Idaho Department of Education

2024-2025 Odometer Report Training

Overview

The Odometer Report section in the IBus system is used to report annual odometer readings as of June 30 and annual bus inspection dates for each vehicle in your fleet.

Important Reminders

Before starting your Odometer Report, please assure the following tasks are complete as needed in the **Vehicle Maintenance** section of IBus:

- Report a broken odometer

- Update vehicle information

- Decommission a vehicle

- Add a bus to the fleet

Step-by-Step Instructions

1. Accessing the Odometer Report

Log in to IBus and navigate to your district's homepage. Select **"Odometer Report – Not Started"** to begin.

You'll be prompted with a confirmation message to ensure your vehicle information is up to date in the **Vehicle Maintenance** section prior to proceeding with the report.

2. Viewing Your Fleet

The Odometer Report screen will display all buses that were in service during the 2024–2025 fiscal year. You can sort or filter this list to locate specific vehicles.

Note: Bus contractors can filter by Primary District to view buses assigned to specific district contracts.

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3. Entering Odometer and Inspection Data

Click on "Pending" next to a vehicle to open the Odometer Report Detail screen.

- Enter the **June 30, 2025 odometer reading**

- Enter the **annual inspection date** completed during the 2024–2025 fiscal year

If the vehicle had a broken odometer or was sold, multiple entries may appear.

- Broken odometers must be reported via Vehicle Maintenance

- For sold or decommissioned buses, verify the final odometer reading before submitting

    o If no inspection occurred prior to sale, use the sale date as the inspection date

    o If the bus is new and not yet due for inspection, use the purchase date

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4. Additional Requirement for Contractors

Bus contractors will see an additional section titled **"Odometer Report – Usage Breakdown."** In this section, contractors must enter the number of miles the vehicle was used in each district served. All mileage must be accurate, as it will directly impact the district's Mileage Summary and subsequent reimbursement requests.

5. Submitting the Report

Once odometer readings are entered for all applicable buses, a "Complete" button will appear. Before submitting:

- Confirm all entries are accurate

- Verify total miles traveled

Note: If a bus is decommissioned **after** the June 30 odometer reading is submitted, the system will automatically return the report for verification of the final mileage.

Revised: June 11, 2025
Student Transportation Department