Annual Statistical Report (18E)

Instruction Manual

Submit by: August 31, 2022

Kansas leads the world in the success of each student.
Mission
To prepare Kansas students for lifelong success through rigorous, quality academic instruction, career training and character development according to each student's gifts and talents.

Vision
Kansas leads the world in the success of each student.

Motto
Kansans Can

Success defined
A successful Kansas high school graduate has the academic preparation, cognitive preparation, technical skills, employability skills and civic engagement to be successful in postsecondary education, in the attainment of an industry recognized certification or in the workforce, without the need for remediation.

Outcomes
- Social-emotional growth
- Kindergarten readiness
- Individual Plan of Study
- Civic engagement
- Academically prepared for postsecondary
- High school graduation
- Postsecondary success

The Kansas State Board of Education does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to any group officially affiliated with the Boy Scouts of America and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 S.W. Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201.
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Welcome to the Annual Statistical Report (18E). This report is used to collect transportation data for various surveys and state and federal reports. In addition, the transportation expenditures will be audited to determine the 110 percent cap for transportation state aid for the current year.

Specific questions relating to a specialized topic should be directed to the point of contact listed on the screen. Additional guidance may be available by clicking on the HELP button on the left column of the screen. This report is due on August 31.

If any other questions arise in the completion of your report, please direct them to Rose Ireland (r ireland@ksde.org) at (785) 296-4973.
Instructions

Login the KSDE Authentication Portal: [https://appss.ksde.org/authentication/login.aspx](https://appss.ksde.org/authentication/login.aspx)

Enter your User Name and Password. If you are unable to login, please click the "Forgot Your Password?" link or contact the Help Desk at 785-296-7935.

Click Annual Statistical Report (18E) to begin.
Click Create New Report for 2022 to begin.

NOTE: Data should be saved frequently to reduce risk of losing data. Session timeouts may vary due to inactivity.

Administrative Data

Please enter the appropriate contact information for your district. This should be the person responsible for submitting the report or the most knowledgeable person should KSDE need to contact your office.

Click <Save> then <Next Screen>.
Bonds Proceeds for Publicly Owned School Plants

This screen collects data on active bonds, their related revenues and expenditures, remaining bond authority, and projects started as a result of bond issuance.

- **Total amount of active bonds approved by voters**: Enter total amount of any active project that hasn't been closed.
- **Revenues**:  
  - Bonds proceeds received: Enter any bond proceeds received during the previous school year.  
  - Other authorized revenue: Enter any interest earned during the previous school year.
- **Expenditures**: Include both actual prior year expenses and prior year encumbrances during the 12 month period.
- **Cash and Investments held at end of fiscal year**:  
  - Cash and Deposits (include CD's and security holdings) June 30: Report the total amount of cash on hand as of June 30, 2021 for the Bond Construction Fund only.
- **Amount of Bonds Authorized But not yet sold**: Enter the total amount of bonds approved by an election, but not yet sold.

**NOTE**: Only report revenue and expenditures encumbered in the collection year for current and ongoing general obligation bond projects. Do not report expenditures for projects from other funds.

<table>
<thead>
<tr>
<th>Bond Proceeds for Publicly Owned School Plants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter Whole numbers only. Click on the Save button at the bottom of screen to save your changes. For detailed description hover your cursor over the item's description.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total amount of active bonds approved by voters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total (Whole numbers)</td>
</tr>
<tr>
<td>Bonds proceeds received</td>
</tr>
<tr>
<td>Other authorized revenue (include Bond Premiums and Interest)</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>

| Cost of new sites and additions to sites |
| Cost of New Buildings (Include Architect's Fees) |
| Cost of additions to buildings |
| Cost of remodeling buildings |
| Cost of temporary classrooms |
| Cost of equipment and furniture |
| Other allowable expenditures |
| Total |

<table>
<thead>
<tr>
<th>Cash and Investments held at end of fiscal year (Bond Construction Fund Only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
</tr>
<tr>
<td>Cash and Deposits (include CD's and security holdings) on June 30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Amount of Bonds Authorized But not yet sold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
</tr>
<tr>
<td>Bond Authority Remaining</td>
</tr>
</tbody>
</table>

Save
Bonds and School Property

Bond amounts and related property values are reported here. Bond payments should include principal only. Do not include interest on this screen.

Bonds are outstanding indebtedness incurred as a result of purchasing or improving any site or sites necessary for school district purposes, such as acquiring, constructing, equipping, furnishing, repairing, remodeling or making additions to buildings and/or purchasing school buses.

2. Bonds (in dollar amount) outstanding at the beginning of year 7-1-2021: should be the same as the bonds outstanding at the end of the prior school year (6/30/2022).

6. Principal Payments for General Obligation Bonds [include refunded/refinanced bonds]: only include principal payments. Do not include interest payments.

7. Bonds outstanding at the end of year (6-30-2021) (#5 minus #6): confirm by subtracting total principal payments (line 6) from the outstanding balance at the beginning of the year (line 5).

Property values can be pulled from insurance statements and is collected for federal reports. The value reported should be the current value, not the replacement, coverage or assessment amount.

Definitions for Value of School Property

- Sites: Sites are appraised land values and any fixed structures to account for that value, such as light fixtures, football stadium/bleachers, concession stands, etc.
- Building: A physical structure
- Equipment: Busses, computers, copiers, etc.
Constitutional Challenge

Include any dues, fees or other expenses incurred by such school district as a result of its membership in any organization that participates in any legal proceeding challenging the constitutional adequacy of any school finance laws under section 6 of article 6 of the constitution of the state of Kansas.
**Summer School**

**At-Risk:** for students who qualify based upon established at-risk guidelines. At-risk students can be defined by one or more criteria. Predominantly, a student who is not working on grade level in either reading or mathematics is the major criteria used.

An at-risk student (as defined by the state board) is one who meets one or more of the following criteria:

a. Is not working on academic grade level.

b. Is not meeting the requirements necessary for promotion to the next grade; is failing subjects or courses of study.

c. Is not meeting the requirements necessary for graduation from high school. (e.g., potential dropout)

d. Has insufficient mastery of skills or is not meeting state standards

e. Has been retained

f. Has a high rate of absenteeism

g. Has repeated suspensions or expulsions from school

h. Is homeless and/or migrant

i. Is identified as an English Language Learner

j. Has social emotional needs that cause a student to be unsuccessful in school

k. Is identified as a student with dyslexia or characteristics of dyslexia

**Enhancement:** classes that students choose to take.

**Drivers’ Education:** Only summer driver education courses.

You only need to report data on these screens if they are applicable to your district. If you have a class or classes that you feel do not fit into the choice of categories (At-Risk, Enhancement, or Drivers’ Education), please contact School Finance for clarification.
Use data for July 1, 2021 to June 30, 2022
Use estimates when actual figures are not known at the time of submission.
Where possible, group like classes together.
Exclude virtual education classes from all summer school course categories.
For Drivers’ Education, classroom and driving time should be combined and reported as one sum.

Calculations:

Student FTE (based on 1,116 hours) = Headcount x Minutes per Day x Total Days of Session ÷ 60 ÷ 1,116 (hours)
  - Total Minutes = Headcount x Minutes per Day x Total Days of Session
  - Total Hours of Instruction (THI) = Total Minutes ÷ 60
  - Student FTE = THI ÷ 1,116

Certified Staff FTE = Total contracted teacher hours (for all summer school teachers) ÷ 1,116 (hours)
Teacher Aide FTE = Total contracted teacher aide hours (for all summer school teacher aides) ÷ 1,116 (hours)

Indirect Costs and School Days in Session

Costs reported here are used in the indirect cost calculation to determine a rate for each school district that can be used to reimburse expenses incurred in the general fund and supplemental general fund. Please check with the Title Services for specific guidelines on each federal program.
**Superintendent's salary**: Determine the gross salary of the Superintendent for the duties as a Superintendent. Exclude fringe benefits (such as health insurance, reimbursements for actual expenditures incurred, etc.,) and prorated time spent in some other capacity (principal). If part of the salary is tax free (sec. 125), auditors are to consider that portion as fringe. If any benefits or payments are taxable, then include them as salary. This salary is found in function 2300 (more specifically 2321, object 110) of the school district's budgets in the general fund and supplemental general fund.

**Assistant Superintendent's salary**: Gross salary of the assistant superintendent excluding fringe benefits and prorated time spent in another capacity. If part of the salary is tax free, that portion is considered fringe benefit and deducted from the salary reported. This salary is found in function 2300 (more specifically 2321, object 110) in the general fund and supplemental general fund.

**Area Director's Salary**: Activities concerned with area-wide supervisory responsibility, paid from Function 2300 or 2500. Included in Function 2500 would be the Director of Fiscal Services, Director of IT, and the Director of Human Resources. Included in Function 2300 would be Director of Curriculum, Director of Secondary Education, Director of Elementary Education, Director of Legal Services, and Director of Instruction. Other directors of district-wide instructional programs that have administrative responsibilities paid from either 2300 or 2500 would be included.

Samples of those individuals to exclude: Director of Transportation Director of Food Service Director of Operations and Maintenance Director of Special Education.

**Board of Education expenses**: Expenses that can be directly attributable to the District's Board. This would include such items as:

- Travel and registrations for Board members.
- Dues such as KASB and National Association of School Boards.
- Periodicals, books and subscriptions for Board members.
- Legal expenses related to litigation against the Board.
- Other expenses that are directly related to the Board. Items that would not be included are: a. Board attorney retainer fees. b. Cost of the annual CPA audit. Some items must be decided on an individual basis, but the determining factor is whether the expense was for the board or for the district.

**District election expenses**: Payments made to the county clerk for the conduct of a school district elections.
School Days in Session

How to calculate school days in session:
Total Number of Days that each School in the district was in session ÷ number of schools in the district. (Average Number of Days School was actually in Session)

Federal Program Financial Statement

Title I projects (Title I, School Improvement Title I, Title I Part D, etc) balance, receipts, expenditures and refunds are reported here. Do not report funds received for other federal funds unless they were transferred to a Title I grant during the school year; enter these transfers in the Receipts column. Receipts are all funds drawn and received. Your ending balance is automatically calculated, and reflects all funds not spent. Exclude food service and P.L. 103-382.
Coronavirus Aid, Relief and Economic Security (CARES) Act

This information will be used for state and federal reporting purposes. Please report revenues and expenditures for the Coronavirus Aid, Relief, and Economic Security (CARES) Act.

Districts may have expenditures through June 30

All revenues and expenditures should be reported as whole dollars.

### CARES Act Funds - Revenue

#### Report all federal revenues received
July 1, 2021 - June 30, 2022

<table>
<thead>
<tr>
<th>Item</th>
<th>ESSER I (CARES Act)</th>
<th>ESSER II (CRRSA)</th>
<th>ESSER III (ARP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Elementary and Secondary School Emergency Relief (ESSER) Fund [Include SPED ESSER]</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2 Governor’s Emergency Education Relief (GEER) Fund [may not be applicable]</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>3 Coronavirus Relief Fund (CRF) [Include SPARK from counties; include EANS]</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CARES Act Funds - Total Revenue (Sum of Lines 1 – 3)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### CARES Act Funds - Expenditures

#### Report all federal expenditures
July 1, 2021 - June 30, 2022

<table>
<thead>
<tr>
<th>Item</th>
<th>ESSER I (CARES Act)</th>
<th>ESSER II (CRRSA)</th>
<th>ESSER III (ARP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Current expenditures paid from CARES Act funds for public elementary-secondary education (objects 100-600, 810, 820, and 890 for functions 1000, 2000, 3100, and 3200; exclude objects 511, 512, 561-567, 569, 591, and 592)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2 Instructional expenditures paid from CARES Act funds for public elementary-secondary education (objects 100-600, 810, 820, and 890 for function 1000; exclude objects 511, 512, 561-567, 569, 591, and 592)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>3 Support Services expenditures paid from CARES Act funds for public elementary-secondary education (objects 100-600, 810, 820, and 690 for function 2000; exclude objects 511 and 592)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>4 Support services, operation and maintenance of plant expenditures paid from CARES Act funds for public elementary-secondary education (objects 100-600, 810, 820, 835 and 890 for function 2500; excluding object 591)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>5 Food services operations expenditures paid from CARES Act funds for public elementary-secondary education (objects 100-600, 810, 820, 835 and 890 for function 3100; excluding object 591)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>6 Capital Outlay expenditures paid from CARES Act funds for public elementary-secondary education (objects 100-700, and 890 for function 4000; object 700 for ALL functions)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>7 Technology-related supplies and purchased services expenditures paid from CARES Act funds (objects 351, 352, 432, 443, 550, 650 for ALL functions)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>8 Technology-related equipment expenditures paid from CARES Act funds (objects 734, 735 for ALL functions)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
School Bus Drivers

The term “School Bus Drivers” should really just be “School Vehicle Drivers” as it includes any person employed by a school district primarily to provide transportation for students in, not only school buses, but also school passenger vehicles or activity buses.

NOTE: the totals in the third column must equal the numbers in the sixth column (ie. the total number of bus drivers under 65 and over 65 should equal the total number of men and women drivers).

Number of Drivers: Report the number of drivers (school vehicle drivers only) for each route type. Do not include parents, teachers and coaches.

Number of Miles Driven: Report the mileage for each route types for all vehicles (buses, cars, trucks, vans) and all school vehicle drivers (including parents, teachers, coaches and sponsors).

The total number of miles for each route type should match the miles on Pupils Transported and Miles Traveled.

Number of Accidents: Report the accidents for all route types for all vehicles (buses, cars, trucks, vans) and all school vehicle drivers (including parents, teachers, coaches and sponsors).

Number of Accidents with Pupil Fatalities: Report the accidents with pupil fatalities for each route type for all vehicles and all school vehicle drivers (including parents, teachers, coaches and sponsors). (This line can't be more than the Number of Accidents).

Total Pupil Fatalities: Report the total pupil fatalities for each route type for all vehicles and all school vehicle drivers (including parents, teachers, coaches and sponsors).

Number of Accidents with Pupil Injuries: Report the accidents with pupil injuries for each route type for all vehicles and all school vehicle drivers (including parents, teachers, coaches and sponsors). (This line can't be more than the Number of Accidents).

Number of Pupils Injured: Report the total pupil injuries for each route type for all vehicles and all school vehicle drivers (including parents, teachers, coaches and sponsors).

NOTE: Even though an individual who drives a bus (i.e. Parents, teachers and coaches) may not be counted as a school vehicle driver, this individual is still required to meet and maintain the same legal qualifications as an individual who is counted as a school vehicle driver.

State Reportable Accidents:

Per Kansas law any motor vehicle accident/collision which results in death or injury to a person or total property damage of $1,000 or more must be reported to a duly authorized police authority.

Regardless of whether or not a police report is made, an accident/collision meeting these requirements must be documented on the 18E report.
K.S.A. 8-1602. Accident involving death or personal injury; duties of drivers, reports; penalties for violations; revocation of license, permit or driving privileges.

- The driver of any vehicle involved in an accident resulting in injury to, great bodily harm to or death of any person or damage to any attended vehicle or property shall immediately stop such vehicle at the scene of such accident, or as close thereto as possible, but shall then immediately return to and in every event shall remain at the scene of the accident until the driver has fulfilled the requirements of K.S.A. 8-1604, and amendments thereto.

- A person who violates subsection (a) when an accident results in:
  - Total property damages of less than $1,000 shall be guilty of a misdemeanor and, upon conviction, shall be punished as provided in K.S.A. 8-2116, and amendments thereto.
  - Injury to any person or total property damages in excess of $1,000 or more shall be guilty of a class A person misdemeanor.
  - Great bodily harm to any person shall be guilty of a severity level 8, person felony.
  - The death of any person shall be guilty of a severity level 6, person felony, except as provided in subsection (a)(5) [(b)(5)].
  - The death of any person, if the person knew or reasonably should have known that such accident resulted in injury or death, shall be a level 5, person felony.

- The director may revoke the license or permit to drive or any nonresident operating privilege of any person so convicted.

- The driver shall comply with the provisions of K.S.A. 2017 Supp. 8-15,107, and amendments thereto.

- Except in the case of an accident involving death or apparent injury of any person, or the transportation of hazardous material, the owner or driver of a vehicle which obstructs the regular flow of traffic on any interstate highway, U.S. highway, or any multilane or divided roadway, shall make every reasonable effort to move the vehicle from the roadway, if, moving the vehicle may be done safely, does not require towing and may be operated under its own power without further damage to the vehicle or the roadway and without endangering other vehicles or persons upon the roadway.

### School Bus Drivers

<table>
<thead>
<tr>
<th></th>
<th>Under 65</th>
<th>Over 65</th>
<th>Total</th>
<th>Men</th>
<th>Women</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of drivers</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Number of miles driven</td>
<td>5,000</td>
<td>5,000</td>
<td>10,000</td>
<td>10,000</td>
<td>0</td>
<td>10,000</td>
</tr>
<tr>
<td>Number of accidents</td>
<td>4</td>
<td>2</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
</tr>
</tbody>
</table>

### B. Activity Routes

<table>
<thead>
<tr>
<th></th>
<th>Under 65</th>
<th>Over 65</th>
<th>Total</th>
<th>Men</th>
<th>Women</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of drivers</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Number of miles driven</td>
<td>10</td>
<td>0</td>
<td>10</td>
<td>10</td>
<td>0</td>
<td>10</td>
</tr>
<tr>
<td>Number of accidents</td>
<td>3</td>
<td>0</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>

### C. Special Education Routes

<table>
<thead>
<tr>
<th></th>
<th>Under 65</th>
<th>Over 65</th>
<th>Total</th>
<th>Men</th>
<th>Women</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of drivers</td>
<td>5</td>
<td>1</td>
<td>6</td>
<td>4</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>Number of miles driven</td>
<td>175</td>
<td>35</td>
<td>210</td>
<td>140</td>
<td>70</td>
<td>210</td>
</tr>
<tr>
<td>Number of accidents</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Number of accidents with pupil fatalities</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total pupil fatalities</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
Pupils Transported and Miles Traveled

**Regular School Route:** mileage driven by regular route buses owned by the district or contracted/leased from other parties.

**Regular route mileage may be:**

- Driven routinely morning, noon and afternoon for the transportation of pupils between their residences and the school buildings.
- For trips during the school day in which pupils are transported from one school to another or location for curricular pursuits (not activities), i.e. library, field trips, trips to a CTE, etc.
- For maintenance trips and trips to and from overnight parking facilities (bus drivers' home or bus garage).

**Regular route mileage may not be:**

- Mileage driven by regular route buses on activity trips.
- Trips to transport pupils to and from food service facilities.
- Mileage driven by special education buses and trips to and from special education classes.
- Contracted trips with outside agencies.

1. **Total miles traveled for transporting summer school pupils:** This will be the miles traveled for summer school pupils for July 1, 2021 & June 30, 2022.
2. **Total miles traveled from district facility to vocational-technical school:** This will be the miles traveled to and from Career & Technical Education facilities from July 1, 2021 – June 30, 2022.
3. **Total miles traveled for activity trips:** This will be the miles traveled for activity trips July 1, 2021 – June 30, 2022.
4. **Total miles traveled for transporting for special education:** This will be the miles traveled for special education July 1, 2021 – June 30, 2022.
5. **Transporting for regular routes:** Regular route mileage is the number of miles the bus is driven to pick up students in the morning and take them home in the afternoon. If the bus shuttles students to another building(s) as part of the school curriculum (not including activity trips, driving to an off-site lunch facility, driving to/from special education classes, etc.) then those figures should be included as regular route mileage. Maintenance trips and trips to and from overnight parking facilities (bus driver's home or bus garage) are also considered as regular route mileage. Include mileage driven for transportation of Pre-School Aged At Risk students (3 and 4 yr old At-Risk) with regular route mileage.

   a. **Number of regular routes by district owned buses:** This will be the number of routes by district owned buses July 1, 2021 – June 30, 2022.
   b. **Total number of miles traveled by district owned buses on regular routes:** This will be the miles traveled by district owned buses for regular routes July 1, 2021 – June 30, 2022.
   c. **Number of regular routes by contracted buses:** This will be the number of routes by contracted buses July 1, 2021 – June 30, 2022.
   d. **Total number of miles traveled by contracted buses on regular routes:** This will be the miles traveled by contracted buses for regular routes July 1, 2021 – June 30, 2022.
Pupil Transportation – Non-Public

Report total number of pupils transported for all students enrolled in a non-public school.

Transportation Expenditures

Expenditures for pupil transportation, based on regular and activity routes, are reported here and will be used to audit your regular and activity transportation. Pay special attention when entering data and make sure to input regular route and activity route expenditures in their respective columns. Do not list any vehicle purchase costs or administrative costs on this screen. (If you're district have lease to purchase, but uncertain the district will purchase at the end of the lease, report yearly lease cost as expenditure and do not list the vehicle on the Vehicle Depreciation screen. If the decision is to purchase the vehicle at the end of three-year lease, include on the vehicle depreciation which will then be depreciated over eight years)

**Depreciation:** You will need to have your bus file completed and updated in order for the depreciation on this table to be accurate. You can update your bus file on Vehicle Depreciation Schedule screen.
NOTE: After completing Vehicle Depreciation Schedule, return to this table and click on the “Accumulate Depreciation” button in the lower right-hand corner to calculate the depreciation. Then, click “Save” before continuing in order to save your updated depreciation.

Expenditures

2601 Operations and Maintenance: (The Bus Barn) expenditures for the operation and maintenance of buildings and grounds only. If the district has a bus barn, storage areas, and/or offices for transportation employees, expenditures may be reported under this function code. Include eligible expenditures paid from construction funds, such as paving driveway to accommodate for regular route busses.

2710 Vehicle Operating Services: expenditures for salaries for bus drivers, leases, bus company contracts, bus insurance, driver liability insurance and bus fuel. Districts should not include expenditures for oil, tires, parts and repairs either contracted or provided by school personnel. If the district incurs KPERS employment penalty (statutory contribution rate) for hiring retirees, this should also be claimed here.

2720 Supervision: expenditures for administration of the transportation program such as salaries for a director and clerical employees for the bus program.

2730 Vehicle Service and Maintenance: (Mechanics) expenditures for maintaining student transportation vehicles. The district should include expenditures for all vehicle parts, tires, oil and other supplies except fuel. The costs of repairs by the district's employees or by a private garage are to be included. Other expenditures may include vehicle inspections and cleaning, painting and refueling vehicles.

2790 Student Transportation Services: (Other) expenditures which cannot be classified elsewhere in the 2700 function should be reported under this code. Do not list any vehicle purchase costs, administrative costs or special education transportation expenditures on this screen. Special education transportation expenditures are collected on the Form 308 (LEA Forms Web Application) in early May.

All legitimate expenditures for regular route miles driven should be included regardless of the fund from which the expenditures were paid, including construction funds. In the absence of accurate actual expenditures and complete cost accounting data, a ratio of expenditures is the most widely used method of allocating expenditures between "Regular Route" and "Other Activity."

• Ratios are usually accomplished based upon student miles traveled for the different routes. Salaries and fringe benefits are generally actual costs, and administration salaries are prorated using time as the basis of the ratio.
• The expenses for utilities are usually prorated based on space or utilization and expenses for operating and maintenance are based on route mileage.
• Occasionally, the district's ratios based on mileage will not be uniform but will be weighted in favor of certain vehicles or routes. Differences in costs of operating activity and regular route buses exist because of differences in fuel consumption of the various types of vehicles and the condition of the roads traveled.
• If expenditures are prorated, all expenditures that are not specifically documented as “Regular Route” costs must be prorated except insurance, expenditures for heat, water, electricity and “other utilities.” Expenditures for heat, water and electricity for the operation of a bus barn should be charged to the regular route. Insurance expense should be charged to the regular route (unless a bus is designated strictly an activity route bus).

Lease payments for buses (monthly or annual) under a straight lease agreement as long as the buses remain under lease. If the bus is purchased before the lease contract terminates, the remainder of the amount of the lease contract may be depreciated over eight years.

Expenditures for general-purpose vehicles, unless it can be conclusively shown that the vehicles are used exclusively in the service of "regular route pupil transportation" or “activity route pupil transportation” are not allowed. Specific exclusions are driver education vehicles, school administration cars, multi-use maintenance vehicles, tractors, lawn mowers and snowplows.

A reimbursed expenditure is not a valid cost. Expenditures for all transportation services rendered by a district for another district, a special education cooperative, an area school, a community college or any other agency that should be reimbursed by the recipient of the services are not to be included on this under “regular route pupil transportation” or “activity route pupil transportation” unless there is a corresponding expenditure on the Pupil Transportation Report.

The cost of summer school transportation can be included as a "regular school route" cost. If the costs are included, the summer school mileage associated with the cost should be included in any pro-ration required.

**Other Including Activity Trips:** All pupil transportation expenditures paid from any fund, which were not allowed under regular school route expenditures (Column 1) can be entered here, except as stated above.
Modes of Regular Route Transportation

The number of pupils transported and the number of vehicles used, for regular routes only, is reported here and broken down by the various modes of transportation.

Vehicle Depreciation

All vehicles used for pupil transportation should be entered on this table regardless of pupil transportation route type. If there are expenses related to the vehicle prior to its use, such as for insurance, add those expenditures to Pupil Transportation Report in the fiscal year those expenditure occur.

Vehicles that are no longer owned by the district will need to be updated in order to show the vehicle disposal date; the vehicle will stay on the list for one year, then should fall off the following year (two years). New vehicles should be added when they come into use.

For vehicles that are used for both student and non-student purposes, please make sure to identify the percentage of use in each column on the percent row. Vehicle Depreciation and Book Value.

Depreciation of Vehicles

Example #1: Purchase of a bus with trade-in

1. 2014 model bus purchase price (delivered April 2016) ......................................................... $26,000
   Depreciation for 7 years (12.5% x $26,000) x7* ............................................................... $22,750
   Book Value .................................................................................................................................................. 3,250

2. Net amount paid for 2021 model bus (delivered August 2020) ............................................. $48,750
   Book Value of 2014 model bus .................................................................................................................. $3,250
Book Value of new bus** .......................................................... $52,000
Depreciation per year of new bus $52,000 ÷ 8 (years) * ................................ $6,500

Example #2:  Purchase of a bus with no trade-in
Purchase 2021 model bus (delivered August 2021) ........................................ $51,000
Depreciation per year $51,000 ÷ 8 (years)* .................................................. $6,375

Outright Sale of Buses
Example #3:  Sale of bus (not as trade-in) with no book value
Sale of 2013 model bus ................................................................. $3,000
8 years of depreciation has been claimed; remaining book value is ............... $0
Amount treated as reimbursement (line 5 of transportation report) ............... $3,000

Example #4:  Sale of bus (not as trade-in) with remaining book value
Sale of 2016 model bus ................................................................. $10,000
Book value (purchase price of $32,000, two years of depreciation remaining @ $4,000/year) $8,000
Amount treated as reimbursement (line 5 of transportation report) ............... $2,000

NOTES:  For any reconditioned bus in which the school district retains title, the entire cost of
the reconditioning is placed into the cost of transportation during the year of the
expense.  If a bus is sold to a company which reconditions buses and it is later
purchased from that company, the bus would be depreciated over an 8-year period.
For any bus which has been leased with an option to purchase or under a
lease/purchase plan the total cost of the lease plan will be depreciated over an 8-year period.  For any bus which does not have an option to purchase, the lease price
for the year will be placed into the cost of transportation.

*8-years depreciation equates to 12.5% depreciation per year.  **Amount is depreciated over an 8-year period.
1. **Local Number** – Enter the number the district has assigned to the vehicle to provide a unique identifier.

2. **VIN** – Enter the VIN (Vehicle Identification Number) which is a unique code assigned to every motor vehicle when it's manufactured.

3. **Model Year** – Enter the model year, this is determined by the manufacturer which normally indicates the year the vehicle was manufactured.

4. **Rated Capacity** – This was previously listed as Passengers. For passenger vehicle types, this can be found on the Tire and Loading Information sticker, which is normally located on the inside driver’s door. For buses, this will normally be found inside the bus on the bulkhead.

### Vehicle Type

<table>
<thead>
<tr>
<th>Vehicle Type</th>
<th>Maximum Rated Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-Mini Bus</td>
<td>35</td>
</tr>
<tr>
<td>C-Conventional Bus</td>
<td>81</td>
</tr>
<tr>
<td>D-Flat Nose Bus</td>
<td>90</td>
</tr>
<tr>
<td>Other Activity Bus</td>
<td>90</td>
</tr>
<tr>
<td>Passenger Vehicle</td>
<td>15</td>
</tr>
</tbody>
</table>
5. **Make** – This was originally listed as Body Make. The Make for buses is the body manufacturer and not the chassis (e.g., you would select Collins as the “Make” for a bus even though it may be on a Chevrolet, Ford or Dodge chassis). Please contact School Bus Safety staff, Keith Dreiling at (785) 296-4567 (kdreiling@ksde.org) or Dennis Tate at (785) 296-4545 (dtate@ksde.org), for any questions regarding the selection of a specific vehicle make.

We have added new validations on Makes:

- **Blue Bird, Collins IC/International, Thomas, Titan and Trans Tech** can only select the following models: Yellow School Bus, Yellow Activity Bus, Activity Bus (School Bus Standards) and Other Activity Bus.
- **Chevrolet, Chrysler, Dodge Ram and Ford** can only select the following models: SUV, Van, 2 door Sedan, 4 door Sedan, Pickup and Other.

Please note the dropdown list has been updated, with the new or updated Make below. For previously reported vehicles with retired Make, KSDE has cross-walked those to the current Make listed below:

- **a) IC/International**: All vehicles previously reported as International are updated as IC/International.
- **b) Other Passenger Vehicle**: All vehicles previously reported as Other are updated as Other Passenger Vehicle.
- **c) Other Yellow School Bus**: All vehicles previously reported as Amtran, Carpenter, Freightliner, Ward and Wayne are updated as Other Yellow School Bus.
6. **Vehicle Type** – It should be noted the dropdown list has been updated. Please contact School Bus Safety staff, Keith Dreiling at (785) 296-4567 (kdreiling@ksde.org) or Dennis Tate at (785) 296-4545 (ddate@ksde.org), for any questions regarding the selection of a specific vehicle type.

We have added new validations on vehicle types. These following makes can only select the following vehicle types:

- **Blue Bird:** A- Mini Bus, C- Conventional and D-Flat Nose Bus.
- **IC/International:** C- Conventional and D-Flat Nose Bus.
- **Collins:** A- Mini Bus.
- **Titan and Trans Tech:** A- Mini Bus
- **Thomas:** A- Mini Bus, C- Conventional and D-Flat Nose Bus.
- **Dodge/Ram:** Passenger Vehicle.
- **Chevrolet:** Passenger Vehicle.
- **Chrysler:** Passenger Vehicle.
- **Ford:** Passenger Vehicle.

**A - Mini Bus:** Previously reported vehicles with 1A and 2A vehicle types are updated as A – Mini Bus. Select this type regardless of color or use. This bus is defined as a conversion constructed utilizing a cutaway front section vehicle with a left side driver door and cannot exceed the 25-year age restriction unless modified to meet current standards if used as a route bus to transport students from home to school and school to home per KSA 8-2009a. Select this Type also for a MFSAB (Multi-Function School Activity Bus).

**B:** Vehicle type B has been retired and not selectable. Previously reported vehicles will remain as vehicle type B. This was constructed utilizing a stripped van or truck chassis with the entrance door behind the front wheels.
C – Conventional Bus: Previously reported vehicles with vehicle type C are updated as C – Conventional Bus. Select this type regardless of color or use. This bus is defined as a conversion bus constructed utilizing a bus chassis with a hood and front fender assembly with the entrance door behind the front wheels and cannot exceed the 25-year age restriction unless modified to meet current standards if used as a route bus to transport students from home to school and school to home per KSA 8-2009a. Select this type also for a MFSAB (Multi-Function School Activity Bus).

D – Flat Nose Bus: Previously reported vehicles with vehicle type D are updated as D – Flat Nose Bus. Select this type regardless of color or use. This bus is defined as a conversion constructed utilizing a stripped chassis with the entrance door ahead of the front wheels and the engine may be in the front or rear and cannot exceed the 25-year age restriction unless modified to meet current standards if used as a route bus to transport students from home to school and school to home per KSA 8-2009a. Select this type also for a MFSAB (Multi-Function School Activity Bus).

Other Activity Bus: New beginning 2019-2020 school year. This type includes coach, limo and luxury buses, or any bus which is not an A, C or D vehicle type bus. These buses must meet all applicable Federal Motor Vehicle Safety Standards (FMVSS). Select this type regardless of color. Do not use this type for a MFSAB (Multi-Function School Activity Bus).
7. **Model** – This was previously listed as Chassis. Please contact School Bus Safety staff, Keith Dreiling at (785) 296-4567 ([kdreiling@ksde.org](mailto:kdreiling@ksde.org)) or Dennis Tate at (785) 296-4545 ([dtate@ksde.org](mailto:dtate@ksde.org)), for any questions regarding the selection of a specific vehicle model.

It should be noted the dropdown list has been updated. In order to retain historical vehicle data, the old list is displayed last but not selectible. The new list is selectable with the most common listed first.

- a) **Yellow School Bus** = School bus used on a route.
- b) **Yellow Activity Bus** = Activity bus that may also be used on a route.
- c) **Activity Bus (School Bus Standards)** = School bus that could not be used on a route due to color, etc. This would include Multi-function School Activity buses.
- d) **Activity Bus (Other)** = This includes Coach Buses, Limousine Buses and E-Coaches.
- e) **Van, 2 Door Sedan, 4 Door Sedan and Pickup** – Includes vehicles as the name implies.
- f) **Other** – Includes all other Models not listed above.

8. **Fuel** - Select the type of fuel the vehicle uses from the dropdown menu.

9. **Net Cost** – Enter the net cost of the vehicle.

10. **Delivery Date** – Enter the date the district took delivery on the vehicle.

11. **Disposal Date** – Enter the date the district disposed of the vehicle.

12. **Sold For** – Enter the amount the vehicle was sold for.

13. **Ownership** – Please select the appropriate ownership.
14-17. **Percent** – Enter the percentage that the bus is used for Regular, Activity, Special Ed or NonStudent.

18. **Notes** – Include any notes on the vehicles. (Optional).

19. **Accumulate Depreciation** – Click on this box to accumulate the depreciation on vehicles. (Only the vehicles that have remaining depreciation will calculate depreciation).

**NOTE:** You must click on the “Accumulate Depreciation” button on this page for each vehicle you edit or add. Once done editing and adding vehicles, return to [Pupil Transportation Report](#) page and click “Accumulate Depreciation” on that page in order for the vehicle depreciation to pull through from the Vehicle Depreciation screen to calculate expenditures correctly. Failure to do so will result in a “Stop” status error that prohibits the report from being submitted until corrected. Depreciation will be calculated on the prior fiscal year.

20. **Save** – Click Save to Save any changes on vehicles.

21. **New** – Add any vehicles bought by your district between June 2, 2021 – June 1, 2022. If you need to add a vehicle that was bought prior to June 2, 2021, enter a date between June 2, 2021 – June 1, 2022 and save. Click on the delivery date and change to the correct date and save.

1. Click on “New”.
2. Enter in the vehicle information.
3. Click on “Accumulate Depreciation”.
4. Click on “Save”

**Editing a Vehicle already on the list:**

1. Click “Select” next to the vehicle you want to edit.
2. Edit the vehicle information.
3. Click on the “Accumulate Depreciation”
4. Click on “Save”.
Submit Report

On the Results of Completeness Check screen, if the STATUS is “Stop”, you must take action to correct and if the STATUS is “Warning”, it is recommended to verify the information is correct prior to submitting to KSDE.

Printing

To print a copy of the Annual Statistical Report (18E) report, click on the Print Report from the menu to navigate to the Print Report screen. Check the box next to “Excel Report” to generate as an Excel file and click any sections you want printed and click Print Section, otherwise it will generate as PDF by default. If you want to print the entire 18E report, click on Print Entire 18E report. Depending on your browser, you may be prompted to <Open> or <Save> the file. From the File menu, click Print.
Contacts

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