

# Annual Statistical Report (18E)

Instruction Manual

---

Submit by: August 30, 2024



*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

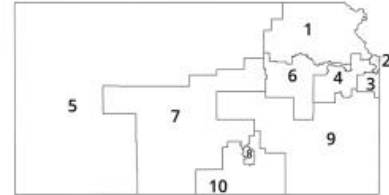
to be successful in postsecondary education, in the attainment of an industry recognized certification or in the workforce, without the need for remediation.

**OUTCOMES**

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



900 S.W. Jackson Street, Suite 600  
Topeka, Kansas 66612-1212  
(785) 296-3203  
[www.ksde.org/board](http://www.ksde.org/board)



<p>DISTRICT 1</p>  <p>Danny Zeck <a href="mailto:dzeck@ksde.org">dzeck@ksde.org</a></p>	<p>DISTRICT 2</p>  <p>Melanie Haas Chair <a href="mailto:mhaas@ksde.org">mhaas@ksde.org</a></p>	<p>DISTRICT 3</p>  <p>Michelle Dombrosky <a href="mailto:mdombrosky@ksde.org">mdombrosky@ksde.org</a></p>	<p>DISTRICT 4</p>  <p>Ann E. Mah Legislative Liaison <a href="mailto:amah@ksde.org">amah@ksde.org</a></p>	<p>DISTRICT 5</p>  <p>Cathy Hopkins <a href="mailto:chopkins@ksde.org">chopkins@ksde.org</a></p>
<p>DISTRICT 6</p>  <p>Dr. Deena Horst Legislative Liaison <a href="mailto:dhorst@ksde.org">dhorst@ksde.org</a></p>	<p>DISTRICT 7</p>  <p>Dennis Hershberger <a href="mailto:dherhberger@ksde.org">dherhberger@ksde.org</a></p>	<p>DISTRICT 8</p>  <p>Betty Arnold <a href="mailto:barnold@ksde.org">barnold@ksde.org</a></p>	<p>DISTRICT 9</p>  <p>Jim Porter Vice Chair <a href="mailto:jporter@ksde.org">jporter@ksde.org</a></p>	<p>DISTRICT 10</p>  <p>Jim McNiece <a href="mailto:jmcniece@ksde.org">jmcniece@ksde.org</a></p>



900 S.W. Jackson Street, Suite 102  
Topeka, Kansas 66612-1212  
(785) 296-3201  
[www.ksde.org](http://www.ksde.org)

<p><b>COMMISSIONER OF EDUCATION</b></p>  <p>Dr. Randy Watson</p>	<p><b>DEPUTY COMMISSIONER</b> Division of Fiscal and Administrative Services</p>  <p>Dr. Frank Harwood</p>	<p><b>DEPUTY COMMISSIONER</b> Division of Learning Services</p>  <p>Dr. Ben Proctor</p>
---	--	--

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.

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

Jan. 18, 2024

# Table of Contents

<b>Table of Contents</b> .....	<b>3</b>
<b>Introduction</b> .....	<b>4</b>
<b>Instructions</b> .....	<b>5</b>
Bonds Proceeds for Publicly Owned School Plants.....	7
Bonds and School Property.....	8
Constitutional Challenge.....	9
Summer School.....	9
Indirect Costs and School Days in Session .....	11
Federal Program Financial Statement.....	12
Coronavirus Aid, Relief and Economic Security (CARES) Act .....	13
School Bus Drivers.....	14
Pupils Transported and Miles Traveled .....	17
Transportation Expenditures .....	18
Modes of Regular Route Transportation .....	21
Vehicle Depreciation.....	22
<b>Submit Report</b> .....	<b>30</b>
<b>Printing</b> .....	<b>30</b>
<b>Contacts</b> .....	<b>31</b>

# 18E ANNUAL STATISTICAL REPORT

## Introduction

Frank Harwood

Deputy Commissioner  
Division of Fiscal & Administrative  
Services  
Kansas State Department of  
Education  
[fhawood@ksde.org](mailto:fhawood@ksde.org)

Dale Brungardt

Director, School Finance  
Division of Fiscal & Administrative  
Services  
Kansas State Department of  
Education  
[dbrungardt@ksde.org](mailto:dbrungardt@ksde.org)

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 ([rireland@ksde.org](mailto:rireland@ksde.org)) at (785) 296-4973.

# Instructions

Login the KSDE Authentication Portal: <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.

Need Assistance?	
<b>General Help</b> Email <a href="mailto:helpdesk@ksde.org">helpdesk@ksde.org</a> (785) 296-7935	<b>KN-CLAIM Support</b> Email <a href="mailto:cnwapplications@ksde.org">cnwapplications@ksde.org</a> (785) 296-2276
<b>KESA Support</b> Email <a href="mailto:jnobo@ksde.org">jnobo@ksde.org</a> - Jeannette Nobo <a href="mailto:bbagshaw@ksde.org">bbagshaw@ksde.org</a> - Bill Bagshaw (785) 296-4948 - Jeannette Nobo (785) 296-2198 - Bill Bagshaw	<b>KEEP Support</b> Email <a href="mailto:ayates@ksde.org">ayates@ksde.org</a> - Ann Yates <a href="mailto:bbagshaw@ksde.org">bbagshaw@ksde.org</a> - Bill Bagshaw (785) 296-5140 - Ann Yates (785) 296-2198 - Bill Bagshaw

Click Annual Statistical Report (18E) to begin.

1. Annual Statistical Report(18E)
2. Directory Updates
3. Driver Education Reimbursement - User approval pending or application not active.
4. EDEN Meta Data Administration
5. Form240
6. Interlocal Agreements (D0600's only)
7. Juvenile Detention Center - Final
8. KIDS Collection 2020
9. KN-CLAIM
10. Lea Forms
11. Principal's Building Report (PBR)
12. SPEDPro
- \*\* 13. State Forms - Legacy.
14. Superintendent's Organization Report (SO66)

Click Create New Report for 2024 to begin.

USD # D0102 Cimarron-Ensign      2023-2024      Status: **IN PROGRESS**

You May create your 2024 report by clicking on (Create New Report for 2024) below.

You may edit your current report or view prior reports by clicking Select next to the fiscal year.

	Fiscal Year	Status	Due Date
<a href="#">Select</a>	2023	SUBMITTED	August 31, 2023
<a href="#">Select</a>	2022	SUBMITTED	August 31, 2022
<a href="#">Select</a>	2021	IN PROGRESS	August 31, 2021
<a href="#">Select</a>	2020	IN PROGRESS	August 31, 2020
<a href="#">Select</a>	2019	IN PROGRESS	August 31, 2019
<a href="#">Select</a>	2018	IN PROGRESS	August 31, 2018
<a href="#">Select</a>	2017	IN PROGRESS	August 31, 2017
<a href="#">Select</a>	2016	IN PROGRESS	August 29, 2016
<a href="#">Select</a>	2015	IN PROGRESS	August 28, 2015
<a href="#">Select</a>	2014	IN PROGRESS	August 29, 2014
<a href="#">Select</a>	2013	IN PROGRESS	August 10, 2013

[Create New Report for 2024](#)



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>.

**Administrative Data**

USD information is populated from KSDE directory information.

USD #	D0102
Name	Cimarron-Ensign
Address	314 N. First
City	Cimarron
State	KS
Zip	67835-0489
Superintendent	Mr. Mike Waters

Enter/Change the contact information and click the save button.

Contact Name	<input type="text"/>
Contact Position	<input type="text"/>
Email	<input type="text"/>
Phone Number ###-###-####	<input type="text"/>

# 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, 2023 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.

**Bond Proceeds for Publicly Owned School Plants**

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.

	<b>Total</b>
Total amount of active bonds approved by voters	0

**A. Revenues**

	<b>Total (Whole numbers)</b>
Bond proceeds received	0
Other authorized revenue (include Bond Premiums and Interest)	0
<b>Totals:</b>	0

**B. Expenditures**

	<b>Total (Whole numbers)</b>
Cost of new sites and additions to sites	0
Cost of new buildings (Include Architect's fees)	0
Cost of additions to buildings	0
Cost of remodeling buildings	0
Cost of temporary classrooms	0
Cost of equipment and furniture	0
Other allowable expenditures	0
<b>Totals:</b>	0

**C. Cash and Investments Held at End of Fiscal Year(Bond Construction Fund Only)**

	<b>Total</b>
Cash and Deposits (include CD's and security holdings) on June 30	0

**D. Amount of Bonds Authorized But Not Yet Sold**

	<b>Total</b>
Bond Authority Remaining	0

# 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.

**NOTE: ONLY REPORT INFORMATION FOR GENERAL OBLIGATION FUNDS.**

- 2. Bonds (in dollar amount) outstanding at the beginning of year 7-1-2023: should be the same as the bonds outstanding at the end of the prior school year (6-30-2023).
- 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 (6-30-2024) (#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.

### Bonds and School Property

Previous Screen
Next Screen

Enter whole numbers only. Click on the Save button at the bottom of screen to save your changes.

1. What was the number of bond elections held during the school year?	0
a. If an election(s) passed, what was the total amount approved in dollars?	0
2. Bonds (in dollar amount) outstanding at beginning of year 7-1-2023	3285000
3. Bonds issued (in dollar amount) during the year (new bonds only)	0
4. Bonds issued due to refunding/refinancing	0
<b>5. Bonds outstanding plus bonds issued (#2 plus #3 plus #4):</b>	<b>3285000</b>
6. Principal Payments for General Obligation Bonds [include premiums due to refunded/refinanced bonds that was paid or set aside toward principal]	0
<b>7. Bonds outstanding at the end of year (6-30-2024)(#5 minus #6)</b>	<b>3285000</b>
8a. Value of school property - Sites	0
8b. Value of school property - Buildings	0
8c. Value of school property - Equipment	0
9. Estimated school vandalism costs resulting from the malicious or willful destruction of property, real and/or personal, which belonged to the board of education of your unified school district.	0

Save



# Constitutional Challenge

KSA 72-5171 requires districts to report the total expenditures from any fund for expenses incurred as a result of the school district's participation 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, regardless of whether such school district was a named party in such legal proceedings, and including 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 for the following years.

## Constitutional Challenge

Previous Screen
Next Screen

KSA 72-5171 require districts to report the total expenditures from any fund for expenses incurred as a result of the school district's participation 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, regardless of whether such school district was a named party in such legal proceedings.

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.

Fiscal Year	PLEASE ENTER WHOLE NUMBER (Expenditures)
July 1, 2024 - June 30, 2025 (Estimate)	<input style="width: 100%; height: 20px;" type="text" value="0"/>
July 1, 2023 - June 30, 2024	<input style="width: 100%; height: 20px;" type="text" value="0"/>

Save

# 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.

**At-Risk Summer School**

Previous Screen Next Screen

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.

**Enhancement Summer School**

Previous Screen Next Screen

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.

Number of pupils enrolled (headcount)	
Minutes per day	
Total days of session	
Total hours of instruction	
Student FTE (based on 1116 hours)	
# of certified staff (FTE)	
# of teacher aides (FTE)	
Total spent for salaries (whole dollars)	
Supplies and other expenses (whole dollars)	

**Drivers Education Summer School**

Previous Screen Next Screen

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.

	Secondary
Number of pupils enrolled (headcount)	0
Minutes per day	0
Total days of session	0
Total hours of instruction	0
Student FTE (based on 1116 hours)	0.0
# of certified staff (FTE)	0.0
# of teacher aides (FTE)	0.0
Total spent for salaries (whole dollars)	0
Supplies and other expenses (whole dollars)	0

Save

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, 2023 to June 30, 2024
- 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:

$$\text{Student FTE (based on 1,116 hours)} = \text{Headcount} \times \text{Minutes per Day} \times \text{Total Days of Session} \div 60 \div 1,116 \text{ (hours)}$$

- Total Minutes = Headcount × Minutes per Day × 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.

**Indirect Costs and School Days in Session**

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.

	Total
1. Superintendent's salary	120000
2. Assistant Superintendent's salary	75000
3. Area Director's salary	0
4. Board of education expenses	6000
5. District election expenses	5400
<b>Totals:</b>	<b>206400</b>

**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

### School Days in Session

	<b>Total</b>
Average number of days school was actually in session	0.0
<input type="button" value="Save"/>	

*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](#).

### Federal Program Financial Statement

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.

	Beginning Balance	Receipts	Total Amount Available	Expenditures	Refunds	Ending Balance
Title I - All Projects	0	0	0	0	0	0
Title I - Carryover	0	0	0	0	0	0

# Coronavirus Aid, Relief and Economic Security (CARES) Act

## CARES Act Revenues and Expenditures

CARES Act Funds – Revenues: Enter actual revenues received for the reporting period. While federal expenditures are reimbursement based and reported July 1 through June 30, we realize districts may receive reimbursement in July of the following fiscal year. Report only revenues received July 1 through June 30 for the reporting period.

CARES Act Funds – Expenditures:

1. TOTAL Current Expenditures: Current expenditures are expenses for the day-to-day operation of schools. They include expenditures for staff salaries and benefits, supplies, and purchased services. Enter actual expenditures for current operating expenditures for all function code expenditures (1000, 2100, 2200, 2300, 2400, 2500, 2600, 2700, 2800, 2900, 3100 and 3200).

Note: Exclude the following expenditures from Current Expenditures:

- Object 560-569: Tuition expenditures to reimburse other educational agencies for instructional services to students residing within the legal boundaries described for the paying school district (Function 1000);
  - Object 511: Student transportation purchased from another school district within the state (Function 2700);
  - Object 512: Student transportation purchased from another school district outside the state (Function 2700);
  - Object 591: Payments to another school district within the state for services rendered, other than tuition and transportation fees. Examples of such services are data processing, purchasing, nursing and guidance.
  - Object 592: Payments to another school district outside the state for services rendered, other than tuition and transportation fees. Examples of such services are data processing, purchasing, nursing and guidance.
  - Object 700: Property and Equipment (all Function Code Expenditures).
2. Instructional Current Expenditures: Of the TOTAL Current Expenditures reported on Line #1, report current expenditures related to 1000-Instruction.
  3. Support Services Current Expenditures: Of the TOTAL Current Expenditures reported on Line #1, report current expenditures related to 2000-Support Services.  
Support Services includes Function 2100-Support Services Students; 2200-Support Services Instruction; 2300-Support Services General Administration; 2400-Support Services School Administration; 2500-Central Services; 2600-Operations and Maintenance; 2700-Student Transportation; and 2900 Other Support Services.
  4. Operations and Maintenance Support Services - Of the TOTAL Support Services Current Expenditures reported on Line #3, report current expenditures related to 2600-Operations and Maintenance.
  5. Food Services Current Expenditures: Of the TOTAL Current Expenditures reported on Line #1, report current expenditures related to 3100-Food Service.
  6. Capital Outlay Expenditures: These expenditures are not included in Lines 1 through 5. Report all

capital outlay expenditures related to all Function 4000-Facilities Acquisition and Construction, and Object 700 Property and Equipment (all Function Code Expenditures).

7. Technology-Related Supplies: Of the TOTAL Current Expenditures reported on Line #1, report technology related supplies for Objects 351, 352, 432, 443, 530, and 650 (all Function Code Expenditures).
8. Technology-Related Equipment: Of the TOTAL Capital Outlay Expenditures reported on Line #6, report equipment related expenditures for Objects 734 and 735 (all Function Code Expenditures). Expenditures for technology-related supplies should not be reported here.

Basic Edits:

- A) Sum of Line 2 plus Line 3 plus Line 5 should not be greater than Line 1.
- B) Line 4 should not be greater than Line 3.

CARES Act Funds - Revenue			
Report all federal revenue received July 1, 2023 - June 30, 2024			
		ESSER I (CARES Act)	ESSER II (CRRSA)
1	Elementary and Secondary School Emergency Relief (ESSER) Fund [include SPED ESSER]	0	0
2	Governor's Emergency Education Relief (GEER) Fund [may not be applicable]	0	0
3	Coronavirus Relief Fund (CRF) [include SPARK from counties; include EANS]	0	0
CARES Act Funds - Total Revenue (Sum of Lines 1- 3)		0	0
CARES Act Funds - Expenditures			
Report all federal Expenditures July 1, 2023 - June 30, 2024			
		ESSER I (CARES Act)	ESSER II (CRRSA)
1	TOTAL 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)	0	0
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)	0	0
3	Support Services expenditures paid from CARES Act funds for public elementary-secondary education (objects 100-600, 810, 820, and 890 for function 2000; exclude objects 511 and 592)	0	0
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 2600; excluding object 591)	0	0
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)	0	0
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)	0	0
7	Technology-related supplies and purchased services expenditures paid from CARES Act funds (objects 351, 352, 432, 443, 530, 650 for ALL functions)	0	0
8	Technology-related equipment expenditures paid from CARES Act funds (objects 734, 735 for ALL functions)	0	0

## School Bus Drivers

The term "School Bus Drivers" should refer to any person employed or contracted by the school district to provide transportation for students in school buses, school passenger vehicles and activity buses. Do not include parents as a "school bus driver" who are reimbursed mileage to transport their child/children from home to school and school to home (for regular route).

Regular Routes: Include data for only those persons employed or contracted by the school district to provide transportation of students. Regular routes include the regular school term, summer school term, career and post-secondary, and field trips. Parents, teachers, coaches, or sponsors are included.

Activity Routes: Include data for all persons employed or contracted by the school district to provide transportation of students for activities, events and competitions in such fields as athletics, music, forensics, dramatics, and other interschool or intraschool extracurricular activities in which pupils may participate directly or indirectly. Parents, teachers, coaches, or sponsors are included.

Special Education Routes: Include data for all persons employed or contracted by the school district for transportation of students that are on a special route vehicle as identified in the students Individual Education Plan (IEP) and not riding a regular route vehicle. Parents, teachers, coaches, or sponsors are included.

Note: The totals (by row) in the first Totals column must equal the totals (by row) in the second Totals column. For example, the total number of bus drivers under 65 and over 65 should equal the total number of men and women drivers.

**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.

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).

Total: 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.

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.

**A. Regular Routes**

Note: Include regular school term, summer school term, career and postsecondary and field trips.

	Under 65	Over 65	Total	Men	Women	Total
Number of drivers	0	0	0	0	0	0
Number of miles driven	0	0	0	0	0	0
Number of accidents	0	0	0	0	0	0

**B. Activity Routes**

	Under 65	Over 65	Total	Men	Women	Total
Number of drivers	1	0	1	1	0	1
Number of miles driven	10	0	10	10	0	10
Number of accidents	3	0	3	3	0	3
Number of accidents with pupil fatalities	0	0	0	0	0	0

**C. Special Education Routes**

	Under 65	Over 65	Total	Men	Women	Total
Number of drivers	5	1	6	4	2	6
Number of miles driven	175	35	210	140	70	210
Number of accidents	0	1	1	1	0	1
Number of accidents with pupil fatalities	0	0	0	0	0	0
Total pupil fatalities	0	0	0	0	0	0
Number of accidents with pupil injuries	0	0	0	0	0	0
Number of pupils injured	0	0	0	0	0	0



# 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, 2023 & June 30, 2024.
  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, 2023 – June 30, 2024.
  3. Total miles traveled for activity trips: This will be the miles traveled for activity trips July 1, 2023 – June 30, 2024.
  4. Total miles traveled for transporting for special education: This will be the miles traveled for special education July 1, 2023 – June 30, 2024.
  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, 2023– June 30, 2024.
    - 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, 2023 – June 30, 2024.
    - c. Number of regular routes by contracted buses: This will be the number of routes by contracted buses July 1, 2023 – June 30, 2024.
    - 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, 2023 – June 30, 2024.

## Pupils Transported and Miles Traveled

Reporting period is July 1 - June 30. Please enter whole numbers only. Click on the Save button at the bottom of screen to save your changes.

<b>Pupil Transportation - Other Routes:</b>	<b>Total # miles</b>	
1. Total miles traveled for transporting summer school pupils: (July 2023 and June 2024)	<input style="width: 100%;" type="text" value="0"/>	
2. Total miles traveled for transporting from district facility to vocational-technical school:	<input style="width: 100%;" type="text" value="0"/>	
3. Total miles traveled for transporting for activity trips:	<input style="width: 100%;" type="text" value="0"/>	
4. Total miles traveled for transporting for special education:	<input style="width: 100%;" type="text" value="0"/>	
<b>Pupil Transportation - Regular Routes:</b>	<b># of Miles</b>	<b># of Routes</b>
5. Transporting for regular routes.		
a. Number of regular routes by district owned buses:		<input style="width: 100%;" type="text" value="0"/>
b. Total number of miles traveled by district owned buses on regular routes:	<input style="width: 100%;" type="text" value="0"/>	
c. Number of regular routes by contracted buses:		<input style="width: 100%;" type="text" value="0"/>
d. Total number of miles traveled by contracted buses on regular routes:	<input style="width: 100%;" type="text" value="0"/>	
<b>Total miles</b>	<input style="width: 100%; background-color: #ffff00;" type="text" value="0"/>	

## Non-Public Pupils Transported (Regular Routes Only)

Report the headcount of non-public school students that were transported as courtesy by the district for regular route only. These students are not enrolled in the public school district; therefore, are not included in the district’s count of transported students for September 20.

<b>Pupil Transportation - Non-Public:</b>	
	<b># of pupils (9/20)</b>
6. Total number of pupils transported attending non-public schools:	<input style="width: 100%;" type="text" value="0"/>
<input type="button" value="Save"/>	

## 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. **"NEW"** 4000 Facility Acquisition & Construction Services

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.

Transportation Expenditures

Previous Screen Next Screen

Enter whole numbers Only. Click on the Save button at the bottom of screen to save your changes.

	Transportation (Regular School Routes Only)	Other Including Activity Trips
<b>1. TRANSPORTATION EXPENDITURES</b>		
<b>2601 Operations &amp; Maintenance</b>		
<b>100 Salaries</b>		
100 Certified and Non-Certified	0	0
<b>200 Employee Benefits</b>		
210 Insurance (employee)	0	0
220 Social Security	0	0
290 Other	0	0
300 Purch. Prof & Tech Svcs	0	0
400 Purch. Property Svcs	0	0
500 Other Purchased Svcs	0	0
<b>600 Supplies</b>		
610 General Supplies		
<b>620 Energy</b>		
621 Heating		
622 Electricity		
626 Motor Fuel (not school buses)		
629 Other		
680 Misc Supplies		
700 Property		
800 Other		
<b>2700 Student Transportation Services</b>		
<b>2710 Vehicle Operating Services</b>		
<b>100 Salaries</b>		
100 Certified and Non-Certified	0	0
<b>200 Employee Benefits</b>		
210 Insurance	0	0
220 Social Security	0	0
290 Other	0	0
600 Supplies	0	0
730 Equipment	0	0
800 Other	0	0
<b>2730 Vehicle Services &amp; Maintenance Services</b>		
<b>100 Salaries</b>		
100 Certified and Non-Certified	0	0
<b>200 Employee Benefits</b>		
210 Insurance (employee)	0	0
220 Social Security	0	0
290 Other	0	0
300 Purchased Prof & Tech Svcs		
400 Purchased Prop Svcs		
500 Other Purchased Svcs		
600 Supplies		
730 Equipment		
800 Other		
<b>2790 Other Student Transportation Services</b>		
<b>100 Salaries</b>		
100 Certified and Non-Certified	0	0
<b>200 Employee Benefits</b>		
210 Insurance (employee)	0	0
220 Social Security	0	0
290 Other	0	0
300 Purchased Prof & Tech Svcs	0	0
400 Purchased Prop Svcs	0	0
500 Other Purchased Svcs	0	0
600 Supplies	0	0
730 Equipment	0	0
800 Other	0	0
4000 Facility Acquisition & Construction Services	0	0
<b>2. OTHER FUND EXPENDITURES</b>	0	0
<b>3. DEPRECIATION</b>	0	0
<b>4. TRANSPORTATION COSTS INCLUDING DEPRECIATION</b>	0	0
<b>5. TRANSPORTATION REIMBURSEMENTS</b>	0	0
<b>6. NET PUPIL TRANSPORTATION COSTS (#4 minus #5)</b>	0	0

"New"



Click on Accumulated Depreciation button to display/insert current depreciation values. Accumulated Depreciation

Save

# 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.

### Modes of Regular Route Transportation

July 1, 2023 - June 30, 2024

Enter whole numbers only. Click on the Save button at the bottom of screen to save your changes.

REGULAR ROUTE ONLY	Number of Pupils Transported(regular route)	Number of Vehicles Used (regular route)
District owned buses	0	0
Contract carrier - all vehicles	0	0
Leased buses (operated by USD)	0	0
Vans/Suburbans/Cars	0	0
Private Vehicles (parents reimbursed for transporting students)	0	0
Other (city buses, taxi, etc.)	0	0
<b>Totals:</b>	<b>0</b>	<b>0</b>

NOTE: Number of pupils transported should equal the total number of students for which transportation services are provided at the district expense.

## Vehicle Depreciation

Review all buses and vehicles on the Vehicle Depreciation Schedule and make any necessary corrections to the Make, Vehicle Type and Model.

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. 2016 model bus purchase price (delivered April 2018) .....	\$26,000
Depreciation for 7 years (12.5% x \$26,000) x7* .....	\$22,750
Book Value.....	3,250
2. Net amount paid for 2023 model bus (delivered August 2022) .....	\$48,750
Book Value of 2016 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 2023 model bus (delivered August 2023).....	\$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 2015 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 2018 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.

Note: All vehicles will be printed on the 18E Annual Statistical Report

Per KSA 72-64, 100 12 & 15 Passenger Rated Vans are illegal for student transportation. If you have questions regarding a specific vehicle please contact 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))

Click on list at bottom to select vehicle. Click on the Save button to save your changes. Click on Accumulated Depreciation button to display depreciation values.

Local Number:  Fuel:

VIN:  Net Cost:

Model Year:  Delivery Date:

Rated Capacity:  Disposal Date:  Ownership:  Owned by USD

Make:    Lease/Option to Buy

Vehicle Type:   Sold For:   Unknown

Model:

Regular:  0 Activity:  0 Special ED:  0 NonStudent:  0 Notes:

Depreciation:

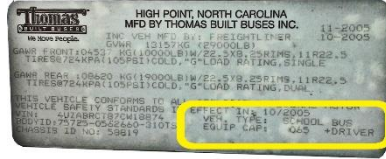
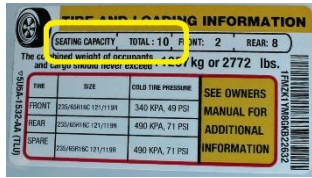
Depreciation will be calculated based on 2021 fiscal year.

Save  New

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	Maximum Rated Capacity
A-Mini Bus	35
C-Conventional Bus	81
D-Flat Nose Bus	90
Other Activity Bus	90
Passenger Vehicle	15





**5. Make** – This was originally listed as Body Make. The Make for buses is the body manufacturer and not the chassis (eg. 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](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 make.

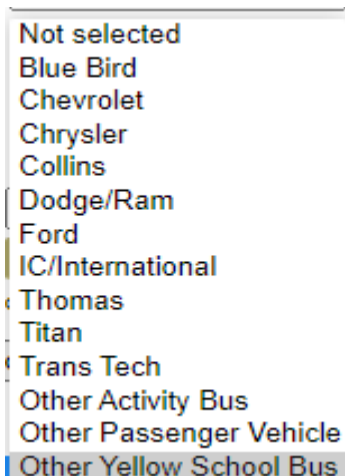
Blue Bird, Collins IC/International, Thomas, Titan and Trans Tech can only select the following models:

- Yellow School Bus
- Yellow Activity Bus
- Activity Bus (School Bus Standards)
- 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](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 type.

The 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).

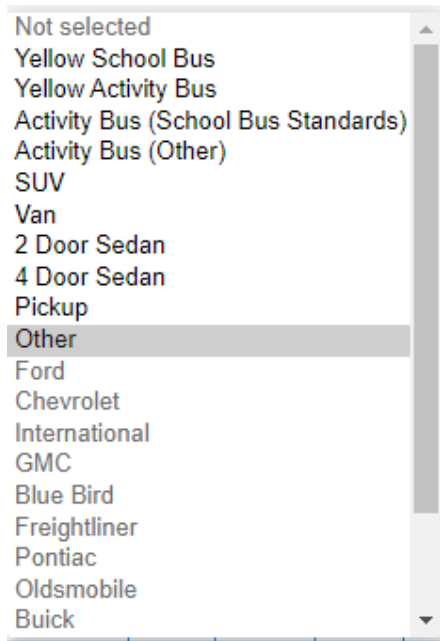


**Other Activity Bus:** New beginning 2019-2020 school year. This type includes coach, limo and luxury buses, or any bus which is not an A, C or D vehicle type bus. These buses must meet all applicable Federal Motor Vehicle Safety Standards (FMVSS). Select this type regardless of color. Do not use this 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 selectable. 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. We have updated to include Electric.
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.

Adding a new vehicle or Editing a vehicle:

Add any vehicles bought by your district between June 2, 2023 – June 1, 2024. **If you need to add a vehicle that was bought prior to June 2, 2023, enter a date between June 2, 2023 – June 1, 2024 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.

*Miles Traveled Screen (#### miles) & School Bus Drivers (#### miles) – Total Miles Inconsistent:*

1. **Total Activity Route Miles Inconsistent** – Number of Miles Driven (total column on School Bus Drivers screen, Table B Activity Routes) must match Pupils Transported/Miles Traveled screen #3 (total miles traveled for transporting for activity trips).
2. **Total Special Education Route Miles Inconsistent** – Number of Miles Driven (total column on School Bus Drivers screen, Table C Special Education Routes) must match Pupils Transported/Miles Traveled screen #4 (total miles traveled for transporting for special education).
3. **Total Miles Inconsistent** – Number of Miles Driven (total column on School Bus Drivers screen, Table A Regular Routes) should match Pupils Transported/Miles Traveled screen #1 (summer school) plus #2 (vocational-technical) plus #5b (regular route district owned buses) plus #5d (regular route contracted buses).

Results of Completeness Check	
<a href="#">Back to Admin Page</a>	
Click on error description to go to the data entry screen.	
ERROR LIST	Stop-must be corrected Warning-can submit without correction STATUS
<a href="#">School days in session not within range. Must be at least 100 and no more than 200.</a>	Stop
<a href="#">Miles Traveled Screen (10000 miles) &amp; School Bus Drivers (0 miles) - Total activity route miles inconsistent.</a>	Stop
<a href="#">Miles Traveled Screen (5000 miles) &amp; School Bus Drivers (0 miles) - Total special ed. route miles inconsistent.</a>	Stop
<a href="#">Regular Depreciation on Transportation Expenditures Report (0) does not match total depreciation of buses on file (6500).</a>	Stop
<a href="#">Miles Traveled Screen (151000 miles) &amp; School Bus Drivers (167000 miles) - Total miles inconsistent.</a>	Warning

This report is not complete as stated above. Please complete all the necessary data for this report. You can click on an error message to go to that screen.

## 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**.

**Print Report**

[Back to Admin Page](#)

All reports will be generated in PDF format. To export to Excel, check the Excel Export box before clicking on a print button.

---

**Excel Export** 

[Print entire 18E report](#)

Select ONE section you want to print and click on the Print Section button

- Administration Data
- Expenditures from Bond Proceeds for Publicly Owned School Plants
- Bonds and School Property
- Constitutional Challenge Expenditures
- Summer School Data (At-risk, Enhancement and DriversEd)
- Indirect Costs and School Days in Session
- Federal Program Financial Statement
- Cares Act Revenues and Expenditures
- School Bus Driver Data
- Pupils Transported & Miles Traveled
- Transportation Expenditures Report
- Modes of Regular Route Transportation
- Vehicle Depreciation Schedule

[Print Section](#)

## Contacts

### Annual Statistical Report (18E):

Rose Ireland	(785) 296-4973	<a href="mailto:rireland@ksde.org">rireland@ksde.org</a>
Marcia Ricklefs	(785) 296-4209	<a href="mailto:mricklefs@ksde.org">mricklefs@ksde.org</a>
Sara McCullah	(785) 296-4972	<a href="mailto:smccullah@ksde.org">smccullah@ksde.org</a>

### User Name and Password:

KSDE Help Desk	(785) 296-7935	<a href="mailto:HelpDesk@ksde.org">HelpDesk@ksde.org</a>
		###

For more information, contact:

Name: Dale Brungardt  
 Title: Director  
 Team: School Finance  
 Phone: 785-296-3872  
 Email: [dbrungardt@ksde.org](mailto:dbrungardt@ksde.org)



Kansas State Department of Education  
 900 S.W. Jackson Street, Suite 102  
 Topeka, Kansas 66612-1212  
[www.ksde.org](http://www.ksde.org)