



Virginia Department of Education

Pupil Transportation Data Submission User Guide

January 2005

Virginia Department of Education Pupil Transportation Data Collection Web Form Completion Instructions

Overview: Pupil Transportation Data

School divisions who provide transportation to students must complete the annual transportation report in order to receive transportation funding through Basic Aid. To facilitate the collection of this data for each fiscal year, the Web-based Pupil Transportation Report provides Web forms to report the data needed to calculate funding for Transportation.

Single Sign-On for Web Systems (SSWS):

The Department of Education has deployed many Web-based applications to enable school divisions to provide data to the department. To facilitate having many additional school division staff personnel accessing the Web site, and to simplify the process for school divisions where single individuals may have the responsibility to enter data or submit data files for separate collections, the department has created a Web application, Single Sign-On for Web Systems (SSWS). This system will allow school divisions to assign access rights to individuals and enable them to sign-on using one user id and one password.

To access any of the department's Web-based systems, school division staff must utilize SSWS to gain access to the desired Web-based application. Conceptually, SSWS is designed to simplify entry into the department's multiple Web-based systems.

To access the doors of an office building or a storefront, you may need as many as six keys, which can be difficult and confusing to remember which key opens which door. With Single Sign-On, a person can be given a single key and access to more than one door (Web system).

Purpose:

This manual is designed to instruct the school division staff on how to utilize the **Pupil Transportation Data Collection**. Instructions contained in this manual include logging on to SSWS and submitted data for pupil transportation.

Software/Hardware Requirements:

The Web-based **Pupil Transportation Data Collection** is designed to work on standard PCs, utilizing Windows 95 and later versions of Windows operating systems, or Mac operating systems. Browsers include Internet Explorer 5.5 and above or Netscape 6.2 and above. The browser should be configured to accept cookies and popup. Please

consult with your Information Technology Staff if you are not sure about the requirements.

Standards:

Samples of screens (“screen-shots”) are provided throughout, and any keyed instructions or keywords are printed in **bold**. Buttons are typically represented by images of the buttons found on the screens. “Screen-shots” may come from either Netscape or Internet Explorer, but the functionality and steps are identical for either Netscape or Internet Explorer.

LOGGING IN AND ACCESSING SSWS

Enter the Web address (URL) for SSWS:

<https://eb01.vak12ed.edu/ssws>

The Web page in Figure 1 will appear.

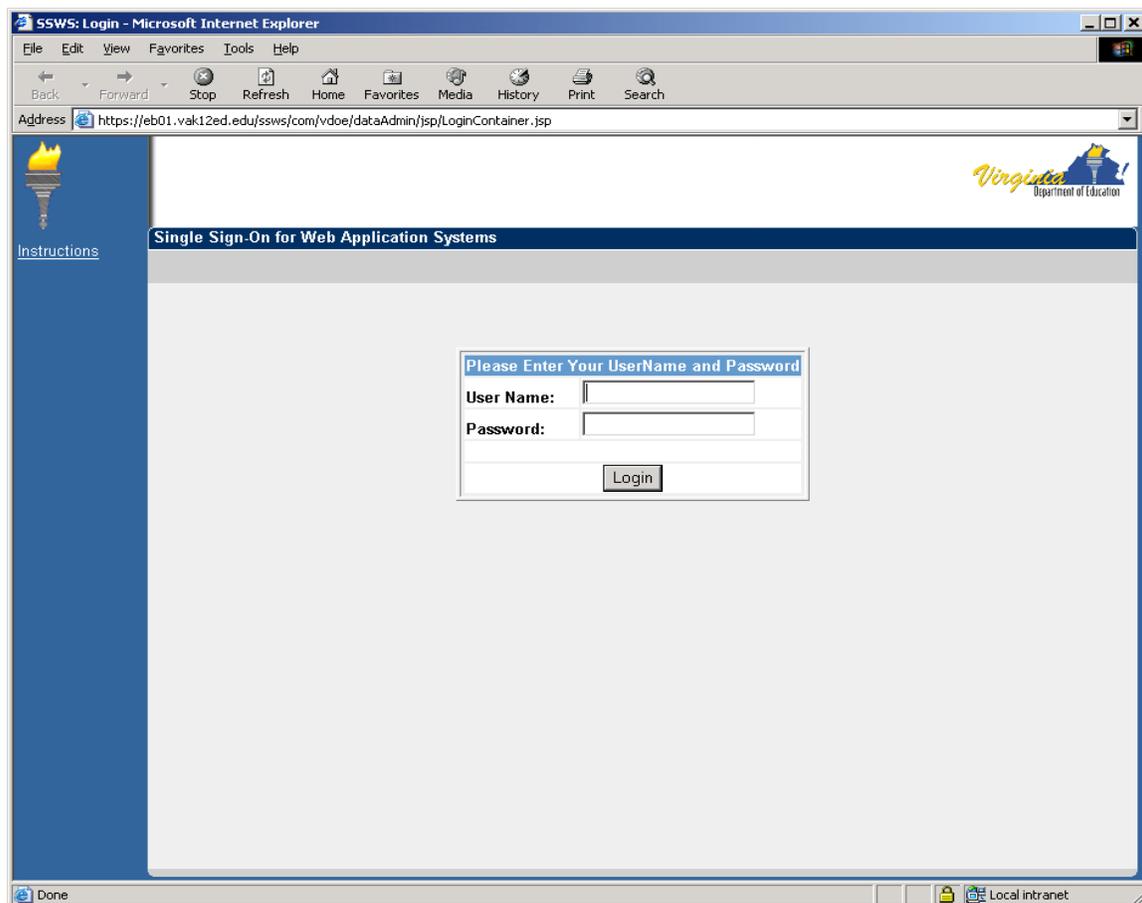


Figure 1

Enter your assigned User Name and Password (these are provided to you by your school division SSWS Account Manager). Click the **LOGIN** button to proceed.

An improper login will produce message, in Figure 2; click on the “**Click Here to Continue**” button. Three consecutive unsuccessful logins will cause your account to be blocked for security reasons. Please contact your Account Manager to unlock the account.



Figure 2

After successfully logging in, the VDOE Sign-On Home Page in Figure 3 will appear. This “menu” in the center of the page will display the systems you may access. Your screen will reflect those applications for which your Account Manager has provided you access.

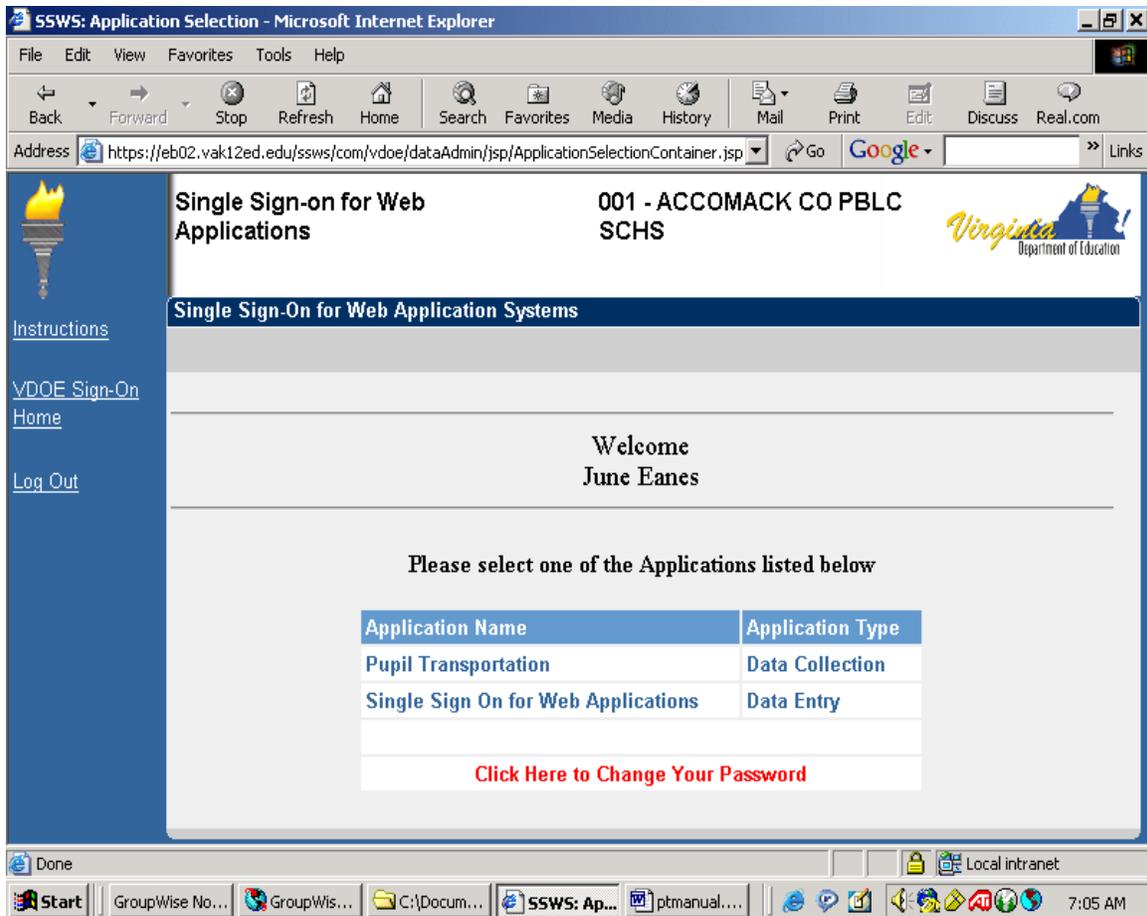


Figure 3

Using your mouse, point to the application that you wish to access and **single left clicks** your mouse.

Changing Passwords

The SSWS application will allow users to change their password. Click on the **Click Here to Change Your Password** link and the page in Figure 4 will appear.

Enter Password Information	
Old Password	<input type="password"/>
New Password	<input type="password"/>
Retype New Password to Confirm	<input type="password"/>
The password must be at least 8 characters. It must have at least one non-alphabetic character and cannot be the same as the login.	
<input type="button" value="Save"/>	
Return to VDOE Sign-On Home	

Figure 4

Enter your old password and your new password. Retype the new password to confirm. All passwords will display as a series of asterisks (*****). Follow standard industry guidelines for passwords (series of alpha letters and numbers; avoid common and obvious words, e.g., your children's first names, etc.) Click on the **Save** button to store your new password. You will need this password at your next login.

Following a successful save of your new password, the message in Figure 5 will appear.

Update Password Results
Password has been updated
Click Here To Continue

Figure 5

Click on the **Click Here to Continue** link to continue.

Pupil Transportation Data Collection

Overview:

The Pupil Transportation Data Collection is designed to allow the entry of key data for each school division. The following pages of this manual will assist the user in utilizing the software to enter the required Pupil Transportation data and navigate through the various actions available.

Step 1: Access the Pupil Transportation Data Collection

Select the **Pupil Transportation** application. The web page in Figure 6 will appear – “Welcome to the Pupil Transportation Data Collection Home Page.” Your school division name will appear at the top of the screen.

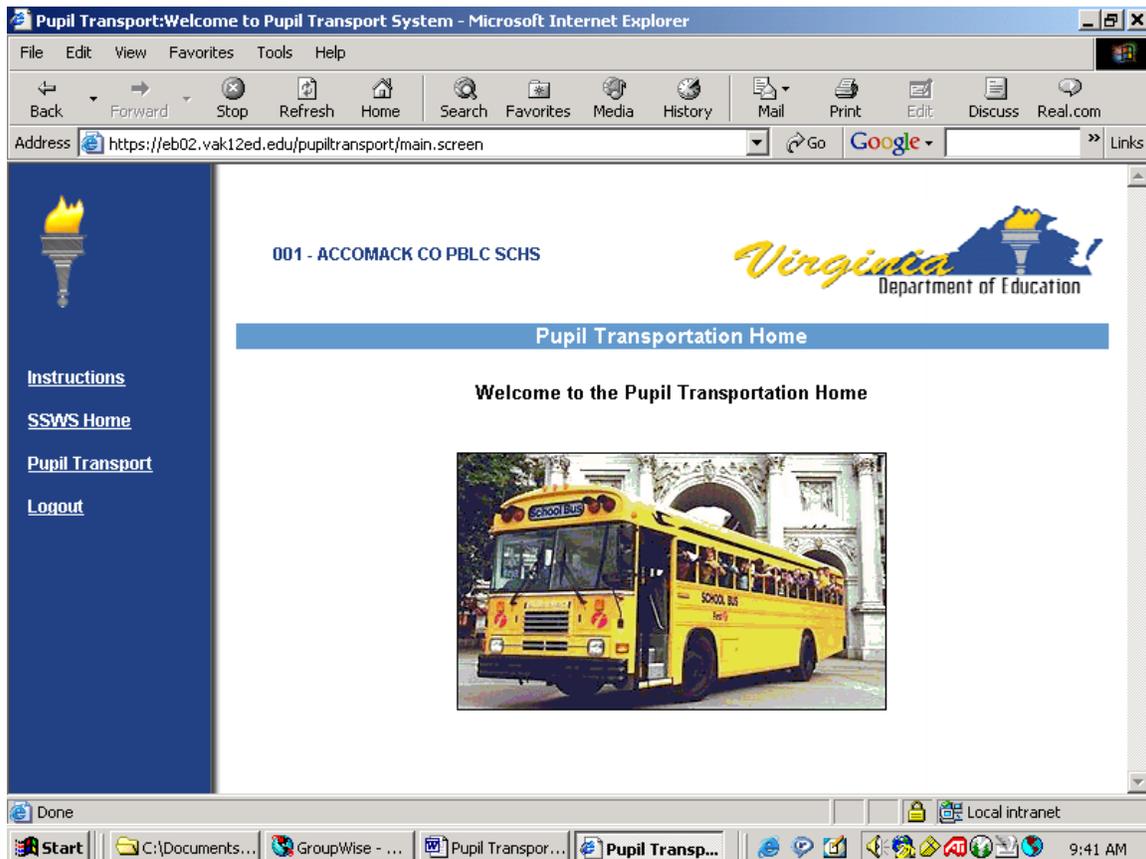
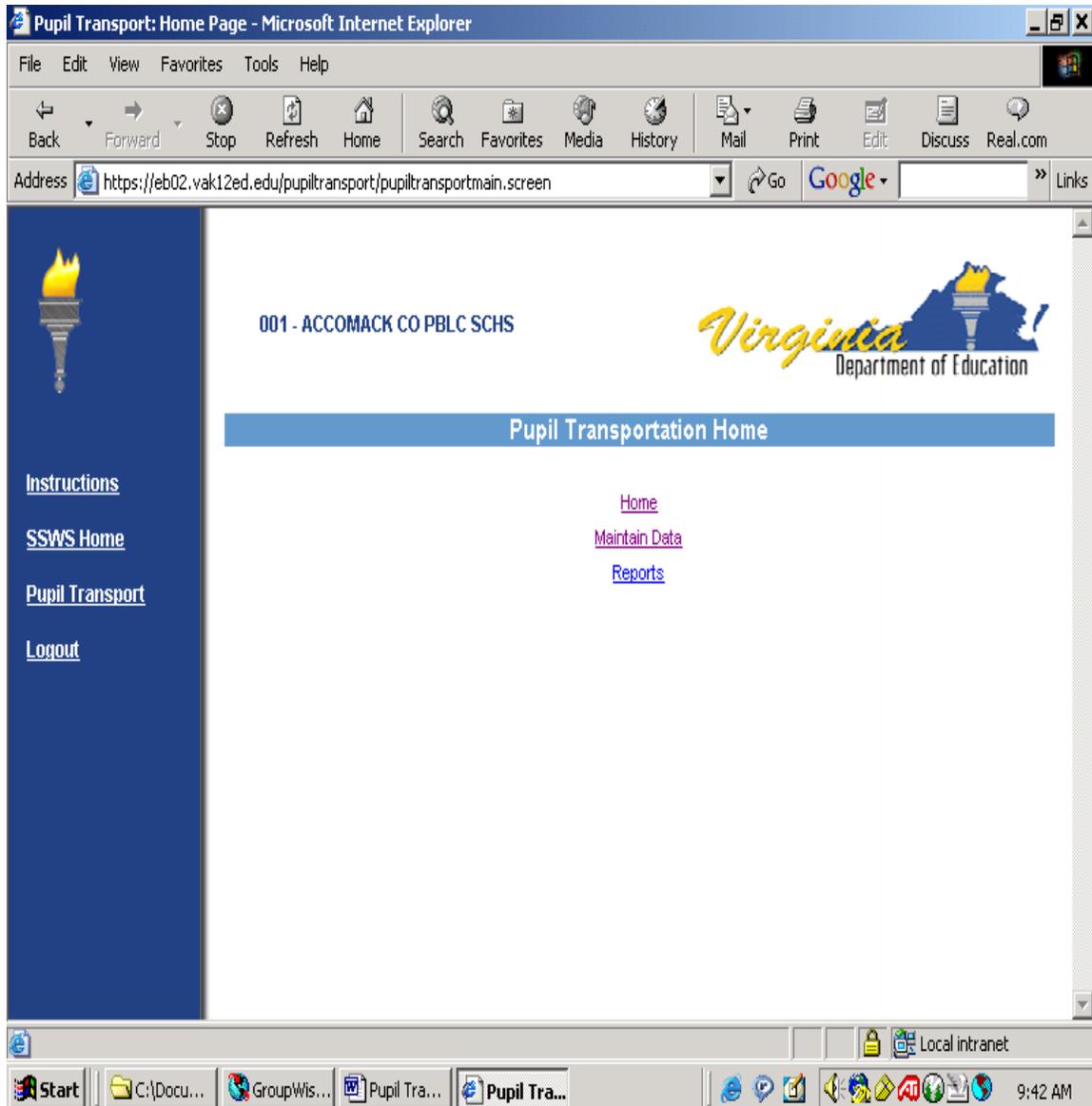


Figure 6

Step 2: Enter Bus Descriptive Information



Click on “**Pupil Transport**” on the left hand side of the screen. The web page in Figure 7 will appear. There are three options to choose from: Home, Maintain data, or Reports.

Figure 7

To enter data into the program, click on **Maintain Data**. The screen in Figure 8 will appear.

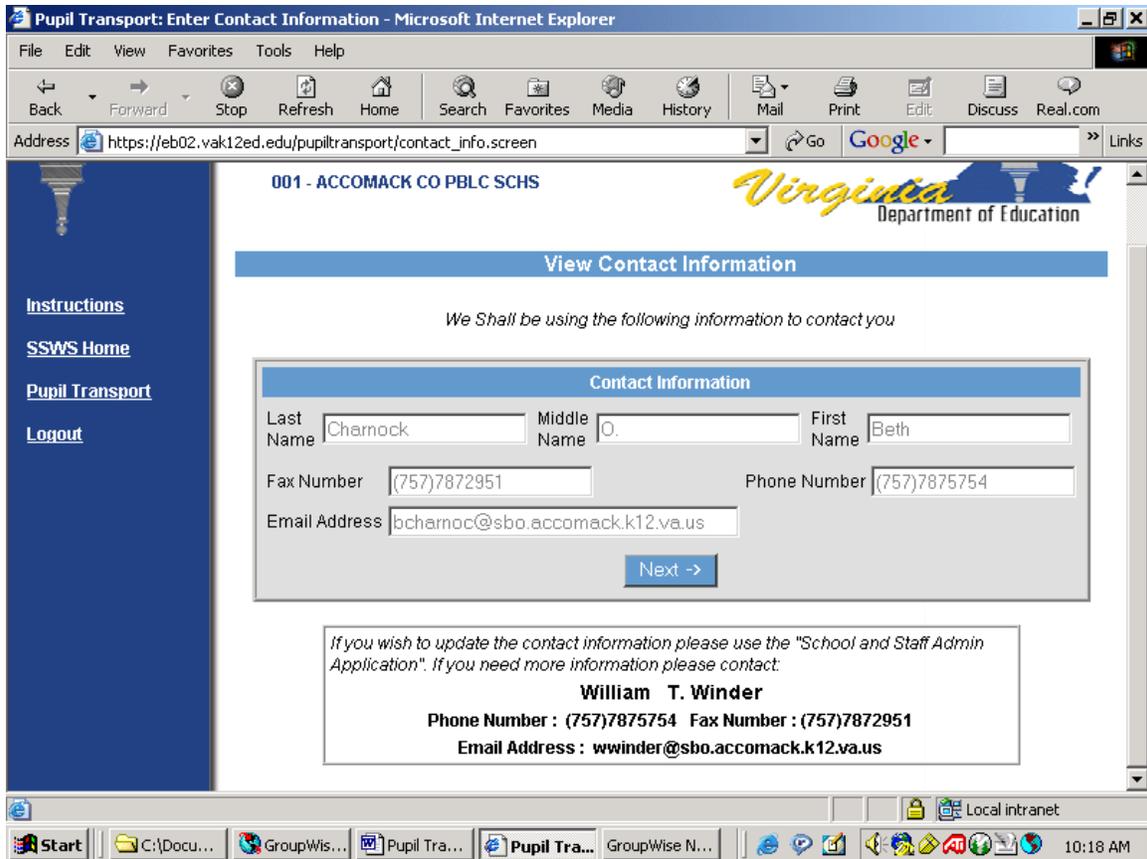


Figure 8

If the information on this screen is not correct and needs changing, please notify the person listed at the bottom of this screen. If the information is correct, you may click “Next.” The screen in Figure 9 will appear “Maintain Bus Descriptive Information.”

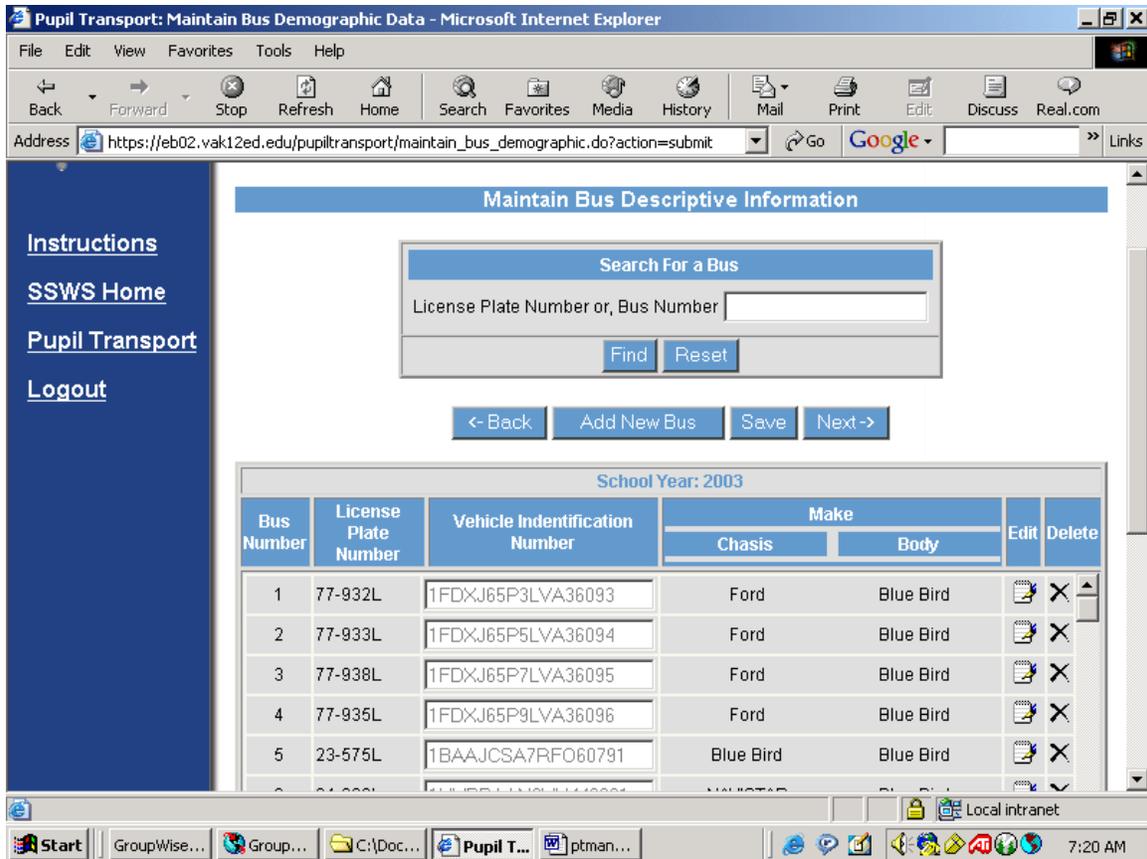


Figure 9

Enter the school bus license plate number or Bus number and click “**Find**” or click the “**Edit**” button by the license plate number. The web screen in Figure 10 will appear. If you are no longer using a bus, click “**Delete**” to remove the bus from the listing.

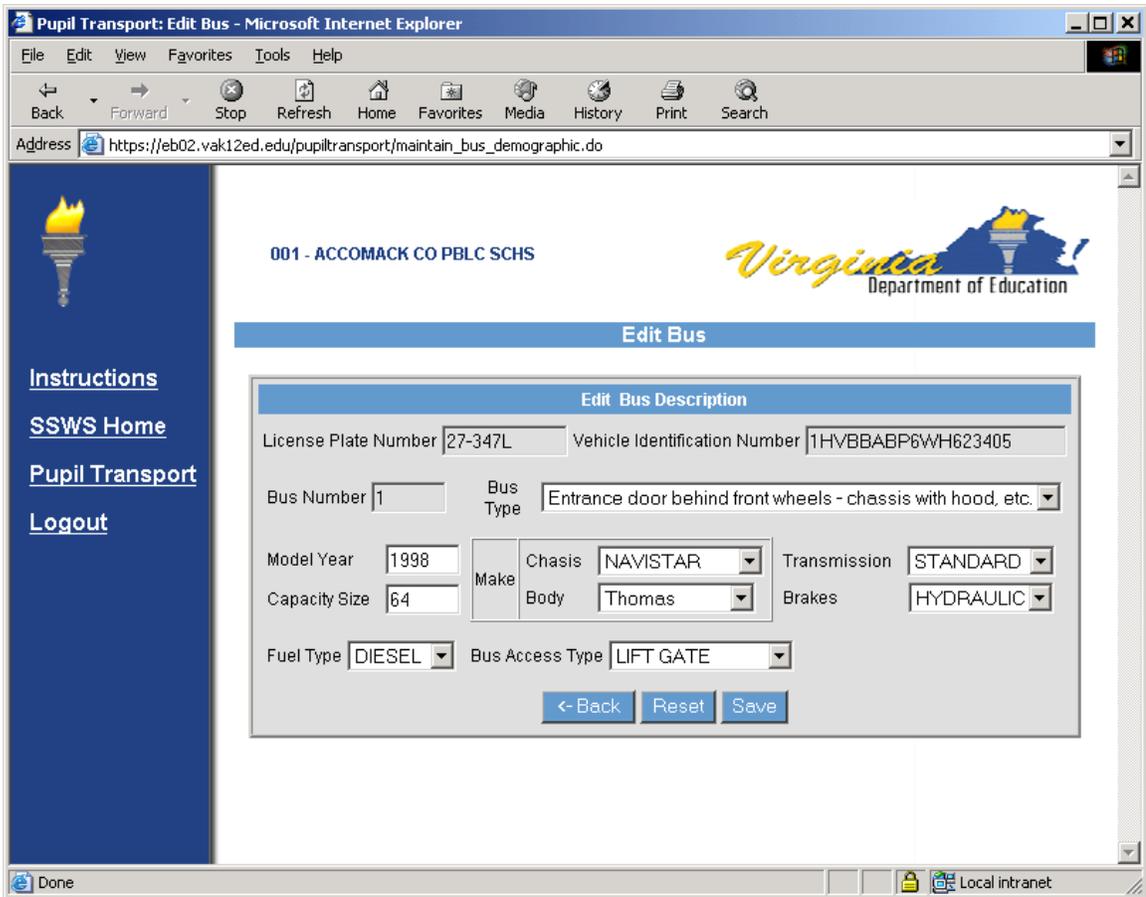


Figure 10

Check the information on each bus listed to ensure it is correct. If the License Plate Number, the Vehicle ID number and/or Bus Number are not correct, delete the record and **“Add New Bus.”** The screen in Figure 11 will appear.

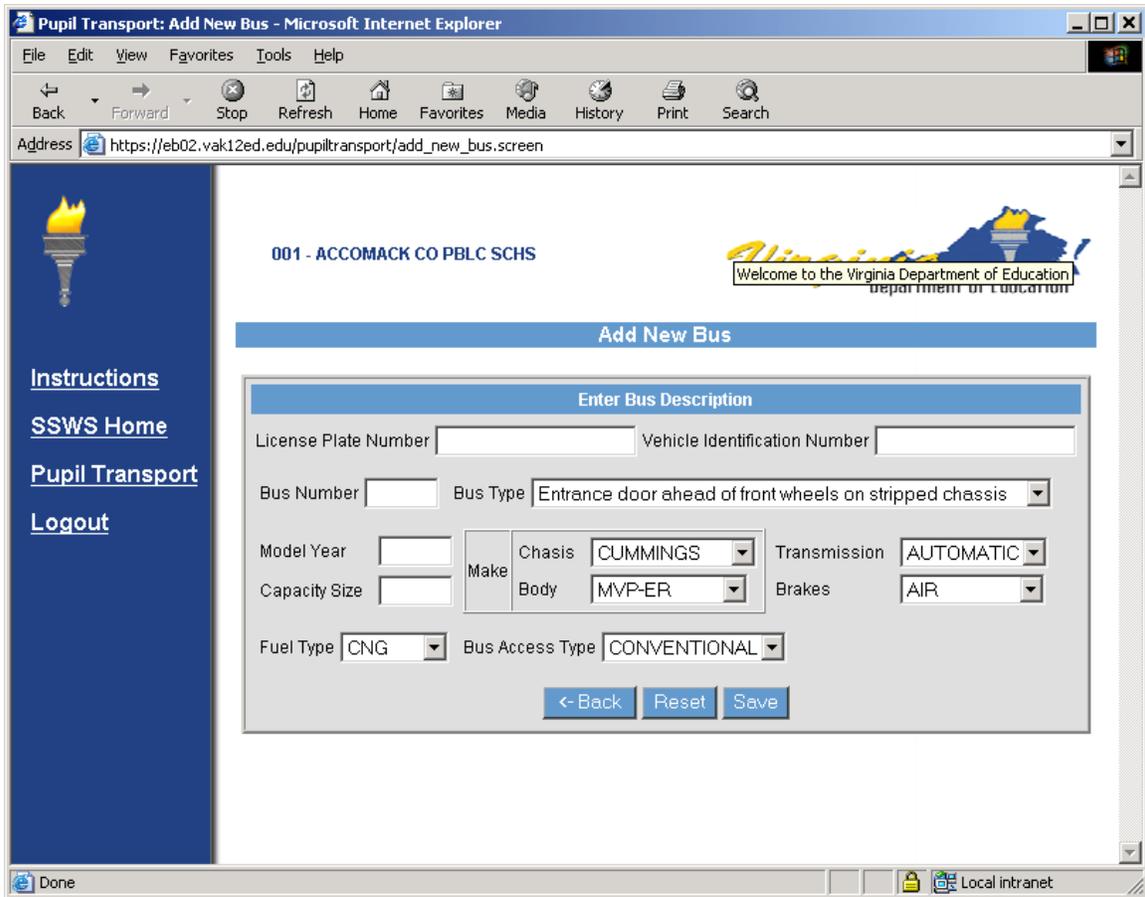


Figure 11

After entering each new bus, click “**Save**” to save the entry.

Once all the data on the buses is completed click “**Next**” to go to the screen in Figure 12.

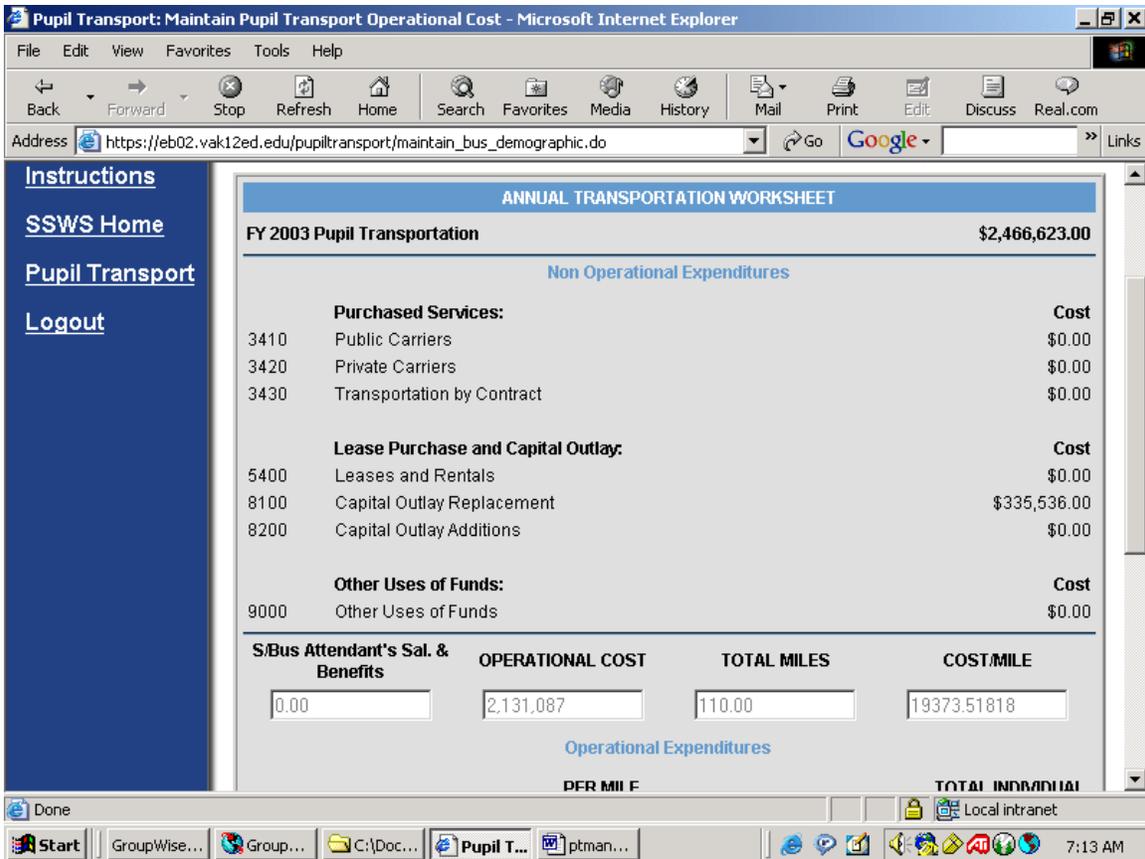


Figure 12

The information on The Annual Transportation Worksheet screen will be pulled from the financial side of the Annual School report. A number must be entered into the “**S/Bus Attendant’s Sal. & Benefits.**” [i.e. School Bus Attendant’s (special education attendants) Salary & Benefits]. If you do not have any, enter **0.00** into the box.

The bottom of the screen will appear as in Figure 13.

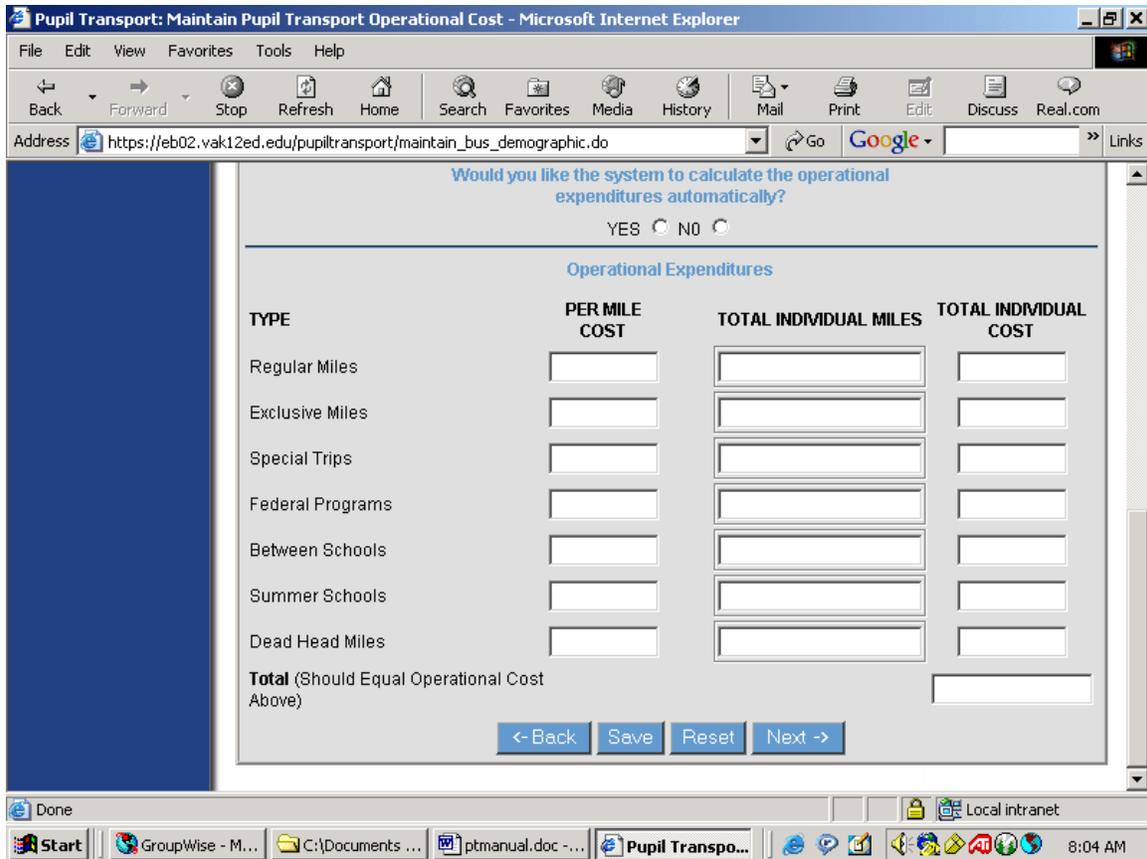


Figure 13

Step 3: Enter Mileage Data

You must enter the “Total Individual Miles manually for each type of program. If there is no mileage to be reported, put zeros in the block. The total miles will calculate and be entered into the TOTAL MILES on the top section of the screen. A PER MILE COST will be computed and entered into the types of programs.

If you wish the computer to calculate the TOTAL INDIVIDUAL COST, click “YES” under the question “Would you like the system to calculate the operations expenditures automatically?” If you wish to enter the TOTAL INDIVIDUAL COST manually, you must be sure the total equals the OPERATIONAL COST shown in Figure 12.

Enter the total number of miles yellow school buses traveled during the 2003-04 fiscal year by the following types.

Regular Miles – Include approved yellow school buses used to transport students from home to school and school to home. **Do not include exclusive buses.**

Exclusive Miles - Include approved yellow school buses used exclusive to transport handicapped pupils ages 2 to 21 from home to school and school to home. Regular students may ride exclusive buses; however, count them in the ridership for Regular Home to School Yellow School Bus.

Special Trips Miles – Include total miles of trips for athletic teams, bands, clubs, classes, remediation, etc. paid out of regular transportation funds.

Federal Program Miles – Include the number of miles for those federal programs that are handled through the transportation accounts.

Between Schools Miles – Include the miles for buses regularly transporting students between schools during the school day.

Summer School Miles – Include the miles for pupils transported to and from summer school.

Deadhead Miles – Include the miles traveled without students on board.

Be sure to save data before moving on to the next screen.

The total operational cost on the bottom half of the screen must equal the operational cost indicated in the top half of the screen. If these do not equal, you will receive an error message “Total Operational Cost is not equal to the operational cost above. Please correct Total Operational Cost.”

Click “**Next**” to go to the screen shown in Figure 14.

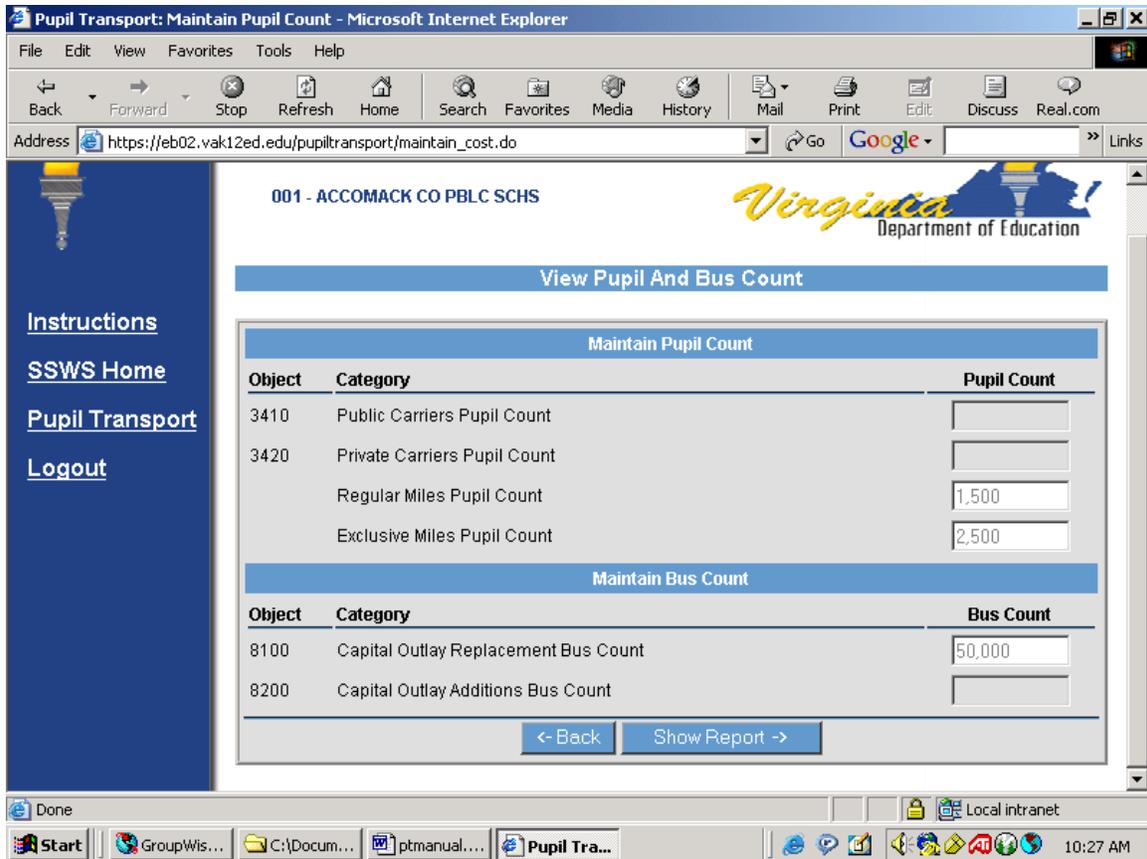


Figure 14

Enter the number of pupils for regular and exclusive transportation.. Also, enter the bus count for capital outlay replacements and/or additions.

You may receive a warning message “Fall Membership count cannot be less than 75% of Total Riders. Please check your data. If your data is correct, just click “**Show report**”.

You may receive the following warning messages on the pupil count screen.

1. Fall Membership count is less than 90% of Total Riders. Please click “OK” to proceed with the submission or click “Cancel” to correct.
2. Total Pupil County is less than 50% of the Fall Membership Count. Please click “OK” to proceed with the submission or click “Cancel” to correct. See Figure 15.

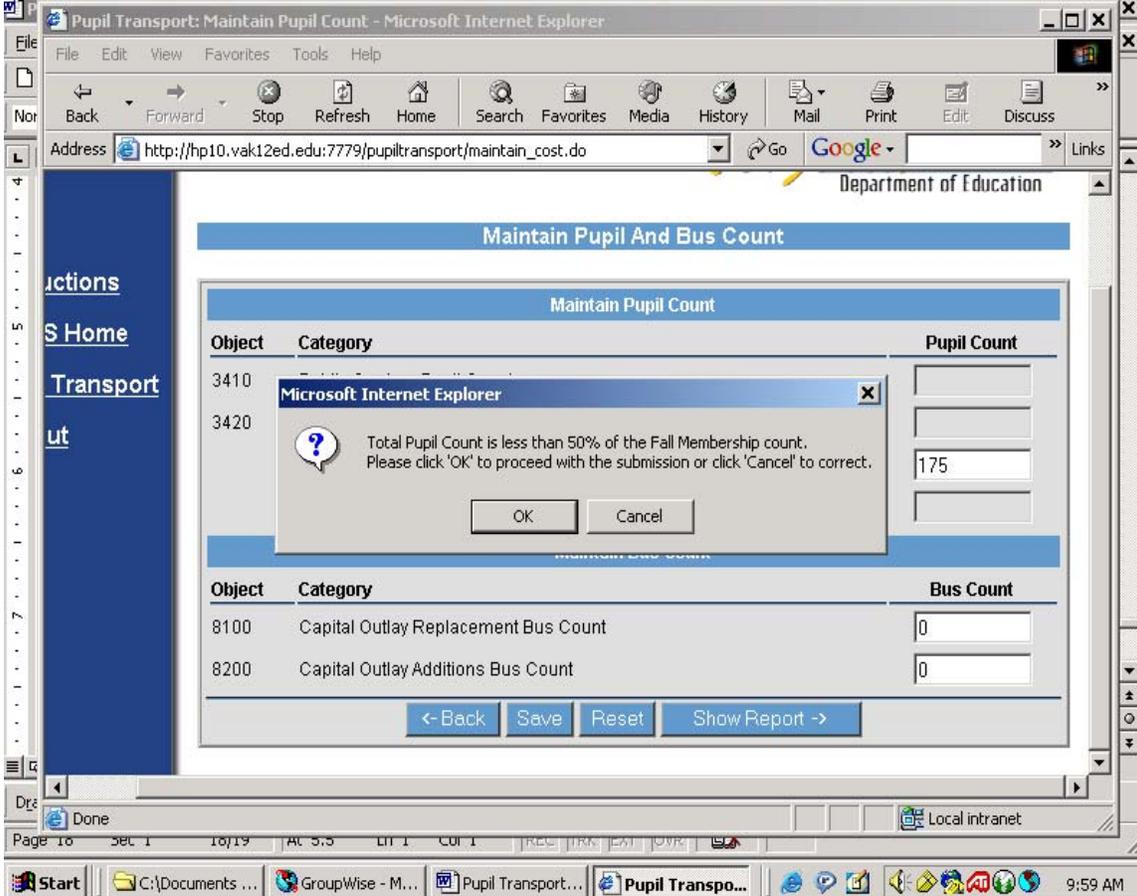


Figure 15

Once all data is loaded, click “**Show Report.**” The message in Figure 16 will appear. If you wish to continue, click “**OK.**”

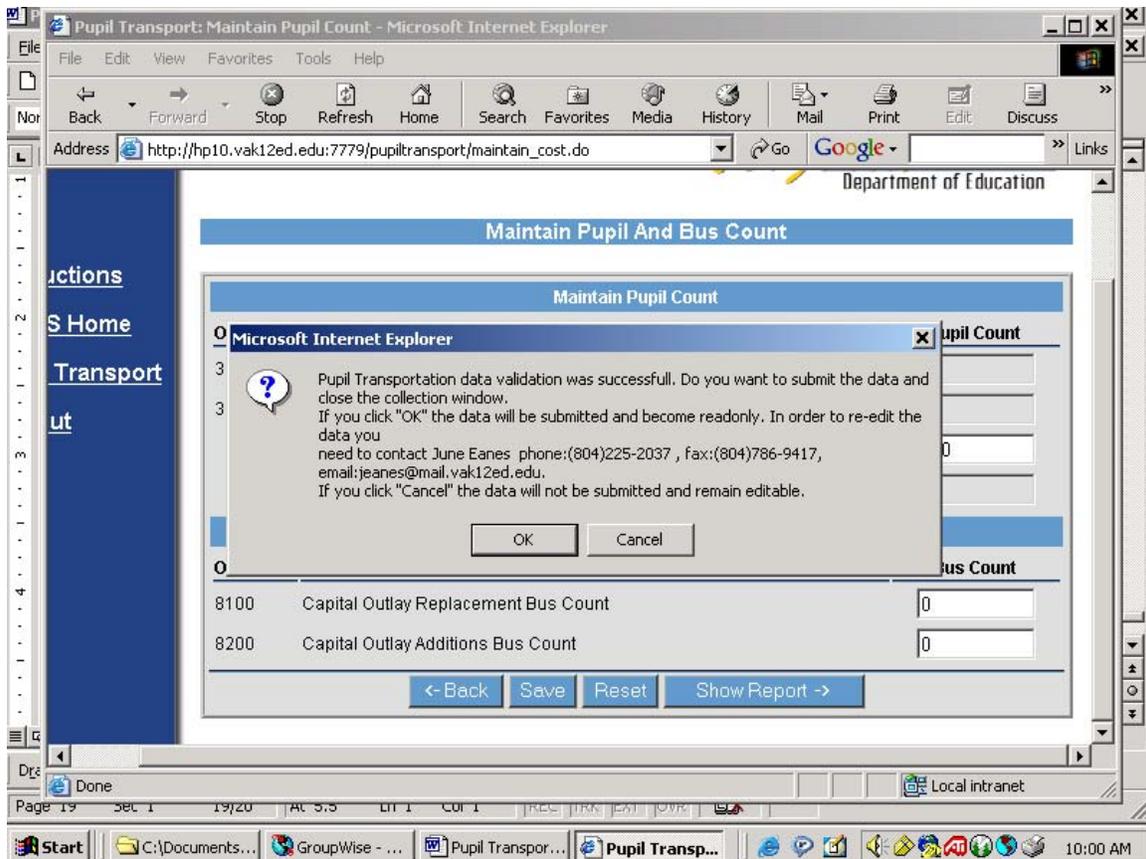


Figure 16

If you click “OK”, the data will be submitted and become read only. In order to re-edit the data, you will need to contact June Eanes at (804) 225-2037; Fax: (804) 786-9417, or email jeanes@mail.vak12ed.edu or, jeanes@doe.virginia.gov.

When you click “OK”, the screen in Figure 17 will display.

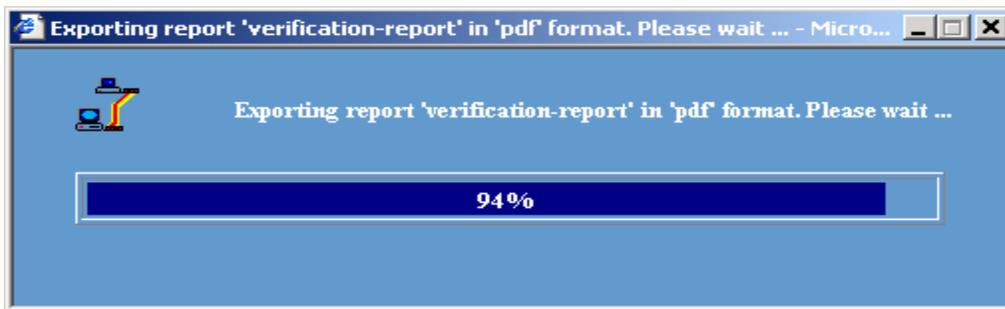


Figure 17

The browser’s pop-up must be enabled in order to view progress bar (Figure 17) and the verification report (Figure 18). Please have the report signed by your superintendent and fax it to June Eanes at (804) 786-9417.

SAMPLE REPORT

Pupil Transportation Verification Report of ACCOMACK CO PBLC SCHS for 2003-2004
Run Date: 01/14/2005

Non-Operational Expenditures	Pupil(s)	Cost
Total Transportation Cost		2,466,623.00
Purchased Services:		
Object 3410 (Public Carriers)	0	0.00
Object 3420 (Private Carriers)	0	0.00
Object 3430 (Transportation by Contract)		0.00
Lease Purchase and Capital Outlay:		
Object 5400 (Leases and Rentals)		0.00
Object 8100 (Capital Outlay Replacement)		335,536.00
Object 8200 (Capital Outlay Additions)		0.00
Other Uses of Funds:		
Object 9000 (Other Uses of Funds)		0.00
Bus Attendance Salary/Benefit		0.00
Summary:		
Operational Cost		2,131,087.00
Total Miles		110
Cost Per Mile		19,373.51818

Operational Expenditures	Pupil(s)	Cost/Mile	Total Miles	Total Cost
Regular Miles	1,500	19,373.518	10	193,735.18
Exclusive Miles	2,500	19,373.518	25	484,337.95
Special Trips		19,373.518	15	290,602.77
Federal Programs		19,373.518	15	290,602.77
Between Schools		19,373.518	15	290,602.77
Summer Schools		19,373.518	15	290,602.77
Deadhead Miles		19,373.518	15	290,602.77
Total			110	2,131,086.98

Did the user choose to calculate the operational cost by the system ? YES

Warnings

1. Regular Cost Per Mile exceeds 50% of projected state wide Regular Cost Per Mile average of 2.51 (Calc..
2. Exclusive Cost Per Mile exceeds 50% of projected state wide Exclusive Cost Per Mile average of 3.18 (..

Superintendent's Signature

Date

Figure 18

Warning messages that may appear on the report are:

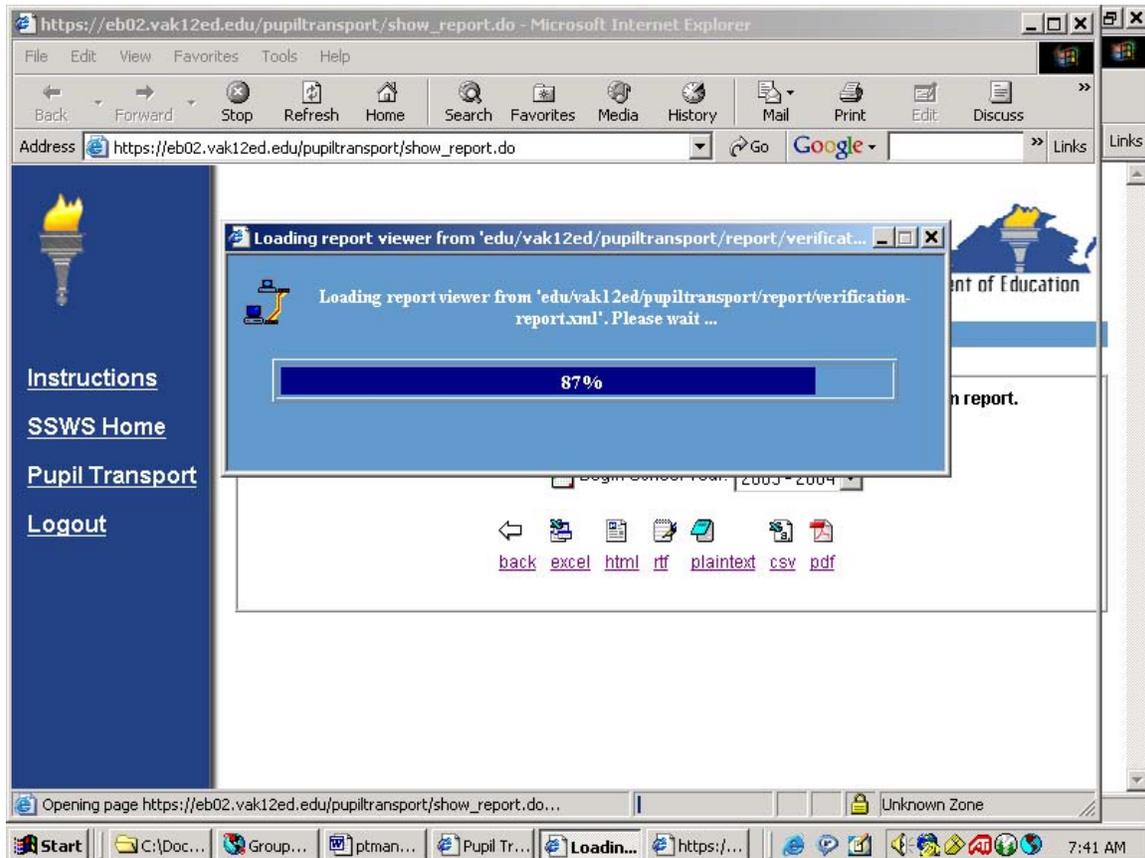
1. Exclusive Mileage is less than Regular Mileage.
2. Exclusive Cost Per Mile is less than 50% of projected statewide Exclusive Cost Per Mile average of ____ (Calculation based on 2001-2002 data).
3. Exclusive Cost Per Mile exceeds 50% of projected statewide Exclusive Cost Per Mile average of ____ (Calculation based on 2001-2002 data).
4. Regular Cost per Mile is less than 50% of projected statewide Regular Cost Per Mile average of ____ (Calculation based on 2001-2002 data).
5. Regular Cost Per Mile exceeds 50% of projected statewide Regular Cost Per Mile average of ____ (Calculation based on 2001-2002 data).
6. Fall Membership count is less than 90% of Total Riders.
7. Total Pupil Count is less than 50% of the Fall Membership Count.
8. Total Exclusive Miles are zero.

Reports

Several reports are available for your use. To run the reports, click “**Pupil Transport**” and then click “**Reports**”. The screen should appear as Figure 19. Choose your desired report and click “**Show Report**” button to enter any report parameters.

The reports available are:

1. Pupil Transportation Verification Report. See the screen in Figure 22.
2. Detailed description of the buses. See the screen in Figure 23.



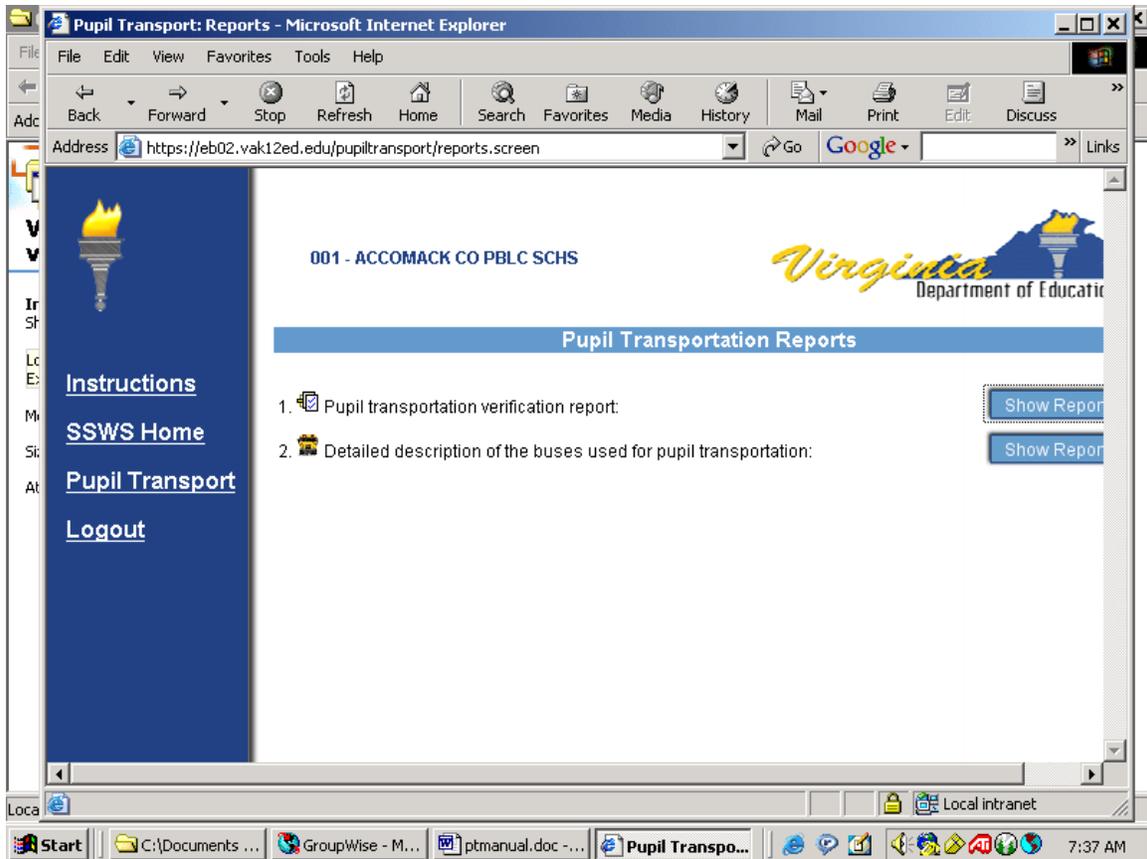


Figure 19

After selecting the report, you have an option of how to format the report. Choose the school year and then the format for the report. The choices are excel, html, rtf, plaintext, csv or pdf. See Figure 20.

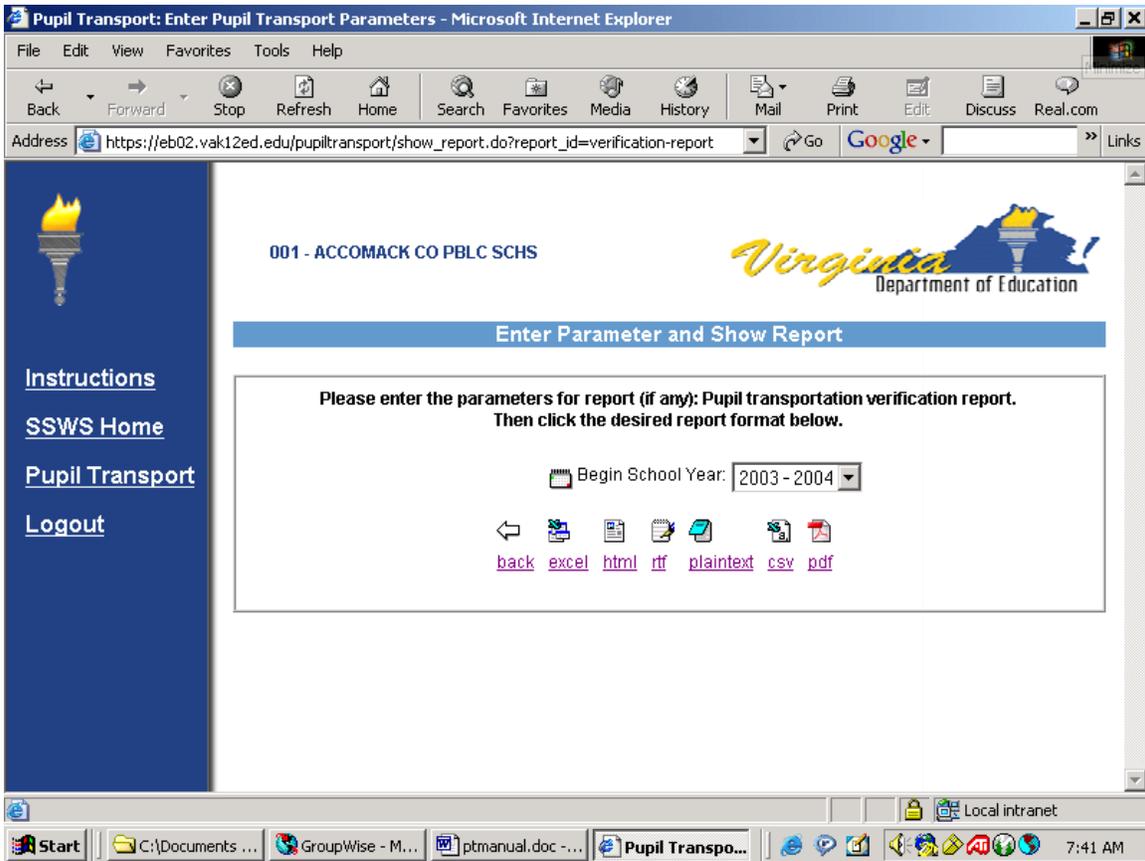


Figure 20

Once you pick the report format, the screen in Figure 21 will appear.

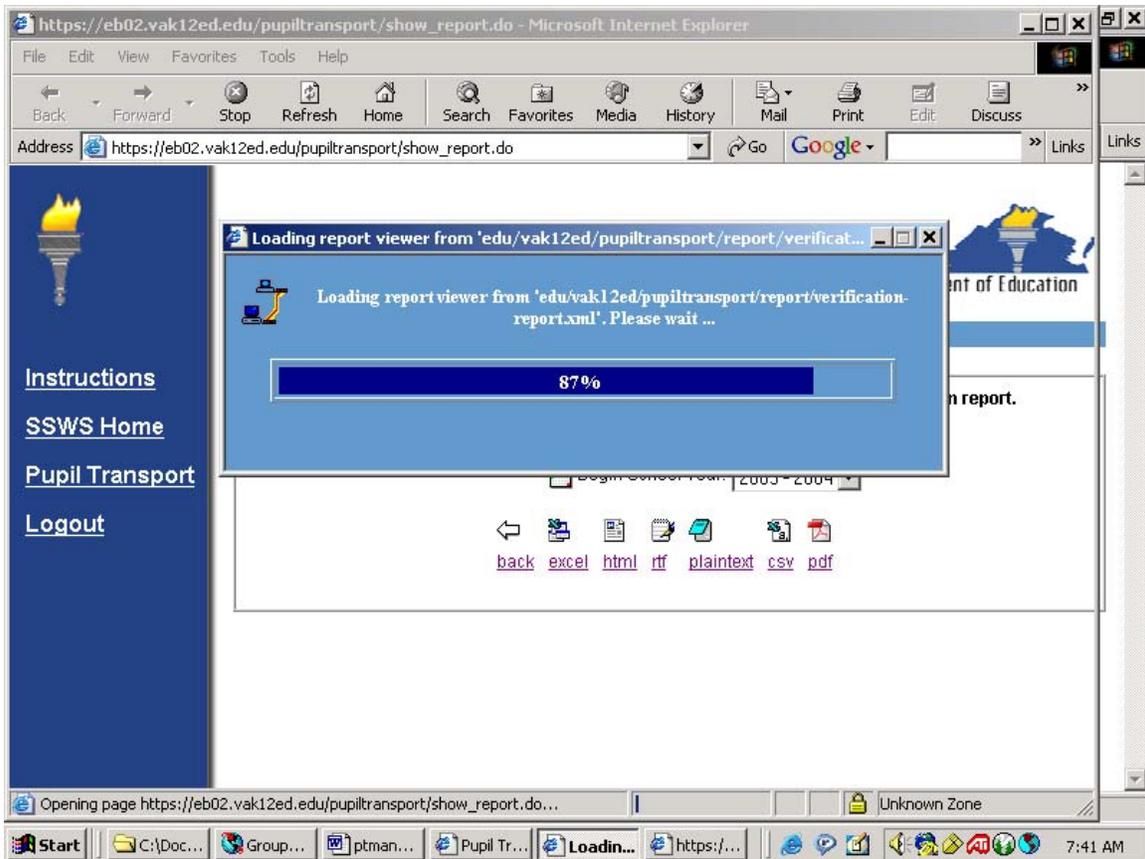


Figure 21

If Report 1, “Pupil Transportation Verification Report” is selected, the screen in Figure 22 will be shown.

SAMPLE REPORT

Pupil Transportation Verification Report of ACCOMACK CO PBLC SCHS for 2003-2004
Run Date: 01/14/2005

Non-Operational Expenditures	Pupil(s)	Cost
Total Transportation Cost		2,466,623.00
Purchased Services:		
Object 3410 (Public Carriers)	0	0.00
Object 3420 (Private Carriers)	0	0.00
Object 3430 (Transportation by Contract)		0.00
Lease Purchase and Capital Outlay:		
Object 5400 (Leases and Rentals)		0.00
Object 8100 (Capital Outlay Replacement)		335,536.00
Object 8200 (Capital Outlay Additions)		0.00
Other Uses of Funds:		
Object 9000 (Other Uses of Funds)		0.00
Bus Attendance Salary/Benefit		0.00
Summary:		
Operational Cost		2,131,087.00
Total Miles		110
Cost Per Mile		19,373.51818

Operational Expenditures	Pupil(s)	Cost/Mile	Total Miles	Total Cost
Regular Miles	1,500	19,373.518	10	193,735.18
Exclusive Miles	2,500	19,373.518	25	484,337.95
Special Trips		19,373.518	15	290,602.77
Federal Programs		19,373.518	15	290,602.77
Between Schools		19,373.518	15	290,602.77
Summer Schools		19,373.518	15	290,602.77
Deadhead Miles		19,373.518	15	290,602.77
Total			110	2,131,086.98

Did the user choose to calculate the operational cost by the system ? YES

Warnings

1. Regular Cost Per Mile exceeds 50% of projected state wide Regular Cost Per Mile average of 2.51 (Calc..
2. Exclusive Cost Per Mile exceeds 50% of projected state wide Exclusive Cost Per Mile average of 3.18 (..

Superintendent's Signature

Date

Figure 22

If Report 2 “Detailed Description of the Buses Used for Pupil Transportation” is selected, the screen in Figure 23 will appear.

Bus Descriptive Report of ACCOMACK CO FBLC SCHS for 2003-2004
Run Date: 01/14/2005

Bus Number	Model Year	License Plate	VIN Number	Capacity	Access Type	Transmsn. Type	Brake Type	Body Type	Vehicle Type	Chasis Type	Fuel Type
1	1998	27-347L	1HVBBABP6WH623405	64	L	S	H	THOMAS	TYPE C	NAVISTAR	DIESEL
2	2001	44-339L	4UZAAXAL5TCH89554	64	C	S	H	THOMAS	TYPE C	NAVISTAR	DIESEL
3	2000	44-308L	4UZ3CJFA6YCG89965	64	C	S	H	THOMAS	TYPE C	FREIGHTLINER	DIESEL
4	1997	27-315L	1HVBBABP5VH453682	64	C	S	H	THOMAS	TYPE C	NAVISTAR	DIESEL
5	1990	53-511L	1HVBBZWP8LH238268	64	C	S	H	THOMAS	TYPE C	NAVISTAR	DIESEL
6	1996	26-580L	1HVBBABP1TH417839	64	L	S	H	THOMAS	TYPE C	NAVISTAR	DIESEL
7	2000	40-430L	4UZ6CJAA1YCF6301	64	C	A	A	THOMAS	TYPE C	FREIGHTLINER	DIESEL
8	1999	40-413L	1HVBBABP4XH683068	64	C	S	H	THOMAS	TYPE C	NAVISTAR	DIESEL
9	1997	27-314L	1HVBBABP9VH453684	64	C	S	H	THOMAS	TYPE C	NAVISTAR	DIESEL
10	1999	40-411L	1HVBBAAAN3FHA13616	64	C	A	A	THOMAS	TYPE C	NAVISTAR	DIESEL
11	1998	63-207L	1HVBBABP6WH536670	64	C	S	H	THOMAS	TYPE C	NAVISTAR	DIESEL
12	1998	63-230L	1HVBBABPXWH536669	64	C	S	H	THOMAS	TYPE C	NAVISTAR	DIESEL
13	2000	40-412L	4UZ6CJAAXYCF6300	64	C	A	A	THOMAS	TYPE C	FREIGHTLINER	DIESEL
14	1999	40-410L	1HVBBAAAN1XH667510	64	C	A	A	THOMAS	TYPE C	NAVISTAR	DIESEL
15	1999	40-409L	1HVBBAAAN7XH667513	64	C	A	A	THOMAS	TYPE C	NAVISTAR	DIESEL
16	1998	63-241L	1HVBBABPXWH536672	64	C	S	H	THOMAS	TYPE C	NAVISTAR	DIESEL
17	2000	44-309L	1HVLPHXM1GHA19410	64	C	S	H	THOMAS	TYPE C	FREIGHTLINER	DIESEL
18	1995	61-965L	1HVBBABP9SH616930	64	C	S	H	THOMAS	TYPE C	NAVISTAR	DIESEL
19	2000	40406L	4UZ3CJAA9YCF63557	64	C	S	H	THOMAS	TYPE C	FREIGHTLINER	DIESEL
20	1997	27-310L	1HVBBABP4VH453690	64	C	S	H	THOMAS	TYPE C	NAVISTAR	DIESEL
21	1995	61-964L	1HVBBABP7SH616926	64	C	S	H	THOMAS	TYPE C	NAVISTAR	DIESEL
22	2000	44-310L	4UZ3CJFAXYCG89967	64	C	S	H	THOMAS	TYPE C	FREIGHTLINER	DIESEL
23	1998	63-233L	1HVBBABP8WH536671	64	C	S	H	THOMAS	TYPE C	NAVISTAR	DIESEL
24	2000	44-311L	4UZ3CJFA1YCG89968	64	C	S	H	THOMAS	TYPE C	FREIGHTLINER	DIESEL
25	1990	61-825L	1HVBBNDPXLH301897	64	C	S	H	THOMAS	TYPE C	NAVISTAR	DIESEL
26	2000	44-303L	4UZ6CFAA3YCG89939	64	C	S	H	THOMAS	TYPE C	FREIGHTLINER	DIESEL
27	1990	61-832L	1HVBBNDPXLH301902	64	C	S	H	THOMAS	TYPE C	NAVISTAR	DIESEL
28	2000	44-302L	4UZ6CFAAXYCG89940	64	C	S	H	THOMAS	TYPE C	FREIGHTLINER	DIESEL
29	2002	11-3702L	4UZAAXAL53CK66485	64	C	S	H	THOMAS	TYPE C	FREIGHTLINER	DIESEL
30	2002	11-3701L	4UZAAXAL73XK66486	64	C	S	H	THOMAS	TYPE C	FREIGHTLINER	DIESEL
31	1990	61-833L	1HVBBNDP8LH301901	64	C	S	H	THOMAS	TYPE C	NAVISTAR	DIESEL
32	1990	61-834L	1HVBBNDP3LH301899	64	C	S	H	THOMAS	TYPE C	NAVISTAR	DIESEL
33	2001	44-338L	4UZAAXAL7TCH89555	64	C	S	H	THOMAS	TYPE C	FREIGHTLINER	DIESEL
34	2000	44301L	4UZ6CJAA1YCG89926	64	C	S	H	THOMAS	TYPE C	FREIGHTLINER	DIESEL
35	2002	44-349L	4UZAAXAL82CJ69439	64	C	S	H	THOMAS	TYPE C	FREIGHTLINER	DIESEL
36	2002	44-4400L	4UZAAXAL93CK66487	64	C	S	H	THOMAS	TYPE C	FREIGHTLINER	DIESEL
37	1990	61-844L	1HVBBNDP1LH301903	64	C	S	H	THOMAS	TYPE C	NAVISTAR	DIESEL
38	2001	44-337L	4UZAAXAL9TCH89556	64	C	S	H	THOMAS	TYPE C	FREIGHTLINER	DIESEL
39	1990	61-849L	1HVBBNDP6LH301914	64	C	S	H	THOMAS	TYPE C	NAVISTAR	DIESEL
40	2001	44-336L	4UZAAXAL0TCH89557	64	C	S	H	THOMAS	TYPE C	FREIGHTLINER	DIESEL
41	2002	44-351L	4UZAAXAL42CJ69440	64	C	S	H	THOMAS	TYPE C	FREIGHTLINER	DIESEL

1 of 3

Figure 23

When you have completed the report, you may log out of the program.

If you have questions concerning the use of this report, please contact June Eanes, director of support services, at (804) 225-2037.