

# Form Completion Instructions

## PDE-1049 Transportation Service Forms

### A. General Information

The PDE-1049 forms are end-of-year summary reports of pupil transportation provided by LEA-owned service, contracted service or fare-based service. The prior year's contractor and vehicle data is 'rolled over' to create the base data for the current year.

#### 1. Types of Service Provided

**a. LEA-owned service** is transportation of students to and from school by school districts, intermediate units and area vocational-technical schools that use their own vehicles.

**b. Contracted service** may be provided by a:

- *Contract with a contractor* – this includes service with a provider who is in the business of transportation service (including taxi services). This may include commercial vendors as well as sole proprietors.
- *Contract with a parent or other individual* – this service is provided by a parent or other individual (foster parent, grandparent, guardian, etc.) who is providing transportation for their own child/children. Payment for this service usually does not exceed the current IRS reimbursement rate.
- *Contract with another LEA* – this is service for which the LEA pays directly another school district, intermediate unit or area vocational-technical school that utilizes its own vehicles.

**c. Fare-based service** is service by a public transportation company with vehicles that are being used at the same time by the general public. Payment for this service is by purchase of tokens, payment of a fare, or purchase of a ticket. An LEA that contracts with a public transportation company (for example, a taxi service) for trips during which the general public could not use the same vehicle must be reported as contracted service with a contractor.

#### 2. Congested Time

If vehicles cannot sustain a fifteen (15) mile-per-hour average speed on their runs, a congested hours allowance is available. eTran will use mileage and time information to do the calculations. A written request for congested hours allowance must be submitted to PDE that includes information regarding congested driving conditions (e.g.: airport traffic, construction, traffic signals). Upon PDE approval, the Congested Time boxes will be activated for entry of the daily hours and minutes the vehicle is on the road to complete its runs (excluding activity runs).

### 3. Layover Time

If an LEA has a situation in which it is more cost effective to have a vehicle layover rather than make two round trips, layover allowance is available. An example is a vehicle that transports students to and from a half-day vocational school program. It may be more time and fuel efficient for the vehicle to layover rather than make a trip back to the home school and to the AVTS again. (Necessary waiting between tiered runs in a district will not be considered for layover allowance.) A written request for layover hours allowance that identifies the vehicle (LEA-owned/contractor name and Vehicle ID Code) and number of hours and minutes of layover must be submitted to PDE. In addition, the request must contain cost calculations that demonstrate that it is more economical for the driver to layover than it is to drive the vehicle without pupils. Upon approval, PDE will enter the 'Layover Time.'

### 4. Shared Service

If a vehicle's service was shared with another school district, intermediate unit, or AVTS, each LEA reports vehicle information and the 'Pupils Assigned', 'Daily Miles With', 'Daily Miles Without' and 'Number Days' *as if only its students were served by the vehicle.*

When the vehicle shared is a 'Contracted service with a contractor' vehicle, report the name of the contractor followed by the name of the school district holding the contract/sharing the service. Ex: Laidlaw c/o Northwestern SD. Request the vehicle information (VIN, Year of Chassis, Seating Capacity, etc.) from the school district holding the contract and setting up the service.

When the vehicle shared is LEA-Owned, report the vehicle information under 'Contracted service with another LEA' contractor type. Request the vehicle information (VIN, Year of Chassis, Seating Capacity, etc.) from school district owning the vehicle.

### 5. Activity Run

For pupils who stay after the end of the regular school day and are transported home on an 'Activity Run,' sometimes referred to as a 'late run,' the eTran system allows entry of this information by checking the 'Activity Run' box. Three data entry boxes will appear to enter the 'Daily Miles With', 'Daily Miles Without' and 'Number of Days' for the late run service only.

One-Way Trip <input type="checkbox"/>	Activity Run <input checked="" type="checkbox"/>	Approve Similar VINs <input type="checkbox"/>
<b>Activity Run</b>		# Activity run miles only
#*Daily Miles With <input type="text" value="18.0"/>	#Daily Miles Without <input type="text" value="6.4"/>	#*Number of Days <input type="text" value="180"/>

If the activity run is the only run throughout the day for a vehicle, check the 'One-Way Trip' box instead of the 'Activity Run' box.

If the vehicle is used for a regular run in the morning and an activity run in the afternoon, do not check the 'One Way Trip' box or the 'Activity Run' box. Report this vehicle as you would a vehicle with multiple morning and afternoon runs.

## B. Accessing the PDE-1049 Form List Screen

Select 'Forms' on the menu at the top of the screen.

The screenshot shows the eTran interface for Pupil Transportation. At the top, there is a navigation menu with 'Forms' highlighted. A red arrow points to the 'Forms' menu item. Below the menu, the page title is 'Form List' and the LEA Name is 'Penn Hills SD'. The reporting year is 'SY: 2012-2013' and the AUN is '1-03-02-735-2'. The main content area lists several service types under the heading 'PDE-1049 EOY Transportation Report'. Each service type has a '>>' button, a status of '[Not Started]', and a 'Mark Not Applicable' checkbox.

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

On the 'Forms' list, click the box beside the appropriate type of service to enter, review or revise data. (An option to upload vehicle and service data in entirety is also provided in eTran. To proceed with an upload, select 'Upload' from the menu at the top of the screen.)

Clicking 'Mark Not Applicable' will deactivate any type of service that has no existing data. If contract/vehicle data exists, but the service was not used during this reporting year, all contract/vehicle data must be deleted before the 'Mark Not Applicable' button can be activated.

For 'LEA-owned service', skip instructions for C. 'Contracted Service' and proceed to D. 'Accessing Vehicle Data.'

## C. Contracted Service

For purposes of these instructions, 'contractor' may mean any of the three contracted services: 'Contracted service with a contractor,' 'Contracted service with a parent/other individual,' or 'Contracted service with another LEA.' The actual contractor service type will appear on the appropriate eTran screen.

**NOTE:** A taxi service for trips during which the general public cannot use the same vehicle must be reported as 'Contracted service with a contractor.'

1. On the Contractor Search screen, shown is a list of contractors or a message 'No records returned for specified search criteria.'


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**PDE-1049 Contracted service with a contractor** **SY: 2012-2013**  
 LEA Name: Canon-McMillan SD AUN: 1-01-63-170-3

**Contractor Search**  
 Notification Number:  Contractor Name:  EOY Status: All  [Show All](#)

**Search Results**

Notification Number	Contractor Name	Amount Paid Contractor	Vehicle Count	EOY Info Complete	EOY Status	Action
<a href="#">001</a>	MCCARTER TRANSIT C/O NEW BRIGHTON AREA SD	\$18,077.32	1	1	Completed	<a href="#">Delete</a>
<a href="#">004</a>	MATTHEWS BUS COMPANY	\$1,195,622.65	31	31	Completed	<a href="#">Delete</a>
<a href="#">005</a>	G G & C BUS COMPANY	\$39,971.00	2	2	Completed	<a href="#">Delete</a>

Page: 1 **3 Record(s) Found**

**NOTE:** If a list of contractors appears, no changes may be made on this screen. However, a contractor may be deleted. Clicking on 'Delete' will remove the contractor and all related vehicle records; therefore, do not delete a contractor because of a name change.


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**PDE-1049 Contracted service with a contractor** **SY: 2012-2013**  
 LEA Name: Canon-McMillan SD AUN: 1-01-63-170-3

**Contractor Search**  
 Notification Number:  Contractor Name:  EOY Status: All  [Show All](#)

**Search Results**  
**No records returned for specified search criteria.**

**NOTE:** If the message 'No records returned for specified search criteria.' appears and there is new contracted service to enter, see number 3 below.

- To select a contractor from the list, click on the appropriate 'Notification Number' found to the left of the 'Contractor Name.'

**Search Results**

Notification Number	Contractor Name	Amount Paid Contractor	Vehicle Count	EOY Info Complete	EOY Status	Action
<a href="#">004</a>	MATTHEWS BUS COMPANY	\$0.00	29	0		<a href="#">Delete</a>
<a href="#">005</a>	G G & C BUS COMPANY	\$0.00	1	0		<a href="#">Delete</a>
<a href="#">010</a>	D & W BUS COMPANY INC	\$0.00	2	0		<a href="#">Delete</a>

Page: 1 **3 Record(s) Found**

**NOTE:** LEAs with multiple pages of contractors can use the ‘Contractor Search’ fields to search for a specific notification number, contractor name or EOY status.

**Contractor Search**  
Notification Number:  Contractor Name:  EOY Status: All  [Show All](#)

- To enter new contractor information, click the ‘Go To Add Contractor Screen,’ or ‘Go To Add Parent/Other Individual Screen’ or ‘Go To Add Contract With Another LEA Screen’ button at the bottom of the screen.

**Add Contractor**  
Notification #:  Contractor Name:  OR   
Notification #:  Contractor Name:  OR   
Notification #:  Contractor Name:  OR

Enter a unique three-digit ‘Notification Number.’ Then, from the drop down menu, choose the name of the contractor or enter the name in the blank space. Click ‘Save’ to add the new contractor to the contractor list.

- Update the base data for each contractor.

**PDE-1049 Contracted service with a contractor**  
LEA Name: Canon-McMillan SD AUN: 1-01-63-170-3  
Notification Number: 004 Contractor Name: MATTHEWS BUS COMPANY  
**Edit Contract**  
Contractor Name:  Amount Paid Contractor:    
**Change Contract Type**  
Change Contract Type to:

- Contractor Name** – Make corrections or changes to the contractor name as needed.
- Amount Paid Contractor** – Enter the total amount paid to this contractor for the service described for the vehicles listed under this ‘Notification Number.’ This amount should include payment for any activity run service (some schools refer to this as a ‘late run’), but should not include payment for field trips, athletic events, extended school year or any service provided other than to-and-from school transportation.

It should also include payment to the contractor for purchase of fuel or LEA cost incurred to purchase fuel for the contractor. If the amount reported includes an amount representing the cost of fuel, any fuel tax refund anticipated for this service year must be subtracted from that amount.

- Change Contract Type to** – If this contractor is not listed under the correct contract category, use the drop-down menu to make the change.

## D. Accessing Vehicle Data

1. To select a vehicle from the list, click on the appropriate 'Vehicle ID Code' found to the left of the 'Activity Run' and 'VIN' columns.

Search Results						
<a href="#">Vehicle ID Code</a>	<a href="#">Activity Run</a>	<a href="#">VIN</a>	<a href="#">Year Manuf</a>	<a href="#">Pupil Seating Capacity</a>	<a href="#">EOY Status</a>	<a href="#">Action</a>
<a href="#">035</a>	No	1FDJE37F-3-THA43332	1996	18		<a href="#">Delete</a>
<a href="#">038</a>	No	1GAGG35Y-5-TF104746	1996	9		<a href="#">Delete</a>
<a href="#">041</a>	No	1FDJE37F-4-SHA41183	1995	14		<a href="#">Delete</a>

Page: [1](#) [2](#) [3](#) 29 Record(s) Found

**NOTE:** LEAs with multiple pages of vehicles can use the 'Vehicle Search' field to search for a specific vehicle ID code, year of manufacturer, pupil seating capacity or EOY status.

Vehicle Search						
Vehicle ID Code	VIN	Year Manuf	Pupil Seating Capacity	Status	All	<input type="button" value="Search"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<a href="#">Show All</a>

2. To enter new vehicle information, click the 'Add Vehicle' button at the bottom of the screen.

**NOTE:** Delete a vehicle only if it and its 'Vehicle ID Code' are no longer in use. Changes to vehicles and vehicle ID codes may be made on the 'Vehicle Details' screen.

**NOTE:** If multi-vehicles from a taxi services for a single run are used, collect information (VIN, Year of Manufacture, Seating Capacity) as if the same vehicle provided the service throughout the school year. Taxi services are recorded under 'Contracted service with a contractor'.

3. The selected vehicle will appear on a 'Vehicle Details' screen. If the vehicle provided service for this reporting year, verify/correct the existing information and continue as indicated below.

**NOTE:** Directions for data entry are written as if a new vehicle is being added and the 'Vehicle Details' screen is blank.

**NOTE:** An asterisk (\*) indicates required information.

Vehicle Details				* Denotes required information when enabled
Spare Vehicle	<input type="checkbox"/>			
*Vehicle ID Code	<input type="text" value="047"/>	*VIN (Valid Format)	<input type="text" value="1HVBDZRK"/> <input type="text" value="PH531945"/>	*Year Manuf
*Pupil Seating Capacity	<input type="text" value="36"/>	*Pupils Assigned	<input type="text"/>	*Total Annual Miles
*Daily Miles With	<input type="text"/>	Daily Miles Without	<input type="text"/>	Approved Daily Miles
*Number of Days	<input type="text"/>	Congested Time (H:MM)	<input type="text"/> : <input type="text"/>	Layover Time (H:MM)
One-Way Trip	<input type="checkbox"/>	Activity Run	<input type="checkbox"/>	

- a. **Spare Vehicle** - If vehicle is used as a spare vehicle, click the 'Spare Vehicle' box and enter only the 'Total Annual Miles' (see description below).  
**NOTE:** A vehicle used as a spare is not assigned any particular run. This vehicle is used solely as a substitute for a vehicle assigned a regular school run that is temporarily out of service. Ex: routine maintenance, tire repair, etc.  
**NOTE:** 'Contracted Service' screens do not have a 'Spare Vehicle' check box.
- b. **Vehicle ID Code** – Enter a unique three digit 'Vehicle ID Code' to identify this vehicle.
- c. **VIN** – Report the manufacturer's vehicle identification number (VIN). The VIN must have 17 numbers/letters. The ninth character must be a number or an "X". The tenth number or letter identifies the year of the vehicle (see [Valid Format](#) link beside VIN boxes).
- d. **Year of Manufacture** - Enter the year that the vehicle chassis was manufactured (four numbers), not the model year of the vehicle.
- e. **Pupil Seating Capacity** - Report the vehicle passenger capacity (excluding the driver). If the vehicle was altered to provide wheelchair space, enter either the original passenger capacity (if known) or the number of passenger seats, counting each wheelchair space as four.
- f. **Pupils Assigned** – Report the greatest number of pupils assigned to ride this vehicle at any one time during the day. Report the number of pupils assigned to the nearest tenth. The number cannot exceed the seating capacity. If the number of pupils assigned changed during the year, calculate a weighted average or a sample average.
- g. **Total Annual Miles** – Report the total number of miles the vehicle traveled for all purposes during this reporting year (July 1 to July 1). Annual odometer readings are the simplest way of determining Total Annual Miles. (For example, subtract the odometer reading from the end of the prior reporting year from the odometer reading at the end of this reporting year.)  
**NOTE:** 'Total Annual Miles' is not a required field for contracted services.
- h. **Daily Miles With** – Report the number of miles per day, to the nearest tenth, that the vehicle traveled with pupils. If this figure changed during the year, calculate a weighted average or sample average.
- i. **Daily Miles Without** – Report the number of miles per day, to the nearest tenth, that the vehicle traveled without pupils. If this figure changed during the year, calculate a weighted average or sample average.
- j. **Approved Daily Miles** – Calculated 'Approved Daily Miles' will automatically appear when 'Daily Miles With' and 'Daily Miles Without' have been entered. 'Approved Daily Miles' will be (1) the sum of 'Miles With' and 'Miles Without' or (2) if the 'Miles Without' exceeds the 'Miles With', an amount equal to two times the 'Miles With.'
- k. **Number of Days** – Report the number of days (a whole number) this vehicle provided to and from school transportation. Count any part of a day as one day. Depending upon the service this vehicle provided, this number could exceed or be less than the number of days the district was in session; however, summer

school or 'Extended School Year' (Armstrong v. Kline) transportation may not be included in this number. 'Early Intervention' program transportation may be included. If the district received a waiver of instructional days due to a natural or other disaster (such as a hurricane), the waiver does not extend to transportation services. Only days on which transportation was actually provided may be reported.

- l. **Congested Time** - Upon PDE approval of a written request, the 'Congested Time' boxes will be activated for entry of the daily hours and minutes the vehicle is on the road to complete its runs (excluding activity runs). (See A. 'General Instructions,' 2. 'Congested Time' for additional information.)
- m. **Layover Time** – Upon PDE approval of a written request, PDE will enter the Layover Time. (See A. 'General Instructions,' 3. 'Layover Time' for additional information.)
- n. **One-Way Trip** – If this vehicle provided only one trip per day, click this box. An example would be a van that was used for only one run in the morning and no other to-and-from school service during the day. Another example would be a vehicle that was used for an 'activity run' only.
- o. **Activity Run** – If this vehicle provided a 'late run', click this box. Three data entry boxes will appear under 'Activity Run.' Enter the 'Daily Miles With,' 'Daily Miles Without' and 'Number of Days' for the 'late run' service only.

<b>Activity Run</b>		<i># Activity run miles only</i>
#*Daily Miles With	<input type="text" value="20.6"/>	#Daily Miles Without <input type="text" value="10.0"/>
		#*Number of Days <input type="text" value="80"/>

- p. **Justification for High Values** – A pop-up error message will appear if limits in four areas are exceeded. An explanation of the reason for the high value must be entered in the box provided. Limits are listed below:
  - Number of days – exceeds 220
  - Total Annual Miles – exceeds 45,000
  - Approved Daily Miles times Number of Days – exceeds 45,000
  - Excess Hours – PDE calculation of annual hours exceeds 540

<b>Justification for High Values</b>	
Number of Days	<input type="text"/>
Total Annual Miles	<input type="text"/>
Approved Daily Miles times Number of Days	<input type="text"/>
Excess Hours	<input type="text"/>
<input type="button" value=" &lt; Previous"/> <input type="button" value=" Save"/> <input type="button" value=" Save Incomplete"/> <input type="button" value=" Back"/> <input type="button" value=" Next &gt;"/>	

If the data is complete and correct, click 'Save.' If data is incomplete, click 'Save Incomplete' to leave the page. Click 'Next' to work with the next listed vehicle or 'Back' to add a vehicle.

## E. Accessing Fare-Based Service

On the Form List, click the box  beside 'Fare-based service.' Shown is either a list of public transportation companies or a message 'No records returned for specified search criteria.'

<u>Notification Number</u>	<u>Name of Public Transportation Company</u>	<u>Amount Paid</u>	<u>Action</u>
700	Red Rose Transit Authority	\$161,053.00	<a href="#">Delete</a>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

Page: 1 1 Record(s) Found

1. If a list appears, verify, correct or change the 'Name of the Public Transportation Company' and enter the 'Amount Paid' for tokens, fares or tickets. If a listed public transportation company did not provide service, click 'Delete.'
2. If the screen shows 'No records returned for specified search criteria,' enter a three-digit 'Notification Number,' the 'Name of Public Transportation Company' and an 'Amount Paid' for tokens, fares or tickets and click 'Add.'

When the data is complete, click 'Save.' If the LEA had no fare-based transportation for this service year and all preloaded entries have been deleted, return to the 'Forms' page and click 'Mark Not Applicable.'

**NOTE:** The total of the amounts paid to public transportation companies listed on this screen is compared to the amount reported in "Expenditure-Object Code 2700-515 – Public Carriers" on the LEA's "Annual Financial Report." The LEA's subsidy is calculated using the lesser of these two amounts.

**NOTE:** Pittsburgh School District is the only school district where taxi services are reported under 'Fare-Based Services.' Taxi services for all other school districts should be reported under 'Contracted service with a contractor.'

## F. Submitting the Data

PDE-1049 EOY Transportation Report	
 LEA-owned service	<b>[Not Applicable]</b> <input checked="" type="checkbox"/> Mark Not Applicable
 Contracted service with a contractor	<b>[Completed]</b> <input type="checkbox"/> Mark Not Applicable
 Contracted service with parent or other individual	<b>[Not Applicable]</b> <input checked="" type="checkbox"/> Mark Not Applicable
 Contracted service with another LEA	<b>[Not Applicable]</b> <input checked="" type="checkbox"/> Mark Not Applicable
 Fare-based service	<b>[Not Applicable]</b> <input checked="" type="checkbox"/> Mark Not Applicable
 PDE-2089 Summary of Pupils Transported	<b>[Completed]</b>

**Your eTran electronic reports have been submitted to PDE.**

When all forms on the 'Forms' list are in [Completed] or [Not Applicable] status, the 'View/Print Certification of Transportation Operations' box will be enabled. To submit the pupil transportation report, click on this box. The 'Submit to PDE' button is located at the bottom of this screen. To verify submitted status, return to the 'Forms' list screen. 'Your eTran electronic reports have been submitted to PDE.' notification will appear on the screen.

**NOTE:** See [Instructions for Certification of Transportation Operations](#) on the PDE transportation website.