<div align="center">

GaDOE Pupil Transportation
Superintendent's Transportation Report
Annual Data Collection Form

</div>

Please carefully complete this form and return to your supervisor by _____

Driver's Name _____   **Date** _____

Assigned Bus # (Record bus # <u>assigned to the route</u> - no spare #) _____

****
A.M. Mileage (Do <u>NOT</u> show tenths) & Time (Show O'clock)

	Odometer Reading	**Time**
When you **pick up your 1st student**	_____	_____
When you **arrive at your last school**	_____	_____

A.M. Student Counts -   List largest <u>current actual A.M.</u> student ridership <u>delivered to school</u>:

<u>A.M. Schools (in order)</u>   <u>Number of students delivered to each school</u>
1._____   _____
2._____   _____
3._____   _____
4._____   _____

****
Mid-Day Mileage (Special Needs) – Do not show tenths

Mid-Day odometer reading when you <u>pick up your 1st student</u>   _____
Mid-Day odometer reading when you <u>arrive at your last school</u> _____
Number of days each week…………………………………….._____ _____

Mid-Day Student Counts (Special Needs) – List largest <u>current actual mid-day</u> student
ridership <u>delivered to school</u>:

<u>Mid-Day Schools (in order)</u>   <u>Number of students delivered to each school</u>
1._____   _____
2._____   _____
3._____   _____
4._____   _____
****
P.M. Mileage - Do not report
P.M. Time – Do not report

P.M. Student Counts –   List largest <u>current actual P.M.</u> student ridership <u>delivered home</u>:

<u>P.M. Schools (in order)</u>   <u>Number of students delivered home from each school</u>
1._____   _____
2._____   _____
3._____   _____
4._____   _____

THIS FORM IS TO BE MAINTAINED BY THE LOCAL SYSTEM FOR AUDIT REVIEW
March, 2008

Drivers - Please follow the directions below and provide accurate data when completing the form:

"Driver's Name" – Record the <u>assigned driver's name</u>. A sub can add their name, but should indicate "Sub" and also record the assigned driver's name.

"Date" – Enter the date completed.

"Assigned Bus #" – Record the bus number that is <u>assigned to the route</u> - no spare bus number or retainer/stand-by bus number is to be recorded. This will ensure that the appropriate route buses are shown correctly and spares are shown correctly.

"A. M. Mileage & Time":
> **"Odometer Reading"** – Record only (1) The **odometer reading** (do not record tenths) when you <u>pick up your 1st student</u> & (2) The odometer reading **when you <u>arrive at your last school</u>**. DO <u>NOT</u> COUNT TRAVEL FROM BUS PARK LOCATION TO 1ST PICK UP AND DO <u>NOT</u> COUNT TRAVEL FROM LAST DROP AT A SCHOOL BACK TO BUS PARK LOCATION.

> **"Time"** – **Record** only (1) The time (O'clock) **when you <u>pick up your 1st student</u>** & (2) The time **when you <u>arrive at your last school</u>**. DO <u>NOT</u> INCLUDE TRAVEL TIME FROM BUS PARK LOCATION TO 1ST PICK UP AND DO <u>NOT</u> COUNT TRAVEL TIME FROM LAST DROP AT A SCHOOL BACK TO BUS PARK LOCATON.

"A. M. Student Counts" – **Record t**he **actual** <u>largest current unduplicated total A.M. ridership delivered to their assigned school</u> by this bus in the morning. DO <u>NOT</u> COUNT STUDENTS ASSIGNED THAT DO NOT RIDE – BUT RECORD THE ACTUAL RIDERSHIP ON A DAY WHEN YOU HAVE YOUR HEAVIEST LOAD OF STUDENTS <u>ON YOUR ASSIGNED ROUTE</u>. DO <u>NOT</u> COUNT STUDENTS THAT ARE SHUTTLED, BUT ONLY THOSE DELIVERED TO SCHOOL ON YOUR ASSIGNED ROUTE.

"Mid-Day Mileage (Special Needs)" – Record the mid-day mileage odometer readings (<u>only if performed for Sp. Needs students with an IEP requiring special transportation</u>) **from the 1st pick-up to the last drop at a school**. DO <u>NOT</u> COUNT TRAVEL FROM BUS PARK TO 1ST PICK UP AND DO <u>NOT</u> COUNT TRAVEL FROM LAST DROP AT A SCHOOL BACK TO BUS PARK. Also record the number of days each week this assigned route is run.

"Mid-Day Counts (Special Needs)" – Record the **actual** largest current mid-day ridership (<u>only if performed for Sp. Needs students with an IEP requiring special transportation</u>) delivered to school(s) by this assigned bus each day.

"P. M. Mileage" – This data is <u>not to be collected or reported</u> in any fashion to the GaDOE.

"P. M. Time" – This data is <u>not to be collected or reported</u> in any fashion to the GaDOE.

"P. M. Student Counts" – Record the **actual** <u>largest current unduplicated total P.M. ridership delivered home by this bus in the afternoon</u>. DO <u>NOT</u> COUNT STUDENTS ASSIGNED THAT DO NOT RIDE – BUT RECORD THE ACTUAL RIDERSHIP ON A DAY WHEN YOU HAVE YOUR HEAVIEST LOAD OF STUDENTS ON YOUR ASSIGNED ROUTE. DO <u>NOT</u> COUNT STUDENTS THAT ARE SHUTTLED, BUT ONLY THOSE DELIVERED HOME.

March, 2008