Virginia Department of Education

Pupil Transportation Data Submission User Guide

January 2005
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.


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](image-url)
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](image-url)

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.
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 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.

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

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**

<table>
<thead>
<tr>
<th>Non-Operational Expenditures</th>
<th>Pupil(s)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Transportation Cost</td>
<td></td>
<td>2,466,623.00</td>
</tr>
</tbody>
</table>

**Purchased Services:**

- Object 3410 (Public Carriers): 0
- Object 3420 (Private Carriers): 0
- Object 3430 (Transportation by Contract): 0

**Lease Purchase and Capital Outlay:**

- Object 5400 (Leases and Rentals): 0
- Object 8100 (Capital Outlay Replacement): 335,536.00
- Object 8200 (Capital Outlay Additions): 0

**Other Uses of Funds:**

- Object 9000 (Other Uses of Funds): 0
- Bus Attendance Salary/Benefit: 0

**Summary:**

- Operational Cost: 2,131,087.00
- Total Miles: 110
- Cost Per Mile: 19,373.51818

<table>
<thead>
<tr>
<th>Operational Expenditures</th>
<th>Pupil(s)</th>
<th>Cost/Mile</th>
<th>Total Miles</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Miles</td>
<td>1,500</td>
<td>19,373.518</td>
<td>10</td>
<td>193,755.18</td>
</tr>
<tr>
<td>Exclusive Miles</td>
<td>2,500</td>
<td>19,373.518</td>
<td>25</td>
<td>484,337.95</td>
</tr>
<tr>
<td>Special Trips</td>
<td></td>
<td>19,373.518</td>
<td>15</td>
<td>290,602.77</td>
</tr>
<tr>
<td>Federal Programs</td>
<td></td>
<td>19,373.518</td>
<td>15</td>
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</table>

**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**

__________________________________________

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

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**Purchased Services:**

- **Object 3410 (Public Carriers)**
  - 0
  - 0.00
- **Object 3420 (Private Carriers)**
  - 0
  - 0.00
- **Object 3430 (Transportation by Contract)**
  - 0
  - 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**
  - 19,373.518

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**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.:
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**Superintendent's Signature**

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**Figure 22**
If Report 2 “Detailed Description of the Buses Used for Pupil Transportation” is selected, the screen in Figure 23 will appear.

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.