

Route and Ridership Report Training

“Route and Ridership Report” is the area in IBUS where users report SDE assigned weekly bus ridership counts and route data.

ROUTE AND RIDERSHIP DATA UPLOAD TEMPLATE

- **Bus Route Report**
 - **Route Name or Number**
 - **Time of Day (AM, PM, Midday)**
 - **Contractor (Yes/No)**
 - **Special Needs Route (Yes/No)**
 - **# Days (Per Week)**

- **Miles (Number per Route)**
 - **Paved**
 - **Unpaved**
 - **≥ 5% Slope**
 - **Shuttle**

- **SDE Assigned Weekly Ridership Count (3 reporting periods per year)**
 - **Safety Based Riders**
 - **Regular Riders**
 - **Ineligible Riders**
 - **Shuttle Riders**

Route and Ridership Data Training

Log-in to IBUS to access your district's home page. At this location, select Route and Ridership Data Upload to access the upload spreadsheet.

The screenshot shows the top navigation bar with links: DIVISIONS, PROGRAMS, COMMUNICATION, RESOURCES, DATA COLLECTION, ADMINISTRATORS. Below this is a header with the IDAHO State Department of Education logo and a red banner containing 'Log Off', 'IBUS DEMO', and 'Idaw@edu.id'. The main content area is titled 'DISTRICT Home Page' and includes a 'Links' section with 'IBUS Home Page'. A central message states: 'This area contains a list of available reports. Select the link that corresponds with the training topic.' Below this message is a bulleted list with one item: 'Route and Ridership Data Upload', which is underlined and pointed to by a red arrow. The footer contains contact information for the State Board of Education, including the address (650 West State Street, PO Box 83720 Boise, Idaho 83720-0027), toll-free number (800) 432-4601, local number (208) 332-6800, and fax number (208) 334-2228.

This link will lead to instructions to download the Route and Ridership Spreadsheet.

DIVISIONS PROGRAMS COMMUNICATION RESOURCES DATA COLLECTION ADMINISTRATORS

IDAHO STATE DEPARTMENT OF EDUCATION

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Links

IBUS Home Page

Route and Ridership Data Upload

Collection Period: January 10 - 14, 2011 Route/Rider Week due Feb 4

Instructions:

- Download a copy of the Route and Ridership Data Upload template [here](#).
- Fill in all information for all regular to/from school routes in the district.
- Save the file in .CSV format to the local computer or a network drive. To do this, select File > Save As and select "CSV (Comma delimited)(* .csv)" in the "Save as type:" textbox.
- Click the "Browse" button and select the saved route data file.
- Click the "Upload" button. Follow any troubleshooting instructions that appear on the screen.
- Only the last file uploaded for each district will be saved. If you make a mistake, uploading a new file will overwrite the last file uploaded during the collection period.
- For districts using more than one busing contractor or districts that use a contractor and run their own buses, all routes should be combined into one file and then uploaded by district personnel.

Select a file

Browse... Upload

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This screen will appear once the download template "here" link is selected. Select "Save."

File Download

Do you want to open or save this file?

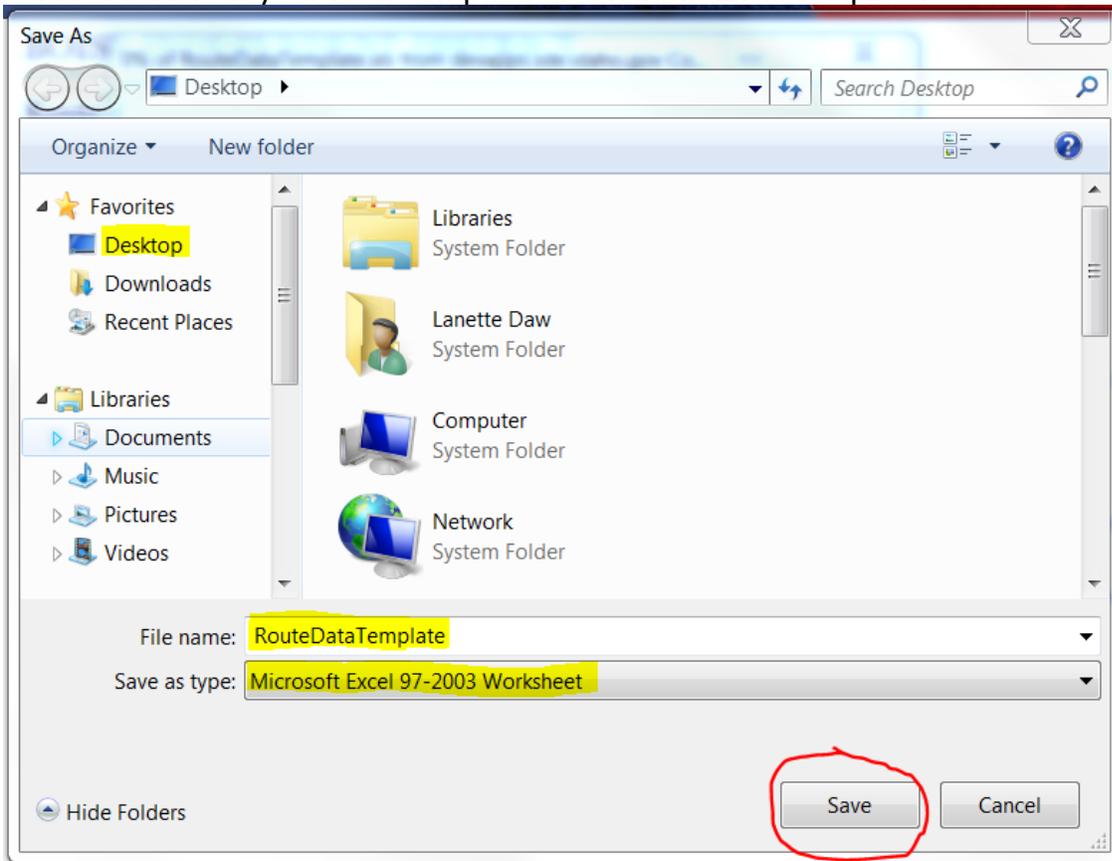
Name: RouteDataTemplate.xls
Type: Microsoft Excel 97-2003 Worksheet, 35.0KB
From: devapps.sde.idaho.gov

Open Save Cancel

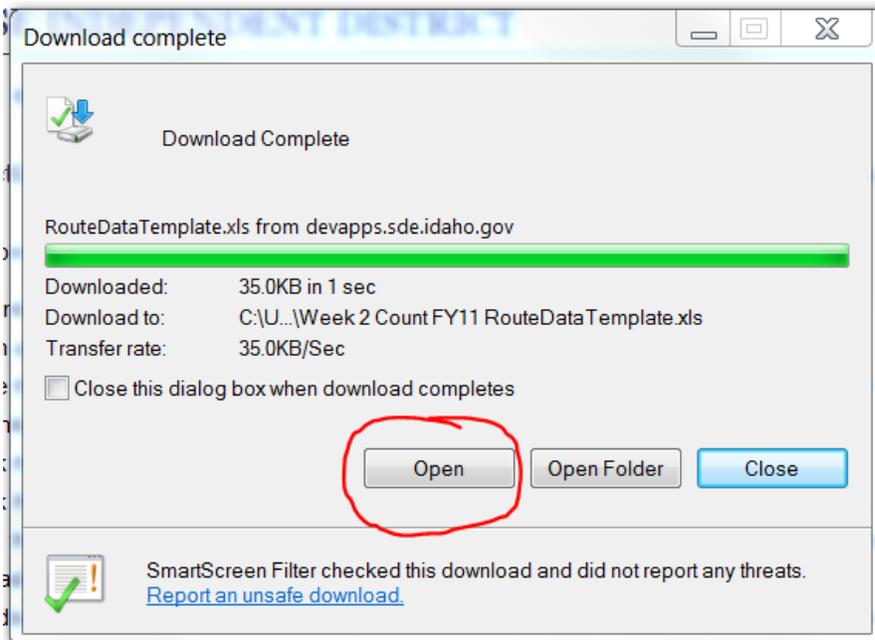
Always ask before opening this type of file

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file.
[What's the risk?](#)

Select a folder on your local computer to save the Excel template.



Select "Open" to begin entering route and ridership data. This is a template; do not enter any extra columns within the spreadsheet.



DEFINITIONS TO COMPLETE THE ROUTE AND RIDERSHIP REPORT

BUS ROUTE AND MILES REPORT

The purpose of the Route and Miles Report is to simplify and replace the Bus Run Report data collection. The only routes that should be reported here are regular to/from school routes where the route mileage is typically classified as reimbursable. Do not include non-reimbursable after school route programs.

The mileage will be used to test reasonableness in comparison with mileages submitted on the annual reimbursement claim form. The number of routes and paved/unpaved/slope classifications will be used to determine hardship route criteria when a district is subject to the statewide funding cap (see Idaho Code 33-1006).

Route Name	Time of Day	Contractor	Special Needs	# Days	Miles			
					Paved	Unpaved	>= 5% slope	Shuttle
001	AM	Yes/No	Yes/No	5	15	2	4	6
001	Midday	Yes/No	Yes/No	5	9	0	0	0
001	PM	Yes/No	Yes/No	5	15	2	4	6

Route Name or Number

Enter the route name or number on each row of the template. Each route may be listed three times, one for AM, Midday, and PM. A route is everything a bus does in the AM or Midday or PM. An AM, Midday, or PM route may be comprised of one or more AM, Midday, or PM runs.

Time of Day (AM, Midday, PM)

Select AM, Midday, or PM from dropdown bar for each route time.

Contractor (Yes/No)

Select Yes or No from dropdown bar to identify if this route is operated by a contractor.

Special Needs Route (Yes/No)

Select Yes or No from dropdown bar to identify if this route is a special needs specific route.

Days

Enter the number of days this route operates during a typical week.

Paved

Enter the number of total paved miles from the most typical day of the route during the ridership count week. This is only route paved miles and should not include any shuttle miles.

This data is required even if your district is not seeking a funding cap waiver. The data will be used to test reasonableness of the route miles that are reported on the reimbursement claim form.

Unpaved

Enter the number of total unpaved miles from the most typical day of the route during the ridership count week. This is only route unpaved miles and should not include any shuttle miles.

This data is required even if your district is not seeking a funding cap waiver. The data will be used to test reasonableness of the route miles that are reported on the reimbursement claim form.

≥ 5% Grade/Slope

Of the total paved and unpaved route miles, report how many miles are a 5% slope or greater.

If there is no possibility that your district qualifies for a hardship route, you may estimate the slope miles, or report zero miles. It is crucial that this data is accurate if your district is seeking a funding cap waiver.

Shuttle

Enter the number of shuttle miles added to the route from the most typical day of the route during the ridership count week.

SDE ASSIGNED WEEKLY RIDERSHIP COUNT (3 reporting periods per year)

Route Name	Time of Day	Monday Riders (repeat for each day of the week)			
		Safety	Regular	Ineligible	Shuttle
001	AM	13	37	2	16
001	Midday	4	14	0	0
001	PM	17	31	2	12

Introduction

The goal of the reporting categories is to correctly count bus riders for regular school attendance during regular days and hours, once on the ride to school and once on the ride home from regular school attendance.

Safety Bused Riders

Each day enter the number of safety bused riders on the route. Eligible safety bused riders are those living less than 1½ miles from the nearest appropriate school and the district has received safety busing reimbursement approval.

Regular Riders (Eligible)

Each day enter the number of regular bus riders on the route. Idaho Code 33-1501: public school pupils within the district, living more than 1½ miles from nearest appropriate school, and pupils resident within adjoining districts annually agreed to in writing by the districts involved. This number should not include safety bused riders.

Ineligible Riders (Ineligible, Non-Public, Non-Student)

Each day enter the number of ineligible riders on the route. This includes ineligible public school students, non-public school students, and non-student riders.

The Standards for Idaho School Buses and Operations (SISBO) and Idaho Code 33-5208(4) definitions:

Ineligible – Any properly enrolled public school student who does not otherwise meet ridership eligibility by virtue of school or district boundary, distance, age, health, or safety. Examples:

- open enrolled students walking into neighboring district to ride bus

- students living 1 mile from school that are not eligible for safety busing and they walk away from school to 1½ mile point to get a courtesy ride
- charter school students that reside outside the attendance zone
- charter school students that reside inside the attendance zone and do not meet one of these criterions: reside inside the district in which the charter school is physically located or reside less than 15 miles from the charter school by road.

Non-Public – Private or parochial school students.

Non-Student – Any person who is not properly enrolled in a pre-K through twelve school program.

Shuttle Riders

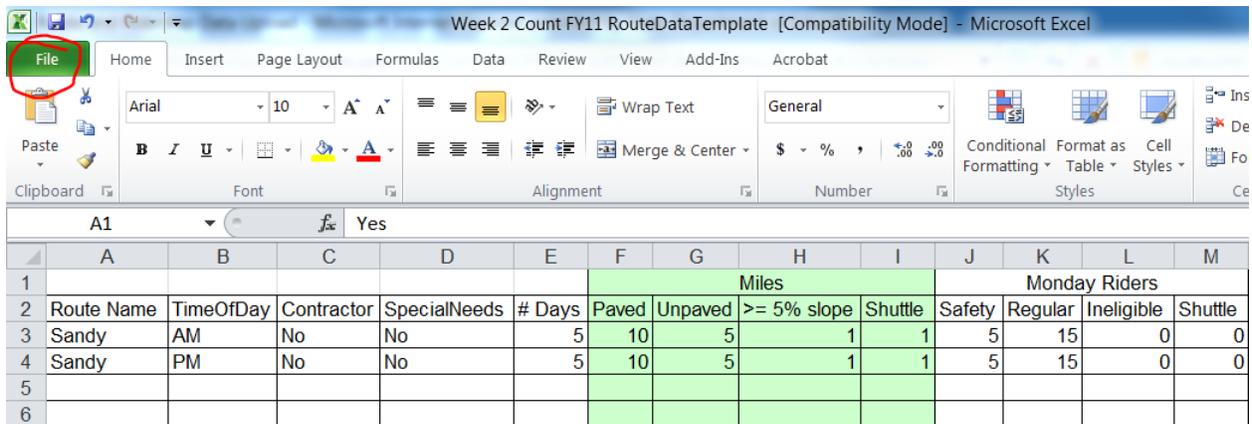
Each day enter the number of shuttle riders on the route or at the end of the route. Shuttle riders have typically transferred from another bus route where they were counted as a regular rider or they have walked to the shuttle pick up location.

DATA UPLOAD

Review the completed Route and Ridership Data prior to uploading the document. The data upload is time specific. **Data must be uploaded within a given time frame, after which, the upload cannot be performed.**

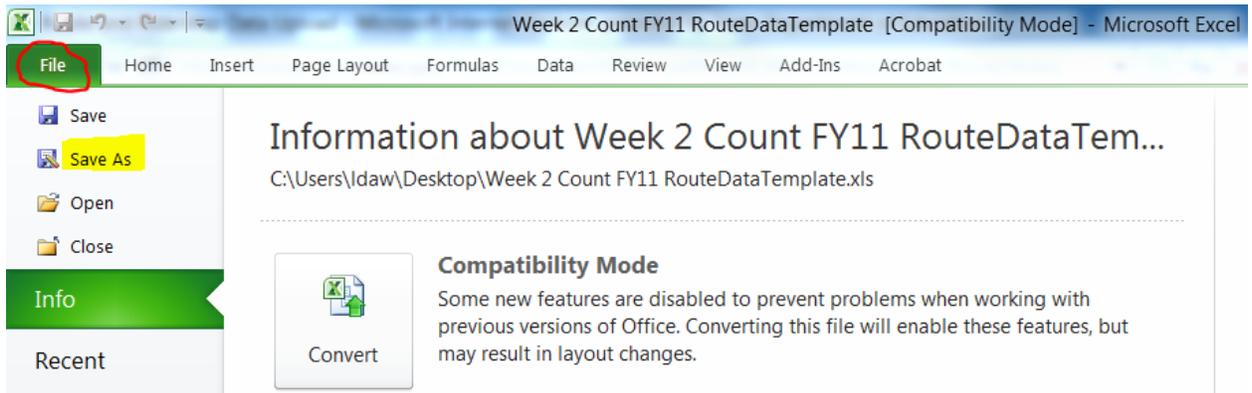
For districts using more than one busing contractor or districts that use a contractor and run their own buses, all routes should be combined into one file and then uploaded by district personnel.

The upload file must be in .CSV format. To convert the file to Comma Delimited format, click File – Save As while on the Route Ridership Data tab of the Excel file.



Week 2 Count FY11 RouteDataTemplate [Compatibility Mode] - Microsoft Excel

	A	B	C	D	E	F	G	H	I	J	K	L	M
1						Miles				Monday Riders			
2	Route Name	TimeOfDay	Contractor	SpecialNeeds	# Days	Paved	Unpaved	>= 5% slope	Shuttle	Safety	Regular	Ineligible	Shuttle
3	Sandy	AM	No	No	5	10	5	1	1	5	15	0	0
4	Sandy	PM	No	No	5	10	5	1	1	5	15	0	0
5													
6													



Week 2 Count FY11 RouteDataTemplate [Compatibility Mode] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Add-Ins Acrobat

- Save
- Save As**
- Open
- Close

Info

Recent

Information about Week 2 Count FY11 RouteDataTem...

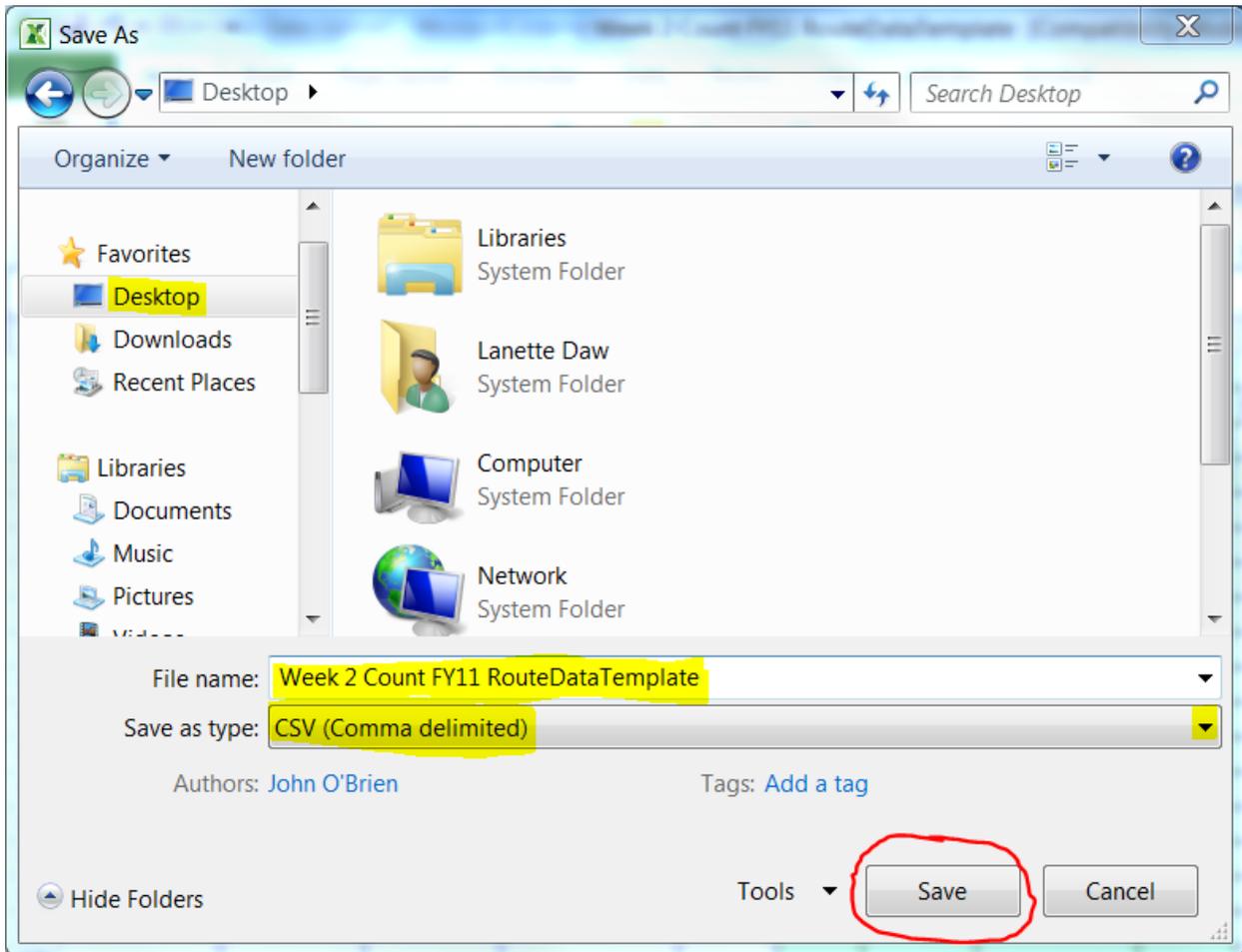
C:\Users\ldaw\Desktop\Week 2 Count FY11 RouteDataTemplate.xls

Compatibility Mode

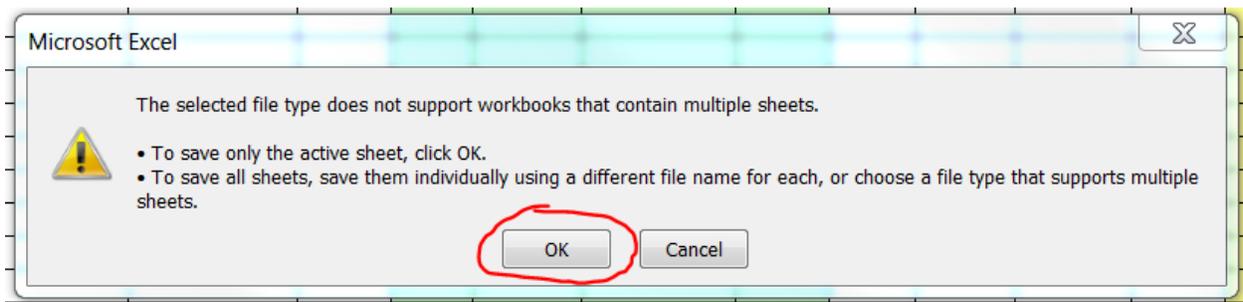
Some new features are disabled to prevent problems when working with previous versions of Office. Converting this file will enable these features, but may result in layout changes.

Convert

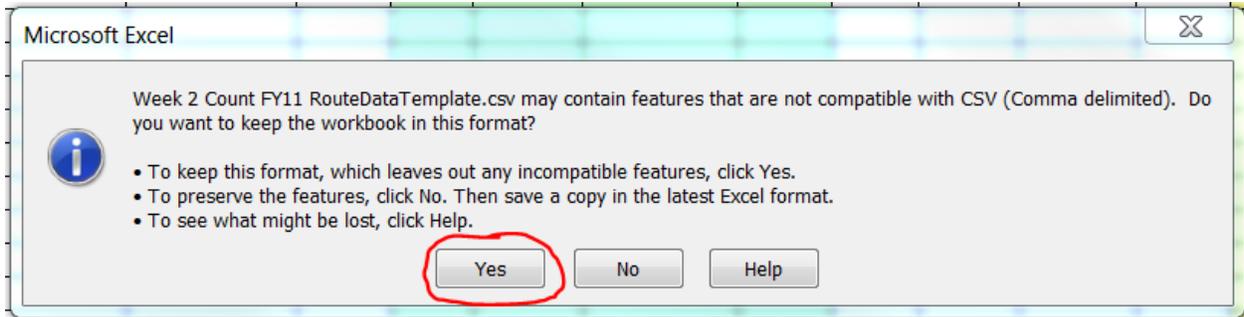
Select a folder on your local computer to save the template in CSV format. When selecting a file name for your template, do not use symbols or periods.



You may receive this warning stating that it will only save the active sheet. Click "OK" if you were on the active Route Ridership Data tab of the file when beginning the conversion.



You may receive this warning stating that some features of the spreadsheet are not compatible with CSV. Select "Yes" to save in CSV format. This removes any formulas and converts the info to raw data.



Close the file and return to IBUS to upload the route/ridership file. Select "Browse" to locate the converted file and then select "Upload."

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Select a file

Browse... **Select file. Must be *.csv format.**

Upload **Upload/Submit**

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You may receive warnings or errors if the data on the template does not align with common criteria. Look at the "Issue Type" and if it is a warning you may proceed by clicking "Load" if the data is correct. If you need to correct data within the spreadsheet, click "Cancel" to correct the template before going through the upload process again.

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Route and Ridership Data Upload

The uploaded file contains the below warnings.
To load the data as is, click the "Load" button.
Otherwise, click "Cancel", fix the source file, and upload again.

Filename: Week 2 Count FY11 RouteDataTemplate.csv			
Row Number	Route Name	Issue Type	Issue Detail
3	Sandy	Warning	Some days have no riders
4	Sandy	Warning	Some days have no riders

Click "Cancel" to correct data within the template and go through the upload process again later.

Click "Load" if the Issue Type is a warning and the data is correct as is.

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