# Transportation Finance

DECEMBER OF SECTION OF

THIS NOTE IS LEGAL TENDER FOR ALL DEBTS, PUBLIC AND PRIVATE

Coding
Position Funding
Route Report

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WASHINGTON, D.C.

**LEAPS** 

**Common Mistakes** 

SERIES 1999

Jerry Lassiter, ALSDE Pupil Transportation

**Financial Administrator** 

Constant of the Sources

#### Transportation Financial Review Checklist

- Check 2<sup>nd</sup> Month Reports to Annual Route Report
- Check for efficient routing
- Compare personnel to LEAPS report

# Positions Funded w / Salaries FY 2022

\* Proportional allocation for systems earning less than one position. Required Position, non-flexible.

Function	Object	Position	Ratio	Additional	Minimum	Maximum
4110	054, 113	*Supervisor	1/40*	No Additional	\$59,503	\$99,006
4110	141	*Secretary	1/40*	2 <sup>nd</sup> @100; additional every100	\$30,825	\$46,625
4110	117	Assistant Supervisor	1/200	Additional every 200	\$75,634	\$95,897
4170	151,158	*Mechanic	1/22*	1@22,2@33; additional every 22	\$37,277	\$52,591
4170	115	Shop Foreman	1/55	1@55;additional every 88	\$46,318	\$65,073
4170	159	Parts Specialist	1/100	Additional every 250	\$33,837	\$48,454
4170	173	*Shop Assistant	1/22*	1@22, 2@33, 3@55, 4@77, additional every 88	\$24,878	\$39,416
4110	139	Route Specialist	1/75	Additional every 100	\$42,711	\$71,362
	161	Bus Driver	1/1	N/A (Midday:\$50 x 180 days x # of buses)	\$13,814	\$18,179
4120	169	*Utility Worker	1/40*	Additional every 40	\$12,955	\$16,836
	103	Bus Aide	IEP	Not Funded	\$0	\$0
	121,131	Nurse	IEP	Not Funded	\$0	\$0

**Route Report LEAPS Crosswalk** 

			<del></del>
ROUTE TYPE	<b>ABBREVIATION</b>	FUNCTION CODE	FUNDED (Y/N)
Regular Route	RR	4120	Υ
Regular Route with Aide	RA	4120	Y (Aides-No)
Natural Disaster	ND	4121	Υ
Special Needs	SN	4130	Υ
Special Needs with Aide	SA	4130	Y (Aides-No)
Transition to Work	TW	<b>4131</b>	N
Transition to Work with Aide	TA	<b>4131</b>	N (Aides-No)
Special Needs Midday	SM	<b>4132</b>	Υ
Special Needs Midday with Aide	MA	<b>4132</b>	Y (Aides-No)
<u>Technical School</u>	TS	<b>4140</b>	Υ
<u>Midday</u>	MD	4141	Υ
Choice Transportation/AAA	СТ	4180	Υ
Head Start	HS	4181	N
Preschool Home	PH	4182	N (Aides-No)
Alternative School	AS	4183	Υ
Magnet School	MS	4184	Υ
Magnet Home	MH	4185	N
Preschool	PS	4186	Y (Aides-No)
Alternative Home	AH	4187	N
Extended Day/Summer School	ED	4188	N
Homeless Transportation	HT	4189	N

#### **Function Code/Object Code Table for Transportation Funding**

The table below will detail out the edit checks. The object code(s) listed under each function code are the only ones allowed. Incorrect coding can result in a loss of transportation funding.

Function Codes	4110	4120	4121	4130	4131	4132	4140	4141	4170	4180	4181	4182	4183	4184	4185	4186	4187	4188	4189
	054	103	161	103	103	103	161	161	115	161	103	103	161	161	161	103	161	161	161
Object	099	121	167	121	121	121	167	167	151	167	121	121	167	167	167	121	167	167	167
Codes	113	131		131	131	131			158		131	131				131			
	117	161		161	161	161			159		161	161				161			
	139	167		167	167	167			168		167	167				167			
	141	168		168	168	168			173		168	168				168			
	168	169																	

# Routes Morning/Afternoon & Midday

	<b>Function</b>	Object	Cost	Fund	Program	Salary	<u>FTE</u>
• 11-5	5-4120	-161	-8410-	1310-0	0-8410-0000	\$14,000	1.00
	Regular Transportatio	Bus Driver on	Student Transportation	Transportation Operations	Student Transportation		
• 11-5	5-4140	-161	-8410-	1310-0	0-3800-0000	\$5,000	1.00
	Vocational Education	Bus Drive	r Student Transportatio	Transportation Operations	Technical School		

## Routes Morning/Afternoon Only

	<u>Function</u>	Object	Cost	Fund	Program	Salary	FTE
• 11-	5-4120-	-161-	-8410-	1310-0	-8410-0000	\$11,200	0.80
	Regular Transportation	Bus Driver	Student Transportation	Transportation Operations	Student Transportation		
• 11-	5-4183-	-161-	-8410-	1310-0	-1700-0000	\$2,800	0.20
	Alternative School from Zoned School		Student Transportation	Transportation Operations	Alternative School		

# Midday Only

	<b>Function</b>	Object	Cost	Fund	Program	Salary	FTE
• 11-	5-4140-	-161-	8410-	1310-0	-3800-0000	\$2,500	0.50
	Technical Schoo Transportation		Student Transportation	Transportation Operations	Technical School		
• 11-5	5-4132-	161-	8410-1	L310-0-	2900-0000	\$2,500	0.50
	Special Needs Transportation	Bus Driver	Student Transportation	Transportation Operations	Special Education		

#### **LEAPS** Continued

- Teacher/Bus Drivers
  - Must be paid the same
- Retired Bus Drivers
  - Must be paid the same
  - Temporary bus drivers
- Chargebacks

### Transportation Financial Review Checklist

- Verify Fleet Renewal info
- Number of mechanics needed
- Any Alternative/Magnet/Pre-School Home, Head Start, etc. routes
  - Must charge cost per mile rates for unfunded route types
- Check extracurricular breakdown by school
  - Not charging for extracurricular trips
  - Charging incorrect rates
  - Insufficient Detail
    - School Cost Center
    - Program Code (4400 or 4500)
    - (8995) + (8996) Funding Source = (391) Expenditures
    - (8997) Miscellaneous Revenues
    - (8995), (8996), (8997) Spent like (1310) & (1320)

### Transportation Financial Review Checklist

- Look at inventory
- Go over accounting entries
  - Funds must be spent for Transportation purposes unless flexed
- Check for non-transportation vehicles use of fuel & parts
- Drug Testing
- Vehicle Insurance
- Fuel Records & Miles Per Gallon (M.P.G.)
  - Must be calculated for every bus