Form Completion Instructions

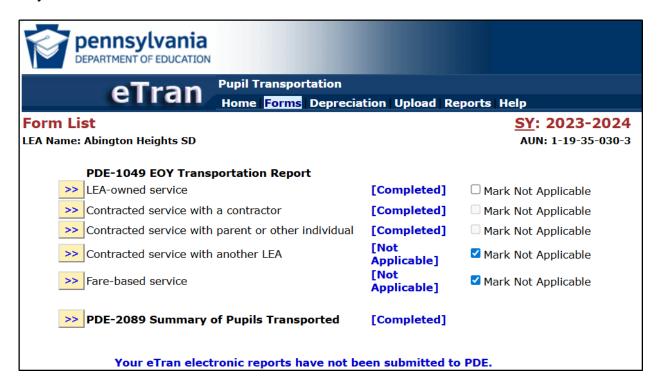
Certification of Transportation Operations

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.

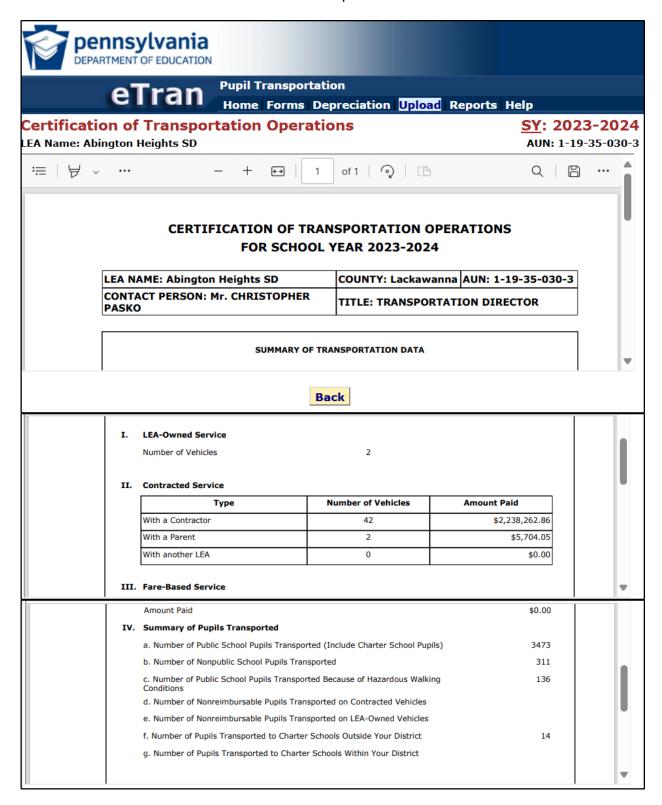
Accessing the 'Certification of Transportation Operations' Form

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.



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.



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).