

ADE School Finance

Transportation Reporting

AASBO Summer Conference – July 2025



Agenda

- Deadlines
- Updates to Guidance
- Vehicle Inventory
- Reconciling Data



Deadlines

- **Transportation Route Report (100 Day Report)**
 - Due 12 days after 100th day of instruction
 - Application window opened 01/01/2025
- **Vehicle Inventory Report**
 - Due no later than July 15
 - Changes to prior year data will require a 15-915 request
 - Application window opened 05/01/2025



User Manual Updates

▼ Transportation and Vehicle Inventory Application Manual

This manual guides districts on how to submit data in the Transportation and Vehicle Inventory application in ADEConnect. Transportation route and vehicle inventory data are used to calculate the Transportation Support Level (TSL) for districts.

- [Transportation Manual](#) edited 7/3/25

Vehicle Meter Information

Replace Meter

Retire Vehicle

Export to Excel

Search...

	Meter Start Date	Meter End Date	Reason
	09/20/2011		

1

25 items per page

1 - 1 of 1 items

User Manual Updates

Vehicle Meter Information

Replace Meter

Retire Vehicle

Export to Excel

Search...

	Meter Start Date	Meter End Date	Reason
▶	09/20/2011		

◀ 1 ▶▶

25 items per page

1 - 1 of 1 items

Fiscal Year	Meter Start Miles	Meter End Miles	
2025	160,030.00		Edit
2024	155,785.00	160,030.00	

Fiscal Year	Meter Start Miles	Meter End Miles	
2025	160030		Save Cancel

User Manual Updates

B-8. Retiring a Bus

To retire a bus that is no longer in service for any reason. You will need to click on the specific bus that you want to retire. Click on **Retire Vehicle**. Once you retire the bus, its status changes to 'Retired'. This cannot be reversed or edited.

Vehicle Meter Information

Meter Start Date	Meter End Date	Reason
▶ 09/20/2011		

◀ 1 ▶ 25 items per page

B-9. Replacing a Meter

In some instances, a bus meter must be replaced. If the meter on the bus is replaced for any reason, you can update that information in the application. Click on the bus that needs to be updated, then click on the **Replace Meter** button.

Vehicle Meter Information

Meter Start Date	Meter End Date	Reason
▶ 09/20/2011		

◀ 1 ▶ 25 items per page 1 - 1 of 1 items

TRANSPORTATION REPORTING

Route Mileage



ADEConnect

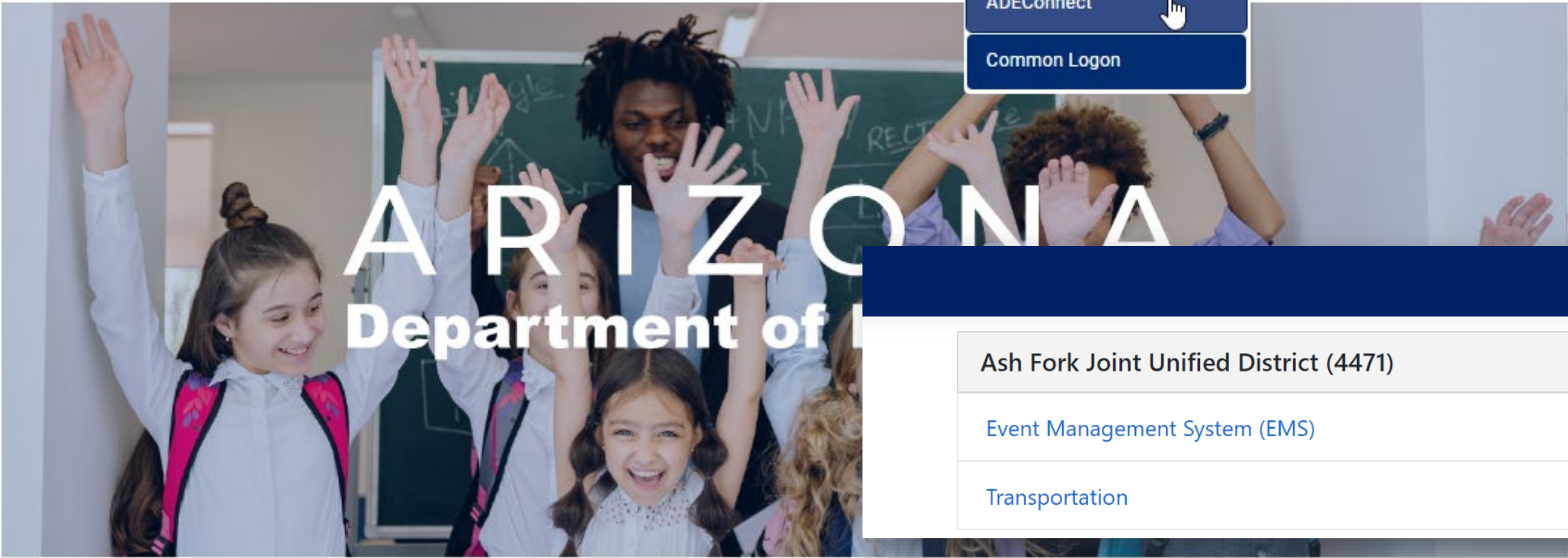


Select Language ▼



Students & Families Educators Administrators Programs & Supports About ADE ADEConnect 🔍

- ADEConnect
- Common Logon



Home Applications Use	
Ash Fork Joint Unified District (4471)	[-]
Event Management System (EMS)	☆ ↗
Transportation	☆ ↗

Empowerment Scholarship Account

Achievement Tutoring Program

Transportation Application

[Home](#) [Trans](#)

Welcome to the School District Transportation Application

4471 - Ash Fork Joint Unified District (130231000)

Submission window for Vehicle Inventory is open from 7/7/2021 to 8/13/2021 for the fiscal year 2022

Submission window for Transportation Route is open from 7/7/2021 to 8/13/2021 for the fiscal year 2022

Transportation Routes

Transportation Routes instructions goes here

[Go](#)

Transportation Contractors

Transportation Contractors instructions goes here

[Go](#)

Vehicle Inventory

Vehicle Inventory instructions goes here

[Go](#)

Vehicle Mileage

Vehicle Mileage instructions goes here

[Go](#)

55-1 Daily Routes (FY24)

	1st 100 Days A	101 - 180 Days B	Route Miles (A+B)/180 Days
Route Miles Traveled by District to Transport Eligible Regular Students	62,667.00	36,122.00	548.8
Route Miles Traveled by District to Transport Students Requiring Special Services	69,552.00	33,303.00	571.4
Route Miles Traveled by District to Transport Homeless Students	28,615.00	19,389.00	266.7
Contracted Route Miles Traveled to Transport Eligible Regular Students	0.00	0.00	0.0
Contracted Route Miles Traveled to Transport Students Requiring Special Services	0.00	0.00	0.0
Contracted Route Miles Traveled to Transport Homeless Students	0.00	0.00	0.0
Eligible Route Miles	160,834.00	88,814.00	1,386.9
Route Miles Exclusively Traveled to Transport Non-Eligible Students	0.00	0.00	0.0
Route Miles High School Students are Transported by District of Attendance	0.00	0.00	0.0
Total Route Miles	160,834.00	88,814.00	1,386.9
Other Route Miles			
ACD / VOC / TEC ED / ETC Miles	17,034.00	10,956.00	27,990.0
Other Purposes Miles	500.00	400.00	900.0
Total	17,534.00	11,356.00	160.5
Summer School Miles:	0.00	0.00	

Totals for Budget Preparation		
Total Approved Daily	Total Eligible Students	
1,387	1,369.00	
Total Bus Token Expense	Total Bus Passes Expense	Total Expense
0.00	0.00	0.00
	+	

BSA55-1 Report (FY25)

<u>Calculation For Transportation Support Level (TSL)</u>			
(Miles, Eligible Students, Bus Passes and Bus Tokens)			
Approved Daily Route Miles			
Eligible Student Transported (FY24)			1,369.00
Daily Route Miles Per Eligible Student (FY24)			1.0131
Total Approved Daily Route Miles			1,386.93
State Support Level Per Route Mile	x		\$2.95
Instruction Days	x		180
To and From School Support Level			\$736,459.83
Activity Trip Level Factor	x		0.12
Activity Trip Support Level			\$88,375.18
Handicapped Extended School Year Mileage (FY24)			4,361.00
State Support Level Per Route Mile	x		2.95
Handicapped Extended School Year Support Level			\$12,864.95
Annual Expenditures For:	Bus Passes	Bus Tokens	
Districts(FY24)	\$0.00	\$0.00	\$0.00
FY25 Transportation Support Level (TSL)			\$837,699.96

TRANSPORTATION REPORTING

Vehicle Inventory



Vehicle Inventory Application

Welcome to the School District Transportation Application

4471 - Ash Fork Joint Unified District (130231000)

Submission window for Vehicle Inventory is open from 7/7/2021 to 8/13/2021 for the fiscal year 2022

Submission window for Transportation Route is open from 7/7/2021 to 8/13/2021 for the fiscal year 2022

Transportation Routes

Transportation Routes instructions goes here

Go

Transportation Contractors

Transportation Contractors instructions goes here

Go

Vehicle Inventory

Vehicle Inventory instructions goes here

Go

Vehicle Mileage

Vehicle Mileage instructions goes here

Go

Vehicle Inventory List

- List of all reported vehicles
 - Status: Retired or InService

Home Transportation Vehicle Monica						
Vehicle Inventory						
4471 - Ash Fork Joint Unified District (130231000)						
+ Add New Vehicle						
Export to Excel Search...						
Vehicle Code	License Plate Number	VIN	Status	Reason	Action	
2007	G04	1279663	Retired	Hi AASBO	Edit	
8057	G31	258057	Retired	Repair miles not recorded from prior year	Edit	
2008	G13	F253997	InService		Edit	
7194	G31	257194	Retired		Edit	

03-1 Vehicle Inventory

Fiscal Year 2023 - 2024

District: **03-103-10-0000** **Agua Fria Unified High School District**

Vehicle Information	Bus Information	Purchase Information	Meter Information
Vehicle Number : V21	Body Style : Van	Purchase Price : \$18,080	Meter Date : 10/28/2005
License Plate : 080488	Body Manufacturer : Sedan	Date Purchased : 10/28/2005	Start Miles : 136,586
VIN : 1FMAAT1P98HE12488	Chassis Manufacturer : Ford	Leased : ☐	End Miles : 136,586
	Seating : 8	Special Purpose : ☐	Total Miles : 0
	Fuel Type : Gas	Retire Date :	

Vehicle Information	Bus Information	Purchase Information	Meter Information
Vehicle Number : V22	Body Style : Van	Purchase Price : \$16,889	Meter Date : 11/22/2005
License Plate : 080488	Body Manufacturer : Chrysler	Date Purchased : 09/16/2005	Start Miles : 79,106
VIN : 1H4CP1H176H000000	Chassis Manufacturer : Chrysler	Leased : ☐	End Miles : 79,106
	Seating : 7	Special Purpose : ☐	Total Miles : 0
	Fuel Type : Gas	Retire Date :	

Vehicle Inventory Summary

Number of Vehicles : 65	Total Miles : 791,280
Number of Special Education Vehicles : 25	Total Purchase Price of Vehicles : \$8,696,309
Number of Vehicles by Fuel Type	Total Seats : 3,440
Gas : 3	Total New Meters : 7
Diesel : 54	Total New Vehicles : 7
Alternative : 8	Total Retired Vehicles : 0

40-2 Comparative Miles

Regular Fuel

I. - Miles Reported on Transportation Routes Report

	(First 100 days)	Estimated	Subtotals	Totals
A. Route Miles	Actual	(Last 80 days)		
District Operated	327,148	261,718	588,866	
District Operated for Non-eligible students	0	0	0	
B. Non-Route Miles				
Academic, Voc Tech, Athletic	72,552	58,041		
Other Purpose	3,644	2,915		
Summer School	0	0		
Total Non-Route Miles			137,152	
C. Handicapped Summer Miles				
Actual Miles Traveled in July And August 2023 to Transport Handicapped Students	0			
Estimated Miles Traveled in June of 2024 to Transport Handicapped Students	0			
Total Handicapped Summer Miles			0	
D.Total Miles to be Driven by District Vehicles (A + B + C)				726,018
II. - Miles Reported on Vehicle Inventory				
E. Total Vehicle Inventory Miles TRANS03-01				791,280
III. - Difference in Mileage Submitted (E - D)				65,262

Review the TRANS03 Report

TRAN03-1

ARIZONA DEPARTMENT OF EDUCATION
VEHICLE INVENTORY REPORT

Report Date: 7/2/2025
Report Page:21 of 21

Fiscal Year 2024 - 2025

District:

Vehicle Information Vehicle Number : License Plate : VIN : 1	Bus Information Body Style : Body Manufacturer : Chassis Manufacturer : Seating : Fuel Type :	Purchase Information Purchase Price : Date Purchased : Leased : ☐ Special Purpose : ☐ Retire Date :	Meter Information Meter Date : 08/07/2023 Start Miles : 26,496 End Miles : 30,595 Total Miles : 4,099
Vehicle Information Vehicle Number : License Plate : VIN : 335	Bus Information Body Style : Body Manufacturer : Chassis Manufacturer : Seating : Fuel Type :	Purchase Information Purchase Price : Date Purchased : Leased : ☐ Special Purpose : ☐ Retire Date :	Meter Information Meter Date : 08/07/2023 Start Miles : 60,027 End Miles : 625,552 Total Miles : 565,525

Reconciling Reports



Student Count Reports

- <https://schoolfinancereports.azed.gov/>

Transportation Reports

55-1



Route Report

40-2



Comparative Miles Report

03-1



Vehicle Inventory Report

Adjustment to BSA55-1

BSA55-1

Calculation For Transportation Support Level (TSL)

(Miles, Eligible Students, Bus Passes and Bus Tokens)
Approved Daily Route Miles

Eligible Student Transported (FY23)		1,136.00	
Daily Route Miles Per Eligible Student (FY23)		1.5476	
Total Approved Daily Route Miles		1,758.11	
State Support Level Per Route Mile	x	\$2.89	
Instruction Days	x	180	
To and From School Support Level		\$914,568.82	
Activity Trip Level Factor	x	0.12	
Activity Trip Support Level		\$109,748.26	
Handicapped Extended School Year Mileage (FY23)		0.00	
State Support Level Per Route Mile	x	2.89	
Handicapped Extended School Year Support Level		\$0.00	
Annual Expenditures For:	Bus Passes	Bus Tokens	
Districts(FY23)	\$0.00	\$0.00	\$0.00

TRANS55-1

		Total Route Miles
Other Route Miles		
ACD / VOC / TEC ED / ETC Miles		
Other Purposes Miles		
Summer School Miles:		
Total Approved Daily		Total Eligible Students
1,783		1,136.00
Total Bus Token Expense		Total Bus Passes Expense
0.00		0.00
		+
		0.00
Extended School Year Handicapped Students Transportation		
Actual Route Miles Traveled In July and August of 2022		0.00
Actual Contracted Route Miles Traveled in July/Aug 2022		0.00
Estimated Route Miles to be Traveled In June of 2023		0.00

Comparative Miles (40-2)

If the Routes reported are more than the Vehicle Inventory Miles reported, then a negative balance will be deducted from the BSA55-1 Total Approved Daily Routes

Daily
Route Miles
(A+B)/180 Days

Actual + Estimated – Difference / 180 =
Total Approved Daily Routes

169,958.00
150,698.00

Difference (4,466.00)

316,460 / 180 1758.11

TRAN40-2	ARIZONA DEPARTMENT OF EDUCATION COMPARATIVE MILES REPORT			Report Date: 11/29/2024 Report Page 1 of 1
School Year 2022 - 2023				
District:				
Regular Fuel				
I. - Miles Reported on Transportation Routes Report				
	(First 100 days)	Estimated	Subtotals	Totals
A. Route Miles	Actual	(Last 80 days)		
District Operated	169,958	150,968	320,926	
District Operated for Non-eligible students	0	0	0	
B. Non-Route Miles				
Academic, Voc Tech, Athletic	5,936	4,749		
Other Purpose	2,037	1,630		
Summer School	6,633	5,307		
Total Non-Route Miles			26,292	
C. Handicapped Summer Miles				
Actual Miles Traveled in July And August 2022 to Transport Handicapped Students	0			
Estimated Miles Traveled in June of 2023 to Transport Handicapped Students	0			
Total Handicapped Summer Miles			0	
D.Total Miles to be Driven by District Vehicles (A + B + C)				347,218
II. - Miles Reported on Vehicle Inventory				
E. Total Vehicle Inventory Miles				342,752
III. - Difference in Mileage Submitted (E - D)				-4,466

BSA55-1

BSA 55-1
Fiscal Year: 2024

Basic Calculations For Equalization Assistance

AzEDS Execution Date: 07/15/2024 10:27PM

ADM Value Used: FY 2024 100th Day Membership

Apportionment Date: 07/15/2024

Calculation For Transportation Support Level (TSL)

(Miles, Eligible Students, Bus Passes and Bus Tokens)
Approved Daily Route Miles

Eligible Student Transported (FY23)	1,136.00	
Daily Route Miles Per Eligible Student (FY23)	1.5476	
Total Approved Daily Route Miles	1,758.11	
State Support Level Per Route Mile	x \$2.89	
Instruction Days	x 180	
To and From School Support Level	\$914,568.82	
Activity Trip Level Factor	x 0.12	
Activity Trip Support Level	\$109,748.26	
Handicapped Extended School Year Mileage (FY23)	0.00	
State Support Level Per Route Mile	x 2.89	
Handicapped Extended School Year Support Level	\$0.00	
Annual Expenditures For:		
Districts(FY23)	Bus Passes \$0.00	Bus Tokens \$0.00
FY24 Transportation Support Level (TSL)		\$1,024,317.08

Calculation For District Support Level (DSL)

FY24 Adjusted Base Support Level (BSL)	\$40,231,598.20
FY24 Consolidation or Unification Assistance	+ \$0.00
FY24 Tuition Out For High School Students(Type 03)	+ \$0.00
FY24 Transportation Support Level (TSL)	+ \$1,024,317.08
FY24 District Support Level (DSL)	\$41,255,915.28

Calculation For Revenue Control Limit (RCL)

FY24 Adjusted Base Support Level (BSL)	\$40,231,598.20
FY24 Consolidation or Unification Assistance	+ \$0.00
FY24 Tuition Out For High School Students	+ \$0.00
FY24 Transportation Revenue Control Limit (TRCL)	+ \$1,045,408.38
FY24 Revenue Control Limit (RCL)	\$41,277,006.58

FY24 Lesser of DSL/RCL	\$41,255,915.28
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Data Corrections



Request for a 15-915

- <https://www.azed.gov/finance/school-finance-external-guidelines>
- Letter submitted via HelpDesk Ticket
 - Must include date, name of LEA with Entity ID, and contact information
 - Indicate which Fiscal Year
 - Statement acknowledging the risk of change in funding
 - Signed by Transportation Director and Business Manager

TRANSPORTATION REPORTING

Updated Guidance





▼ Transportation Guideline

The purpose of this guideline is to guide to school districts for completing the Transportation Route Report and Vehicle Inventory Report, to assist school districts in determining the types of transportation miles that are eligible for funding according to statute and the Arizona Department of Education (ADE) policy, to provide records maintenance guidelines, and to provide compliance requirements as authorized by statute and ADE policy.

[School Finance Manual \[J\] Transportation, effective FY 2026](#)

[SF-0002 Transportation Guideline Issued 7-1-14](#) (to be archived 07/15/25, FY2025)

<https://www.azed.gov/finance/school-finance-external-guidelines>

Notable Changes

- Formatted to match the School Finance guidance template
- Examples and charts
- Definition of bus
- Adjust sections to match the online application
- Section on reconciling reports
- Updated rubric

Definition of a Bus

- According to A.R.S. § 15-901, school districts are required to report their annual bus mileage to the ADE. A.R.S. § 15-922(C) states that the passenger capacity defining a standard bus in A.R.S. § 28-101 does not apply for funding purposes.
- It is essential to acknowledge that additional state and federal regulations, as well as insurance requirements, may limit the use of vehicles used to transport students on a daily route.
- Each school district is responsible for ensuring compliance with these regulations.

Thank You



Brian Lockery

Jason Nelson

Karin Smith

Contact Us

School Finance	• (602) 542-5695 • SchoolFinance@azed.gov • http://www.azed.gov/finance/
SF Account Analyst Phone Option 3	• http://helpdeskexternal.azed.gov • Student Data • School District Employee Report • Instructional Calendars • Transportation Reporting • 915s
SF Payments Team Phone Option 1	• SFPaymentTeam@azed.gov • BSA District • BSA Charter • CSF • IIF
SF Budget Team Phone Option 2	• SFBudgetTeam@azed.gov • Expenditure Budgets • Annual Financial Reports • BUDG25, BUDG75, BUDGAGD

