

# Form Completion Instructions

## Certification of Transportation Operations

### General Information

The Certification of Transportation Operations is signed by the school district superintendent, intermediate unit executive director, or career and technology center director to certify the accuracy of the data submitted in the eTran application.

### Accessing the ‘Certification of Transportation Operations’ Form

The data **cannot be submitted** until all forms on the ‘Form’ list are in [Completed] or [Not Applicable] status. The [Completed] status will appear only after all required data has been entered for that form. The LEA must check the ‘Mark Not Applicable’ box for any form where no data exists.


The screenshot shows the eTran interface for the Pennsylvania Department of Education. The header includes the state logo and 'eTran Pupil Transportation' with navigation links: Home, Forms, Depreciation, Upload, Reports, and Help. The 'Form List' section is for LEA Name: Abington Heights SD, SY: 2023-2024, and AUN: 1-19-35-030-3. It lists forms under the heading 'PDE-1049 EOY Transportation Report'. The forms and their statuses are: LEA-owned service ([Completed]), Contracted service with a contractor ([Completed]), Contracted service with parent or other individual ([Completed]), Contracted service with another LEA ([Not Applicable]), Fare-based service ([Not Applicable]), and PDE-2089 Summary of Pupils Transported ([Completed]). To the right of each form is a checkbox for 'Mark Not Applicable', which is checked for the 'Contracted service with another LEA' and 'Fare-based service' forms. A blue message at the bottom states: 'Your eTran electronic reports have not been submitted to PDE.'

Form Name	Status	Mark Not Applicable
>> LEA-owned service	[Completed]	<input type="checkbox"/>
>> Contracted service with a contractor	[Completed]	<input type="checkbox"/>
>> Contracted service with parent or other individual	[Completed]	<input type="checkbox"/>
>> Contracted service with another LEA	[Not Applicable]	<input checked="" type="checkbox"/>
>> Fare-based service	[Not Applicable]	<input checked="" type="checkbox"/>
>> PDE-2089 Summary of Pupils Transported	[Completed]	

Your eTran electronic reports have not been submitted to PDE.

Click 'Upload' on the menu at the top of the screen. Select the "Certification of Transportation" link on the right-hand side of the screen. Print the form by selecting the print option at the top of the form.

Select the Back button to return to the main upload screen.



**pennsylvania**  
DEPARTMENT OF EDUCATION

**eTran**

Pupil Transportation

Home Forms Depreciation **Upload** Reports Help

**Certification of Transportation Operations**

LEA Name: Abington Heights SD

**SY: 2023-2024**

AUN: 1-19-35-030-3

1 of 1

**CERTIFICATION OF TRANSPORTATION OPERATIONS  
FOR SCHOOL YEAR 2023-2024**

<b>LEA NAME: Abington Heights SD</b>	<b>COUNTY: Lackawanna</b>	<b>AUN: 1-19-35-030-3</b>
<b>CONTACT PERSON: Mr. CHRISTOPHER PASKO</b>	<b>TITLE: TRANSPORTATION DIRECTOR</b>	

**SUMMARY OF TRANSPORTATION DATA**

**Back**

**I. LEA-Owned Service**

Number of Vehicles 2

**II. Contracted Service**

Type	Number of Vehicles	Amount Paid
With a Contractor	42	\$2,238,262.86
With a Parent	2	\$5,704.05
With another LEA	0	\$0.00

**III. Fare-Based Service**

Amount Paid \$0.00

**IV. Summary of Pupils Transported**

a. Number of Public School Pupils Transported (Include Charter School Pupils)	3473
b. Number of Nonpublic School Pupils Transported	311
c. Number of Public School Pupils Transported Because of Hazardous Walking Conditions	136
d. Number of Nonreimbursable Pupils Transported on Contracted Vehicles	
e. Number of Nonreimbursable Pupils Transported on LEA-Owned Vehicles	
f. Number of Pupils Transported to Charter Schools Outside Your District	14
g. Number of Pupils Transported to Charter Schools Within Your District	

Summary data from the completed PDE-2089 and PDE-1049 forms will appear on the Certification of Transportation Operations. This data should be reviewed for accuracy prior to signing the certification.

### **Submitting the Certification**

After the summary data has been reviewed and approved, submit the data by uploading the Certification of Transportation Operations in eTran. Upload the signed and dated certification form by selecting 'Upload File Type' Certification of Transportation Operations, selecting the desired file using the 'Choose File' option, and selecting the Upload File/Submit button.

An estimated 20% subsidy payment as authorized by Section 2543 of the "Pennsylvania Public School Code of 1949" will be made in the first regularly scheduled Unipay following receipt of this certification, except that December and subsequent payments will not be released if a "Certification of Intent to Provide Pupil Transportation" signature report for the current year has not been received by PDE (due date: December 1).