

# Transportation Finance

Coding

Position Funding

Route Report



LEAPS

Common Mistakes

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# 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



# Routes

## Morning/Afternoon & Midday

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

# Routes

## Morning/Afternoon Only

<u>Function</u>	<u>Object</u>	<u>Cost</u>	<u>Fund</u>	<u>Program</u>	<u>Salary</u>	<u>FTE</u>
• 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	Bus Driver	Student Transportation	Transportation Operations	Alternative School		

# Midday Only

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