

**INSTRUCTIONS FOR REPORTING TRANSPORTATION DATA
FOR THE 2008-09 YEAR**

1. Step 4 of the Public School Support Program (PSSP) provides to each school district the sum of the following computations as an allowance for student transportation operating expenses:
 - (a) An allowance for the operations, maintenance and contracted services of student transportation services, exclusive of salaries, based on the following percentages of actual expenditures for such costs, with the county school districts categorized into the four groups indicated below, based on the number of net enrollment students per square mileage of the county:

Sparse (Less than 5 net students/sq. mile)	-	95.0% of actual expenditures
Low (5 to less than 10 net students/sq. mile)	-	92.5% of actual expenditures
Medium (10 to less than 20 net students/sq. mile)	-	90.0% of actual expenditures
High (More than 20 net students/sq. mile)	-	87.5% of actual expenditures
 - (b) An additional allowance of 10% of the actual expenditures for operations, maintenance and contracted services, exclusive of salaries, for that portion of the bus fleet that uses alternative fuels;
 - (c) An additional allowance of 10% of actual expenditures for operations, maintenance, and contracted services, exclusive of salaries, for that portion of the bus fleet used to transport students to and from multi-county vocational centers;
 - (d) 100% of the insurance premium costs on buses, buildings and equipment used in transportation;
 - (e) 8.33% of the current replacement value of each school district's school bus fleet plus the remaining replacement value of buses purchased after July1, 1999 that attain 180,000 miles. In addition, districts that experience an increase in net enrollment may apply for funding for additional buses, with the allowance for additional buses excluded from the allowance limit discussed below; and
 - (f) Aid paid to students in lieu of transportation, based on the state average amount paid per pupil.

According to WVC 18-9A-7, the funding for the replacement of buses and the purchase of additional buses is to be used only for the purchase of school buses. This includes the purchase of new bus chassis and bodies from bus manufacturers, as listed on the State bus bid list, the purchase of used buses from other school districts, and the purchase of optional equipment that either enhances the utility of the bus or increases safety for students, such as automatic lifts, wheel chair tie-downs, seat reconfigurations, seat belts, automatic chain dispensers, strobe lights, Global Positioning System (GPS) equipment, radios, video cameras, etc.

In addition, this optional equipment can be purchased either at the time the buses are originally purchased, or as an after-market purchase from another vendor and installed separately after the buses are purchased and received. If the optional equipment is purchased as an after-market purchase, however, only the original purchase of the

equipment may be purchased with bus replacement funds; bus replacement funds are not to be used for the replacement of existing equipment.

Each district's allowance is limited to 1/3 above the computed state average allowance per mile multiplied by the total mileage for the district, exclusive of the allowance for the purchase of additional buses. In addition, each district is required to reserve one-half of one percent of its total transportation allowance for expenditure for trips related to academic classroom curriculum.

2. In order to compile and calculate each district's funding for transportation, school districts are required to submit specific data to the West Virginia Department of Education in a timely manner. These instructions detail the data that is to be submitted, the required deadlines and the process for editing and verifying the data.

IMPORTANT DATES

October 24, 2009 – Date of data collection for the end of the second school month. Report ridership data as of this date.

Ridership data for fiscal year 2009-10 is collected as of the end of the second school month and all revisions to such data must be made by **December 1, 2009**.

June 30, 2009 – End of 2008-09 fiscal year. Report bus fleet information as of this date.

The bus fleet and bus mileage data for the 2008-09 fiscal year must be submitted and verified by each school district no later than **July 15, 2009**.

November 15, 2009 – Due date for number of students and rates paid for in lieu of transportation.

December 4, 2009 – Due date for applications for funding for additional buses for the 2010-11 year.

BUS FLEET DATA

The Bus Fleet Report from WVEISWEB is critical in determining the amount of funding each school district is to receive annually. Fourteen fields appear on the bus fleet report.

Each field must contain valid data. If data is missing or invalid, a replacement value cannot be assigned to the bus and the school district will lose funding for that bus.

1. **District.** This field will show the school district's three-digit county number.
2. **Bus Number.** Enter the unique number assigned to each vehicle. Bus numbers may **not** be reused.
3. **Category.** Enter one of the category codes below to indicate the type of vehicle. Only active buses are included in the calculation for bus replacement funding. Be sure the category entered is accurate as of June 30, 2009.
 - a. A – Conventional regular. This is a conventional bus in the active fleet.

- b. B – Conventional special education. This is a conventional bus modified to fill special education needs in the active fleet.
 - c. C – Conventional spare. This is a conventional bus used only as a spare.
 - d. D – Transit regular. This is a transit bus in the active fleet.
 - e. E – Transit special education. This is a transit bus modified to fill special education needs in the active fleet.
 - f. F – Transit spare. This is a transit bus used only as a spare.
 - g. V – Van. This is a van used actively or as a spare.
 - h. X – Contracted vehicle. This is a vehicle other than a bus or a van used actively or as a spare.
4. **Seating Capacity.** Enter the seating capacity for each vehicle. For special education buses, enter the seating capacity of the bus prior to modification. Enter one of the following valid seating capacities for buses.

Conventional buses:

- a. 10-16
- b. 17-20
- c. 21-24
- d. 25-30
- e. 35-36
- f. 47-48
- g. 53-54
- h. 59-60
- i. 65-66
- j. 71-72
- k. 77-79

Transit buses:

- a. 71-72
- b. 77-79
- c. 83-84
- d. 87
- e. 89-90

5. **Make.** Enter the vehicle manufacturer.

FRT –
INT – International
THOMAS – Thomas
GMC – General Motor Corporation
BLUE – Blue Bird

6. **Cost.** Enter the original cost of the vehicle in whole dollars.
7. **Delivery Date.** Enter the date the vehicle was delivered to the school district site.
8. **Transmission.** Enter the vehicle transmission type.

A – Automatic

M – Manual

9. **Fuel Type.** Enter the vehicle fuel type.

B – Biodiesel

D – Diesel

G – Gasoline

10. **Engine Location.** Enter the vehicle engine location.

Conventional buses:

FR – Front

Transit buses:

FR – Front

RE – Rear

11. **2/4 Wheel Drive.** Enter the vehicle drive type.

2 – 2 wheel drive

4 – 4 wheel drive

12. **Body Manufacturer.** Enter the vehicle body manufacturer.

BLUE – Blue Bird

THOMAS – Thomas

WAYNE – Wayne

WARD – Ward

INT – International

13. **Removal Date.** Enter the date the vehicle was disposed of, if applicable.

14. **Annual Mileage.** The mileage in this field is derived from odometer data entered by the school district. Mileage data is discussed below.

In addition to the information appearing on the Bus Fleet Report, other data is entered into WVEISWEB concerning vehicles.

1. **VIN Number.** Enter the vehicle identification number of the vehicle.
2. **License Number.** Enter the license plate number of the vehicle.
3. **Odometer Reading.** The odometer reading for the bus comes from the odometer data entered in another component of the WVEISWEB program.
4. **Year.** Enter the year the vehicle was manufactured – the model year.
5. **Alternate Bus #.** Enter the

6. **Owner.** Enter the name of the owner of the vehicle. Most will be "COUNTY".
7. **Fleet Removal.** Enter the
8. **Last Update.** This field will display the date of the latest edit of the information concerning the vehicle.
9. **Date Finalized.** This field will display the date
10. **User ID.** This field will display the user ID of the individual who last made changes to the vehicle data.
11. **Time Finalized.** This field is a time stamp of the latest change to the vehicle data.

BUS MILEAGE DATA

Enter the ending odometer reading for each vehicle into WVEISWEB each month. Monthly mileage will be calculated automatically by the computer program by subtracting the beginning odometer reading (last month's ending odometer reading entered by the school district) from the ending odometer reading. Changes made to monthly mileage totals can be accomplished only by changing odometer readings.

Verify each June 30 that ending odometer readings indeed agree to the odometer on each vehicle.

RIDERSHIP DATA

Enter the headcount of students who regularly ride the bus as of the end of the second school month per vehicle. Employee and enrollment data are collected at the end of the second school month which is the reason for utilizing the same collection date for bus ridership data.

Be certain each student is only counted **one time** in the ridership data. For example, if students are transferred from one bus to another during the AM or PM route, count the riders on each bus **prior** to the transfer. Do not count students twice because they ride two buses on the AM or PM route.

Vocational school bus runs

Co-curricular bus runs

Extra-curricular bus runs

Compare the bus ridership total to the school district headcount enrollment. ***Under no circumstances*** should bus ridership be greater than the school district total headcount enrollment.

The WVDE Office of Student Transportation will review the ridership data during the month of November to assess reasonableness of the data submitted by the school district. Revisions to the ridership numbers must be finalized by December 1 each year.

VERIFYING THE DATA

It is the school district's responsibility to ensure all transportation data is complete and accurate. The WVDE Office of Student Transportation, with assistance from The Office of School Finance, will perform limited analysis of the data submitted. Any errors noted during this review process must be immediately corrected by the school district and the data resubmitted.

INSURANCE PREMIUMS

Ensure the school district's Chief School Business Official has allocated a portion of liability and property insurance premiums to transportation for funding purposes.

ALTERNATIVE FUEL

Any school district utilizing alternative fuels is responsible for notifying the WVDE Office of Student Transportation by June 30 of the year in which such use began. If the school district discontinues use of alternative fuels, notification must be made by June 30 of the year in which such use ceases. A plan must be on file at WVDE for each school district utilizing alternative fuels to receive the additional funding through the Public School Support Program.

FUNDING FOR ADDITIONAL BUSES

The WVDE Office of Student Transportation will solicit applications from school districts wishing to apply for funding for additional buses as soon as the second month enrollment is finalized but not later than December 1 each year. School districts experiencing an increase in net enrollment are eligible to apply for the funding. Applications must be received at WVDE Office of Student Transportation no later than December 5 each year to be considered for funding.

IN LIEU OF TRANSPORTATION

School districts must report to WVDE the number of students paid in lieu of transportation during the prior fiscal year and the rate at which those students were paid. An information request will be distributed to the CSBOs via email during the month of November. All responses must be received by November 15, 2009 to be considered for funding for the 2010-11 computations.

CERTIFICATION OF TRANSPORTATION DATA

By submitting bus fleet, bus mileage and ridership data on WVEISWEB by authorized county users, each school district certifies the accuracy of that data. Final reports will be pulled from WVEISWEB on July 15 of each year which will be utilized to calculate funding through the Public School Support Program. Transportation Directors, CSBOs, Superintendents and other management personnel is responsible for reviewing the data on WVEISWEB prior to July 15. Only revisions to the data initiated by WVDE will be accepted after that date.