/29/2003	6/6/2017	1/14/2019	9/29/2017	
IAN	ADAM		6/24/1988	xxxxx6x4x	8/8/2017	10/28/2014	6/24/2019	10/31/2014				10/3/2018		

State Report Forms

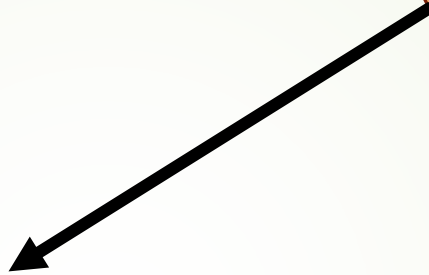
Form E
CDL Driver
Information

Form C
Actual Miles
Report

Form F
Fleet
Report

A-1
Report
Forecast

Form D
Actual Minutes
Report





A-1 Report

- Due November 1
- Prediction of the school years transportation
- Projects yearly miles and minutes
- Includes eligible and ineligible funded routes
- Calculates 30 minutes inspection time for each eligible route



Summer Reports

- ▶ Forms C, D, F
 - ▶ Due July 15
 - ▶ Report of actual miles and minutes
 - ▶ Current fleet information



Form D – Transportation Minutes

- Record total transportation minutes
 - Activity and field trip minutes
 - Miscellaneous and other program minutes
 - Driver instruction minutes
 - Instruction and supervision minutes
 - Administrative minutes
 - Bus shop staff minutes
 - Other support staff minutes

Utah State Office of Education
District Pupil Transportation
Annual Statistical Report Form "D" (Minutes)

District Example

Date: _____

School Year 2013 - 2014

	Area	Total Minutes	Instructions
1	To and From School Minutes	1,406,734	Summary of all minutes from fall A1 report.
2	Activity & Field Trip Minutes	275,100	Summary of all activity & field trip report minutes.
3	Misc. & Other Program Minutes	0	Summary of all misc. & other program minutes.
4	Driver Instruction Minutes	55,440	Summary of all minutes drivers spent in instruction.
5	Instruction & Supervision Minutes	94,246	Summary of all minutes Instructors and supervisors spent.
6	Administrative Minutes	124,800	Summary of all administrative minutes including administrative secretarial minutes.
7	Bus Shop Staff Minutes	249,600	Summary of all bus shop staff minutes not already accounted for.
8	Other Support Staff Minutes	112,055	Summary of all other support staff minutes not already accounted for.

	Previous Year's Report		Difference Between Last Year and Current Year		Notes:
	Area	Total Minutes	Difference	% Change	
1	To and From School Minutes	1,402,727	4,007	0.29%	
2	Activity & Field Trip Minutes	303,825	-28,725	-9.45%	
3	Misc. & Other Program Minutes	0	0	#DIV/0!	
4	Driver Instruction Minutes	63,000	-7,560	-12.00%	
5	Instruction & Supervision Minutes	91,665	2,581	2.82%	
6	Administrative Minutes	124,800	0	0.00%	
7	Bus Shop Staff Minutes	249,600	0	0.00%	
8	Other Support Staff Minutes	97,980	14,075	14.37%	



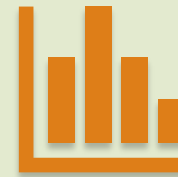
Form F



Reports total
bus fleet
mileages



Tracks bus
information



Provides a bus
statistics page



Form C – Transportation Miles

- Documents routes added after November 1
- Accounts for all miles driven
 - Activity, field trip miles
 - Repair miles
 - Training miles
 - Summer program miles
 - Other program miles

Utah State Office of Education

District Pupil Transportation

Annual Transportation Report Form "C" (Miles)

District:

Date:

School Year:

Annual Activity Trip Statistics

Year	Elementary			Secondary		
	Miles	Pupils	Trips	Miles	Pupils	Trips
2013	634.0	313	7	56,489.0	5,717	255
2014	945.0	318	9	48,964.0	5,331	233

Instructions

For Activity & Field Trips, supply current year summary statistics from activity and field trip reports. For Additional Mileage Summary Statistics, supply current year summary statistics from other mileage reports as needed.

Annual Field Trip Statistics

Year	Elementary			Secondary		
	Miles	Pupil	Trips	Miles	Pupils	Trips
2013	2,995.0	1,043	27	7,781.0	1,258	34
2014	2,547.0	1,575	28	9,846.0	1,275	40

Annual Mileage Summary Statistics

Year	Summer Program Miles	Other Program Miles Explained:	Repair Dead Miles	Training Miles	Total Eligible Miles from A1 Report	Total Ineligible / Half Miles from A1 Report	Other Unaccounted Miles	Total Miles
2013	0.0	712.0	4,110.0	191.0	67,606.8	0.0	4,791.2	140,518.8
2014		1,032.0	4,664.0	157.0	72,273.6	352.8	1,174.6	140,781.4

Total Odometer Miles

Instructions: Total miles from Bus Inventory and Ending Odometer Summary Report Form "F" of all buses in fleet.
145,310.0
141,956.0

Comments: _____

Calculations to verify accuracy of A-1

Form C Miles + A-1 Miles = Total Miles

Annual Mileage Summary Statistics

Year	Summer Program Miles	Other Program Miles Explained:	Repair Dead Miles	Training Miles	Total Eligible Miles from A1 Report	Total Ineligible / Half Miles from A1 Report	Other Unaccounted Miles	Total Miles
2013	0.0	712.0	4,110.0	191.0	67,605.8	0.0	4,791.2	140,518.8
2014		1,032.0	4,664.0	157.0	72,273.6	352.8	1,174.6	140,781.4

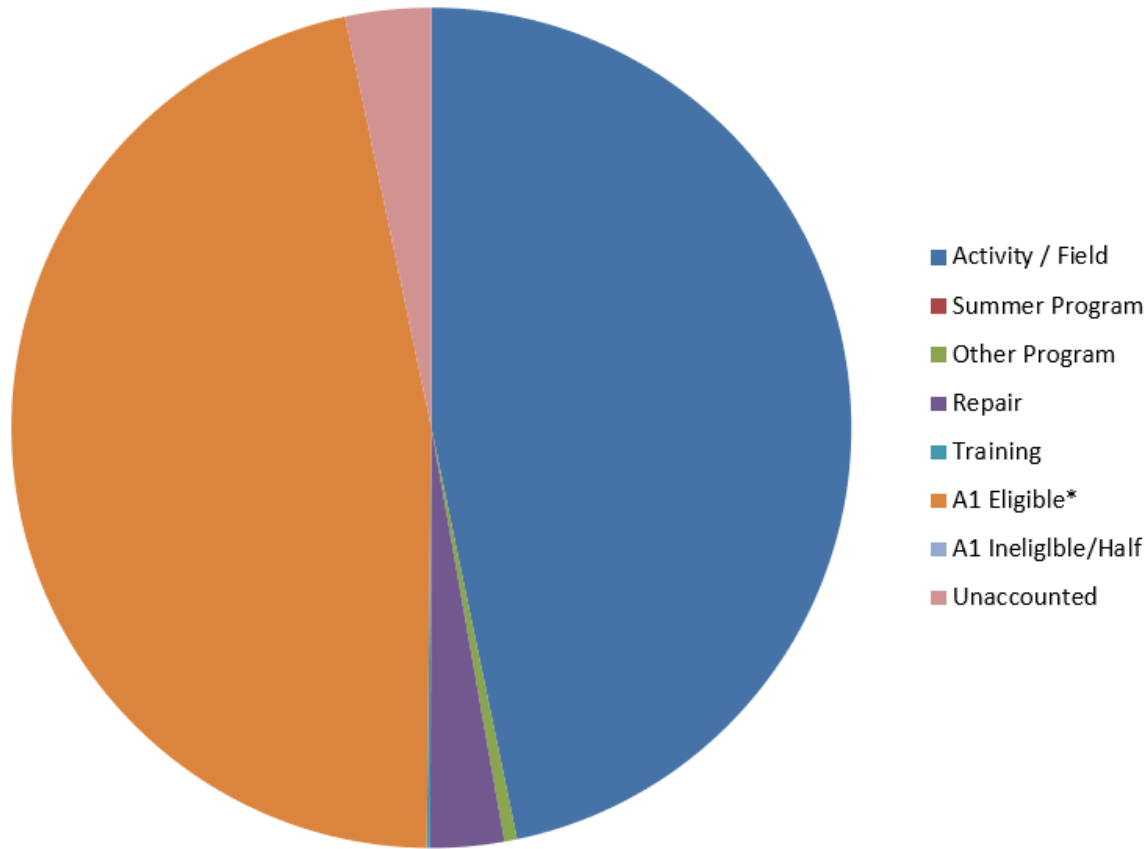
Total Odometer Miles

Instructions: Total miles from Bus Inventory and Ending Odometer Summary Report Form "F" of all buses in fleet.

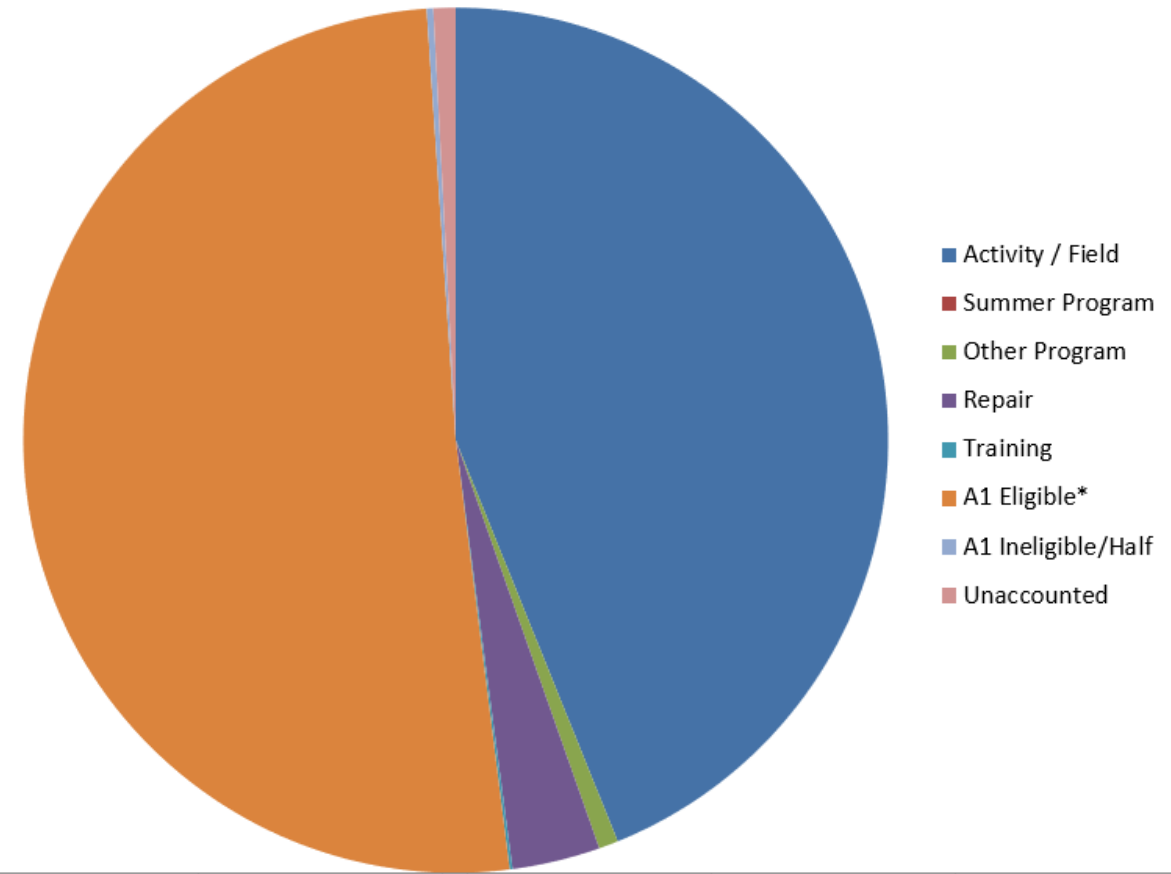
145,310.0
141,956.0

Total Miles = Total Odometer Miles
 Difference is identified in Other Unaccounted Miles D

2013



2014



2013	
Activity / Field	46.7%
Summer Program	0.0%
Other Program	0.5%
Repair	2.8%
Training	0.1%
A1 Eligible*	
A1 Ineligible/Half	
Unaccounted	

Over / Under Projection	
Total Odometer	145,310.0
Sum of All Miles (except A1 Eligible)	72,912.0
Possible Eligible	72,398.0
Submitted A1 Eligible Miles	67,606.8
Amount Over-Projected	0.0

2014	
Activity / Field	43.9%
Summer Program	0.0%
Other Program	0.7%
Repair	3.3%
Training	0.1%

Over / Under Projection	
Total Odometer	141,956.0
Sum of All Miles (except A1 Eligible)	68,507.8
Possible Eligible	73,448.2
Submitted A1 Eligible Miles	72,273.6
Amount Over-Projected	0.0
Amount Under-Projected	1,174.6
% Over/Under Projected	0.8%
Qualifies for Ending Mile Cap? (Y/N)	N

Projected Miles Should be Within 5%



Results Greater than 5%

- Look for any errors on reports
- Provide reasons why
- May flag for in depth review of reports



Results Within 5%

Great Job!

