

Data Collection, Processing and Audit

Brian J. Whitta

- I. T1, T2, T1S
- II. Report processing
- III. Report auditing

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T1 Report: Overview

- Primary student count report
- Typically done by transportation
- Must be done in concert with the T2
 - Ridership by type must match cost by type... “Book-ends”

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T1 Report: Due Date

- T1
 - **REPORT DUE BY November 1!**
 - Drives general transportation subsidy
 - Also drives bus purchase subsidy
- T1 Amendment
 - **AMENDMENTS DUE BY January 31!**

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T1 Report: Data Collection

- **Most important: COUNT SHEET**
 - Does it collect what you need?
 - Does it support what you report?
 - Is the form easily understandable?
 - You, Auditors, Public...?
 - **DO YOUR DRIVERS UNDERSTAND THE PROPER METHOD OF COUNTING?**

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School District		20__/20__ T-1				
Transportation Department		Oct	Oct	Oct	Oct	Oct
Driver		MON	TUE	WED	THU	FRI
000000 - before leaving garage	→					
1st AM school	# students					
000000 - arrive at school	→					
2nd AM school	# students					
000000 - arrive at school	→					
3rd AM school	# students					
000000 - back at garage	→					
WEEKDAY RUNS						
000000 - before leaving garage	→					
Take home school						
000000 - between drop off & pick-up	→					
Pick up school	# students					
000000 - either at school or back at garage	→					
Pick up school	# students					
000000 - back at garage	→					
WEEKEND						
000000 - before leaving garage	→					
1st PM school	# students					
000000 - arrive at school	→					

Excellent sample T1 count sheet

T1 Report: Special Education

When is a special education student counted as special education?

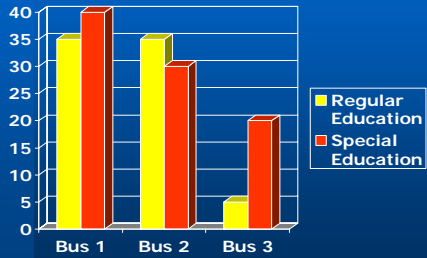
- (A) When the student has an IEP with transportation listed as a related service;
-AND-
- (B) When more than 50% of the students on the bus are special education students

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T1 Report: Special Education



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T1 Report: Special Education

- If more than 50% of the students are special education but a number of regular education students also ride the same bus, the regular education students must be reported separately
- Mileage (and costs) for this type of trip must be prorated

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T1 Report: Special Education

- “Mainstreamed” special education students riding regular education buses:
 - Count as regular education students
 - Report all miles as regular education

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T1 Report: MRDD

- Only students aged 3-21, and who are educated by an MRDD in an ODE approved program may be reported to ODE on the T-1 or T-2
- NO ADULT counts may be included!
- NO ADULT miles may be included!

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T1 Report: Ridership

- Ridership:
 - “The data for this report shall be the average number of pupils enrolled and regularly transported to school during the first full week of October that school is in session.”

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T1 Report: Ridership

- Count only students who are actually on the bus on their way to school (AM)
- Students must be counted each day for 5 days; average number of riders reported
- Count only miles driven for routine service
- Computer route sheets/counts are not valid for data sources
- Data collected must be auditable!

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T1 Report: Ridership

- **K-12 Students**
 - Add up total students, divide by 5
 - NO PM COUNTS REPORTED.
- **Pre-K Students**
 - Four-day programs
 - Add up total students, divide by 4
 - NO PM COUNTS REPORTED

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T1 Report: Ridership

- **Separate by:**
 - Mileage from school
 - Less than one mile, 1 mile or more
 - School type
 - Public
 - Nonpublic (includes EdChoice Scholarship)
 - Community (AKA: Charter Schools)

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T1 Report: Mileage

- **Mileage:**
 - “This report shall also include a reporting of all daily routine miles traveled for pupil transportation.”

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T1 Report: Service Types

- Type I Board-owned, leased, and operated school buses
- Type 1A Students transported by school bus service contracted from another school. This may also include students transported in a consortium arrangement on buses managed and reported by another district or entity.
- Type II Contractor-owned, leased, and operated school buses assigned exclusively to a given district.
- Type III Public utility
- Type IV Payment to parent/guardian in lieu of transportation
- Type V Board owned vehicles other than school buses
- Type VI Privately owned vehicles other than school buses
- Type VII Community school contracts – **DO NOT ENTER DATA in the Type VII fields in the T1 report unless instructed by ODE to do so.**

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T1 Report: Service Types

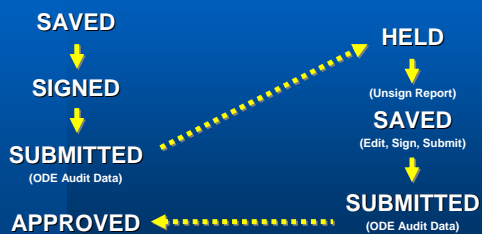
- Consortium service
 - Type 1A
 - Whoever transports, reports
- Parental contracts
 - Type IV (regular education only)
 - FY08 \$172.00 - \$637.58
 - Type VI (special education only)
 - Parent-district agreement

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Online Reporting: Workflow



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T-Report Audits

- Triggers
- Requests for Data
- Reviews/Responses
- Resolution

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T-Report Audits

- Examples of Triggers:
 - 9,500% increase in public school ridership (when the media and parents are saying you have reduced service)
 - Many (or every) route buses in your fleet have identified special education students

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T-Report Audits

- Examples of Triggers:
 - Special education cost per student of \$92,430.00
 - T1 Report shows no Type II service, but T2 Report does show Type II costs
 - Failure to file

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T-Report Audits

- **FY08 T1 Audit:**
 - 35 districts selected at random
 - Asked to submit supporting documentation
 - Count Sheets
 - Type IV Waivers
 - Type VI Contracts

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T-Report Audits

- **Requests for supporting docs**
 - Made in writing
 - Addressed to transportation and/or superintendent
- **Desk audits**
- **On-site audits only if necessary**

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T-Report Audits

- **Review/Response**
 - 35 total districts
 - 18 had significant problems (51.4%)
 - 15 had little or no error (42.9%)
 - 2 refused to admit error until ODE notified district funding can be withheld (5.7%)

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T-Report Audits

The image shows a screenshot of a 'LOCAL SCHOOLS' T-Report form. The form is titled 'LOCAL SCHOOLS' and includes fields for 'SCHOOL'S NAME', 'SCHOOL', 'SCHOOL YEAR', 'SCHOOL YEAR #2', 'SCHOOL YEAR #3', 'SCHOOL YEAR #4', 'SCHOOL YEAR #5', 'SCHOOL YEAR #6', 'SCHOOL YEAR #7', 'SCHOOL YEAR #8', 'SCHOOL YEAR #9', 'SCHOOL YEAR #10', 'SCHOOL YEAR #11', 'SCHOOL YEAR #12', 'SCHOOL YEAR #13', 'SCHOOL YEAR #14', 'SCHOOL YEAR #15', 'SCHOOL YEAR #16', 'SCHOOL YEAR #17', 'SCHOOL YEAR #18', 'SCHOOL YEAR #19', 'SCHOOL YEAR #20'. A red stamp is overlaid on the form, reading 'THIS IS NOT A PROPER DRIVER COUNT SHEET'. The stamp is tilted and has a bold, sans-serif font.

T-Report Audits

- Improper counts
 - One district insisted their method was more accurate, but it did not follow the report instructions.
 - Must follow report instructions
 - Must be a count of actual riders from the first full week of October that school is in session

A small version of the 'LOCAL SCHOOLS' T-Report form screenshot from slide 28, featuring the same red stamp: 'THIS IS NOT A PROPER DRIVER COUNT SHEET'.

T-Report Audits

- Resolution
 - If errors found, resolution could involve
 - Re-count and re-documentation of supporting data
 - Additional training on data collection
 - Additional review of report instructions
 - Withholding of funds (Last resort)
- GOAL is to assist, not penalize

QUESTIONS?

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877-644-6338

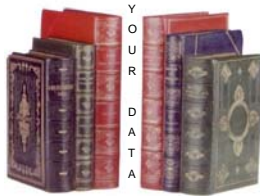
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Cell phone off ???



Welcome to the Who, What, Why, Where, When and How of T-2

T-1 Reports



T-2 Reports

Presented by
Bob Harmon, Ohio Department of Education,

School Options and Finance, Pupil Transportation Monday, October 20, 2008

T-2 Reports Agenda

- Overview
- Who Reports and What Data to Report
- When to Report
- Where to Report
- Common Errors found
- Ways to Correct Reports

Why T-2 Reports ?

- Purpose of Report
- Affect of the Report
- What is looked for during “Audit”

T-2 Purpose ?

- Allows Superintendent and treasurer to certify to ODE the ACTUAL expenses incurred in the transportation of ELIGIBLE pupils

Affect of T-2 Reports ?

- Provides FUNDING for transportation, especially Special Ed.
- Incomplete, Inaccurate, or Mis-reported could result in zero funding!

What can be Reportable Data ?

- Expenses for cost of services and for items invoiced and installed on all school transportation vehicles
- Transportation Expenses only for pupils as reported on the T-1
- Special Education Transportation costs
- Annual miles for non-routine trips

Transportation Expenses (T-2) - Summary Page 1 of 2

T-2 Summary

Fiscal Year: 2008 Submitted Status

Instructions: [User Guide](#)

[T2 Completion Page](#)

In the Detail Line Entry column, click on an icon to enter, edit, or view expenses for Service Types I, IA, and II.

For Service Types III, IV, V, and VI, enter expenses directly on this page, or, you may click on an icon in the Optional Worksheets Add column to enter expenses on a detailed worksheet. Click on an icon in the Optional Worksheets Edit column to edit or view an optional worksheet.

* Note: The sum of Regular Education Staff Count and Special Education Staff Count may not equal Total Staff Count due to partial FTE's being rounded to a head count for purposes of listing the individual staff count columns.

		Regular Education Staff Count	Special Education Staff Count	Total Staff Count	Total Dollars
Type I	Board owned and operated school buses	142	14	156	5,169,536
Type II	Contractor owned school buses	0	0	0	0
Type III	Contracted with other district	0	0	0	0
Optional worksheets					
Type III	Public transit or fee	0	0	0	0
Type IV	Payment in lieu of transportation (Regular Education only)	18,134	0	18,134	18,134
Type V	Board owned vehicles other than school bus	0	0	0	0
Type VI	Privately owned vehicles other than school bus	0	791,390	791,390	791,390
Total Transportation Expenses (Types I through VI)		8,470,378	1,677,890	10,148,268	6,548,268

<https://dcs011.ed.state.il.us/SFPS/T2/AllExpensesSummary.aspx?fy=2008> 10/15/2008

Transportation Expenses (T-2) - Summary Page 1 of 2

T-2 Summary

Fiscal Year: 2008 Submitted Status

Instructions: [User Guide](#)

[T2 Completion Page](#)

In the Detail Line Entry column, click on an icon to enter, edit, or view expenses for Service Types I, IA, and II.

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<https://dcs011.ed.state.il.us/SFPS/T2/AllExpensesSummary.aspx?fy=2008> 10/15/2008

Itemized listing

T-2 Service Type I, Itemized Expense

Facial Year 2008

Instructions User Guide

Enter Service Type I expenses directly on this page or, click an icon in the Optional Worksheets Add column to enter expenses on a detailed worksheet. Click on an icon in the Optional Worksheets Edit column to edit or view an optional worksheet.

Optional Worksheets Add Edit	Description of Expense	Regular Education		Special Education		Total
		Staff Count	Amount	Staff Count	Amount	
	Supervisor	6	244,826	18	46,000	290,826
	Secretary Clerk	2	87,616	2	7,564	95,180
	Regular Driver Salaries	107	2,210,546	0	116,347	1,132,326,945
	Substitute Driver Salaries	19	129,291	0	0	129,291
	Bus Adjustment Salaries	0	0	0	0	0
	Mechanics	7	284,850	1	14,892	299,742
	Mechanic Helper	0	0	0	0	0
	Retirement	515	789	27	141	930
	Worker's Compensation	20	772	1	84	856
	Employee Insurance	886	731	93	103	889
	Physical Exams and Drug Test (drivers)	4	169	2	25	194
	Certification and Learning cost	546	39	39	57	95
	Training fee	3	489	1	14	503
	Maintenance and repairs	285	536	13	87	623
	Tires and Tubes	35	340	1	80	420
	Fuel	509	449	29	80	529
	Bus Insurance	62	820	3	39	859
	Maintenance Supplies	0	0	0	0	0
	Facility Rent Cost	0	0	0	0	0
	Utilities	21	989	1	159	1,148
	Bus Lease cost	0	0	0	0	0
	Other	91	310	4	839	1,149
	Total	140	5,482,241	14	316,291	5,798,532

T-2 SHALL NOT INCLUDE:

- Expenses for capital outlay and items placed in inventory
- Expenses for students reported by other school agencies.
- Expenditures (including operational and labor) for non-routine use of school buses.

Trips such as summer school, after school events, athletic trips, and educational field trips are examples of expenditures that shall not be reported on the T-2.

T-2 Service Type I, Itemized Expense

Facial Year 2008

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Optional Worksheets Add Edit	Description of Expense	Regular Education		Special Education		Total
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	Secretary Clerk	2	87,616	2	7,564	95,180
	Regular Driver Salaries	107	2,210,546	0	116,347	1,132,326,945
	Substitute Driver Salaries	19	129,291	0	0	129,291
	Bus Adjustment Salaries	0	0	0	0	0
	Mechanics	7	284,850	1	14,892	299,742
	Mechanic Helper	0	0	0	0	0
	Retirement	515	789	27	141	930
	Worker's Compensation	20	772	1	84	856
	Employee Insurance	886	731	93	103	889
	Physical Exams and Drug Test (drivers)	4	169	2	25	194
	Certification and Learning cost	546	39	39	57	95
	Training fee	3	489	1	14	503
	Maintenance and repairs	285	536	13	87	623
	Tires and Tubes	35	340	1	80	420
	Fuel	509	449	29	80	529
	Bus Insurance	62	820	3	39	859
	Maintenance Supplies	0	0	0	0	0
	Facility Rent Cost	0	0	0	0	0
	Utilities	21	989	1	159	1,148
	Bus Lease cost	0	0	0	0	0
	Other	91	310	4	839	1,149
	Total	140	5,482,241	14	316,291	5,798,532

Specific details and itemized listing within each noted expense

T-2 Service Type I Worksheet

T-2 Service Type I Worksheet

Fiscal Year 2008 Submitted Status

Institutions User Guide

Enter Description, Total Amount, and one of the four amounts or percents (include numbers only). To remove a line, check Delete and click Save.

Expense Item: 22 - Other

Delete	Description	Total Amount	Regular Education Amount	Special Education Amount	Regular Education Percentage	Special Education Percentage
<input type="checkbox"/>	Service & Support contracts	35053	34008	1794	95%	5%
<input type="checkbox"/>	Postage	3000	3739	197	95%	5%
<input type="checkbox"/>	Software	29000	25359	1334	95%	5%
<input type="checkbox"/>	Uniforms	8484	8001	473	95%	5%
<input type="checkbox"/>	Supplies	5812	5521	291	95%	5%
<input type="checkbox"/>	Equipment	14394	13974	720	95%	5%
	0	0	0	0	0%	0%
TOTAL		96179	91370	4809		

Note: % listed and should remain consistent with rest of report data

[https://dca01.sdc.state.ak.us/SFPS/T2/TypeI/limitedExpensesWorksheet.aspx?worksheetType=vM1HEDJ4uX0H8mUp8Gz2... 10/14/2008](https://dca01.sdc.state.ak.us/SFPS/T2/TypeI/limitedExpensesWorksheet.aspx?worksheetType=vM1HEDJ4uX0H8mUp8Gz2...)

T-2 Service Type I Worksheet

T-2 Service Type I Worksheet

Fiscal Year 2008 Submitted Status

Institutions User Guide

Enter Description, Total Amount, and one of the four amounts or percents (include numbers only). To remove a line, check Delete and click Save.

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<input type="checkbox"/>	Uniforms	8484	8001	473	95%	5%
<input type="checkbox"/>	Supplies	5812	5521	291	95%	5%
<input type="checkbox"/>	Equipment	14394	13974	720	95%	5%
	0	0	0	0	0%	0%
TOTAL		96179	91370	4809		

Note: Items listed must meet criteria for reportable expenses. Items not meeting criteria may not be reported. Professional contracts, consulting fees, for example are not reportable.

[https://dca01.sdc.state.ak.us/SFPS/T2/TypeI/limitedExpensesWorksheet.aspx?worksheetType=vM1HEDJ4uX0H8mUp8Gz2... 10/14/2008](https://dca01.sdc.state.ak.us/SFPS/T2/TypeI/limitedExpensesWorksheet.aspx?worksheetType=vM1HEDJ4uX0H8mUp8Gz2...)

What is looked for during a T-2 "Audit"

- Signatures and Status
- Average Cost per special ed student
- Average Cost per regular ed student
- CAUTIONS
- Incomplete Data
- Inaccurate Data
- Mis-reported Data

Transportation Expense (T-2) - Completion

Fiscal Year 2008

Report Details: 11,820.00

Average cost per regular ed student

CAUTIONS

- Look at listings in Audit Page
- Unexplainable items
- New additions
- Incorrect data entry

Transportation Expense (T-2) - Completion

Fiscal Year 2008

Report Details: 3,182.00

Cost per special ed student!!!

T-2 Service Type I, Itemized Expense

Facial Year 2008 Submitted Status

Instructions User Guide

Enter Service Type I expenses directly on this page or, click an icon in the Optional Worksheets Add column to enter expenses on a detailed worksheet. Click on an icon in the Optional Worksheets Edit column to edit or view an optional worksheet.

Optional Worksheet	Add	Edit	Description of Expense	Regular Education		Special Education		Total	
				Staff Count	Amount	Staff Count	Amount		
			1. Reproduction	6	244,826	18	48,000	6	292,826
			2. Business Clerk	2	87,316	3	7,564	5	94,880
			3. Regular Driver Salaries	107	2,210,048	0	116,347	107	2,326,395
			4. Substitute Driver Salaries	19	129,291	0	0	19	129,291
			5. Bus Assistant Salaries	0	0	0	0	0	0
			6. Mechanics	7	284,852	1	14,892	8	299,744
			7. Mechanic Helper	0	0	0	0	0	0
			8. Bus Driver	515	789	27	141	542	930
			9. Worker's Compensation	20	777	1	84	21	861
			10. Employee Insurance	866	73	93	103	959	174
			11. Physical Exams and Drug Test (drivers)	4	169	262	262	266	531
			12. Certification and Learning cost	0	0	0	0	0	0
			13. Training cost	0	0	0	0	0	0
			14. Maintenance and repairs	265	536	13	879	278	1,415
			15. Tires and Tubes	35	345	1	80	36	425
			16. Fuel	505	459	26	505	531	964
			17. Bus Insurance	82	832	3	309	85	1,141
			18. Maintenance Supplies	0	0	0	0	0	0
			19. Facility Rent Cost	0	0	0	0	0	0
			20. Utilities	21	999	1	159	22	1,158
			21. Bus Lease cost	0	0	0	0	0	0
			22. Other	91	312	4	839	95	1,151
			Total	146	5,432,241	141	316,291	146	5,748,532

Contractors Type 2 Service

- Contractors are required to submit a T2-C report BEFORE July 15th to their customer.
- Documentation must be kept for 5 years.
- District is ultimately responsible for ensuring contractor has data in and it is included in T2 report.

Transportation Expense (T-2) - District Contractor List

Search

T-2 Service Type II Contractors

Facial Year 2008 Submitted Status

Instructions User Guide

To add a contractor, click the add button

Deletes	Edit	Contractor	Transportation License Number	Regular Education Staff Count	Regular Education Amount	Special Education Staff Count	Special Education Amount	Total Staff Count	Total Dollars
			93310158	89	2,787,821	108	2,960,987	197	5,748,808
			943700765	86	3,032,470	45	1,367,263	131	4,400,133
			9900483	136	4,803,299	742	3,388,158	878	8,191,457
			Total	311	10,623,590	955	7,716,308	1,266	18,340,898

Transportation Expense (T-2) - District Contractor List Page 1 of 2

Education

Change Text Size: A A A

Search

Home Printer Friendly Version

→ Back to SFFS Main

→ T-1

→ T-1.5

→ T-2

→ District

→ Add

→ Main Menu

→ SFFS Info

→ Suspense

→ Search Button

→ T2

→ PG View

→ Driver Search

→ District in Service

→ Risk Inventory

→ T2

→ Search Reports

→ Admin

→ T1 Admin

→ T2 Admin

→ Maintenance

→ Access Window

→ Due Dates

→ Org Lists

→ SFFS Reports

→ SFFS Accounts

T-2 Service Type II Contractors Fiscal Year 2008 Submitted Status

To add a contractor, click the add button

Contractor	Transportation License Number	Staff Count	Regular Education Dollars	Special Education Dollars	Total Staff Count	Total Dollars
[Contractor Name]	93310185	52	2,787,821	108,290,967	181	5,748,888
[Contractor Name]	843700765	84	3,032,470	451,387,263	134	4,400,133
[Contractor Name]	6000435	138	4,803,206	742,588,158	228	7,190,364
Total			107,623,497	227,6,916,388	883	17,339,389

Details of how expenses were figured can be accessed here

T-2 Service Type II, Itemized Expense Fiscal Year 2008 Submitted Status

Contractor's Name: [Contractor Name]

Transportation License Number: [License Number]

Terminal Manager Name: [Terminal Manager Name]

Enter Service Type II expenses directly on this page or click an icon in the Optional Worksheets Add column to enter expenses on a detailed worksheet. Click an icon in the Optional Worksheets Edit column to edit or view an optional worksheet.

Optional Worksheets	Add	Edit	Description of Expense	Regular Education Staff Count	Regular Education Amount	Special Education Staff Count	Special Education Amount	Total	
			1. Supervisor	4	157,910	0	158,274	6 263,184	
			2. Secretary/Clerk	2	36,000	0	100,000	6 145,607	
			3. Regular Driver Salaries	50	797,000	49	879,371	639 1,676,371	
			4. Substitute Driver Salaries	8	34,288	0	27,542	13 61,830	
			5. Bus Attendant Salaries	0	88,426	40	310,570	27 504,996	
			6. Mechanic	4	118,000	0	39,296	6 158,296	
			7. Mechanic Helper	1	30,411	0	0	1 30,411	
			8. Material	108	587	0	54,186	142 641	
			9. Worker's Compensation	183	822	154	656	337 6,776	
			10. Employee Insurance	108	762	84	748	201 5,008	
			11. Personal Expense and Cost (Total Items)	25,341	0	22,253	0	47 648	
			12. Certification and Licensing cost	13,728	0	11,871	0	25 707	
			13. Training (All)	62	490	0	55,081	117 821	
			14. Maintenance and repairs	97	708	0	69,263	177 696	
			15. Tires and Tubes	13,987	0	14,251	0	28 238	
			16. Fuel	481	101	430	401	927 988	
			17. Bus Insurance	184	429	174	601	358 882	
			18. Maintenance Supplies	25	704	23	181	48 789	
			19. Family Plan Cost	119	840	100	800	221 840	
			20. Licenses	20	476	0	18,888	40 1,177	
			21. Bus Lease cost	0	0	0	0	0 0	
			22. Other	0	0	0	0	0 0	
			Total	832	2,787,821	108	2,960,967	181	5,748,888

Contractor's name, License Number, Terminal Manager's name appears here

SUMMARY

- Only report actual expenses incurred from July 1 to June 30 of the fiscal year.
- Keep records of specific expenses by vehicle.
- Ensure all data is correct and entered on the proper line.

CHECK FOR ERRORS

- SPECIAL Ed Expenses may be computed on a pro-rated percentage basis
 - Reference specific instructions on the T-2
- Special needs Students must match T-1 entry
- Report Days of program (Usually 180 or less)
- Enter total number of Instructional Days for Special Ed students

SIGNATURES

- When report is complete
 - Signatures of Superintendent, Treasurer ARE REQUIRED
- **SUBMIT THE REPORT!!!!**

DEADLINE

August 1

If Errors are found:

- After August 1 but before September 1, contact your area coordinator to make corrections
- After September 1, a written request to ODE must be made
 - Explain what the error was, why it occurred, and a corrective action plan to prevent future occurrence.

WHEN IN DOUBT . . .

ASK

614-466-4230

WWW.SCHOOLBUS@ODE.STATE.OH.US
