

SCHOOL BUS TRANSPORTATION

40th DAY REPORTS

DEFINITIONS AND INSTRUCTIONS

2011-2012 SCHOOL YEAR

These instructions are intended to be used in conjunction with the transportation 40th day reporting program. Please enter the following information:

SELECT district name from the drop down box. **If you select the wrong district, you will have to reload the program. Once you select your district, the program will automatically default to your district.**

ENTRY FORM

ENTER the projected eligible students to be transported in the following year.

ENTER the special education bus assistants employed by the school district and the school bus contractor.

ENTER the total number of per capita feeder routes.

ENTER the total **annual** mileage of per capita feeder routes.

VERIFY the name of the contractor or the name of the school district.

SELECT the appropriate type of route, according to the following definitions:

Regular To & from -- a bus route providing service for pupils who attend regular school programs in grades K- 12.

Contract Feeder Routes -- Contract feeder routes are routes established with regular school buses and are differentiated from regular to and from school bus routes only in the fact that the school bus picks up children at their home and then transports the children to a point on the route where the children are transloaded onto a regular route bus which then transports them the rest of the way to school.

Special Education Only -- Special Education routes are those established and/or approved to serve only those students with specialized or exceptional needs.

Kindergarten Only -- a bus route exclusively serving kindergarten pupils enrolled in state-supported programs.

Vocational Only --a bus route exclusively serving pupils enrolled in *State Approved* (concurrent enrollment) post secondary and vocational programs.

3 & 4-YEAR-OLD D.D. only --a bus route exclusively serving 3 & 4 year old D.D. pupils enrolled in state-supported programs.

ENTER the total number of school days on each record in the program. This number is used to calculate your annual mileage

VERIFY the bus **number**.

ENTER the seating **capacity**.

VERIFY the **year** of manufacturer

VERIFY the **license plate**.

VERIFY the vehicle **identification number** (VIN).

ENTER the **odometer reading**.

ENTER the **date** of the odometer reading.

VERIFY the special lift equipment.

ENTER the Gross vehicle weight rating.

SELECT the appropriate school bus **body** type.

Amtran
Bluebird
Carpenter
Collins
IC Corp.
Thomas
Other

SELECT the appropriate school bus **chassis** type.

Bluebird
Chevrolet/General Motors
Ford
Freightliner
International
Other

SELECT the fuel type.

Alternative Fuel
Unleaded Gasoline
Diesel
Dyed Diesel

ENTER the total number of students who are eligible to be counted for transportation funding on each bus record that are **not included in the district's Student & Teacher Accountability Reporting System (STAR'S) program**.

ENTER the mileage (whole miles plus tenths) in the appropriate categories according to the following definitions.

Paved Roads: Roads paved with concrete, asphalt, brick or penetration chip.

Unpaved Road: Dirt, gravel, caliche, or loose chip roads that are maintained.

Unimproved Roads: Roads, which have no drainage and are not maintained.

ENTER the **LIVE ROUTE** mileage.

The mileage from the point where the first pupil boards the bus to the school where the last pupil unloads; and from the school where the first pupil boards the bus to the point where the last pupil unloads.

Where the school at which the last pupil unloads in the morning and the school at which the first pupil boards in the afternoon are at different locations, the distance between the two schools will be computed as daily live route miles.

If a bus makes more than one trip, the distance from the point where the last pupil on the first trip unloads and the point where the first pupil on the second trip boards will be computed as daily live route miles.

If the school at which the last K-12 pupil unloads in the morning and the school at which the first Kindergarten or 3 & 4 year old boards for delivery to the home are at different locations, the distance between the two schools will be computed as daily live route miles.

ENTER the essential deadhead mileage.

The mileage is the distance from the terminal or overnight storage location of the school bus to the point where the first pupil is picked up and live mileage begins; and the mileage between the point where the last pupil is unloaded in the afternoon to the normal location of storage of the bus for the night.

NON-REPORTABLE OR NON-ROUTE MILES: Total mileage from the last morning school back to the bus lot or the daytime storage location and back to the midday or afternoon school. Also, the mileage for service, maintenance or for the convenience of the driver or contractor, such as for other employment during the day.

GO TO PREVIEW REPORT AND VERIFY THE DISTRICT'S TOTAL ANNUAL MILEAGE. PRINT THE REPORT AND HAVE THE SUPERINTENDENT OR DESIGNEE SIGN VERIFYING THE ACCURACY OF THE INFORMATION SUBMITTED. MAINTAIN A COPY FOR YOUR RECORDS.

Completed reports may be submitted by E-mail to Patty Gallegos patty.gallegos@state.nm.us