Odometer Report Training

“ODOMETER REPORT” IS THE AREA IN IBUS WHERE USERS REPORT ANNUAL JUNE 30TH ODOMETER READINGS AND ANNUAL BUS INSPECTION DATES.

ODOMETER REPORT June 30 for 2023 Bus Odometer Readings

***DUE JULY 30, 2023***

REMEMBER: SEE “VEHICLE MAINTENANCE TRAINING” TO DO THE FOLLOWING:

- Broken Odometer
- Update Vehicle Info
- Decommission Vehicle
- Add Bus to Fleet

ODOMETER REPORT TRAINING

Log-in to IBUS to access your district’s home page. At this location, select Odometer Report – Not Started to access the odometer report.

This link will lead to a request asking if you are ready to begin your 2022-2023 odometer report. This is a reminder to ensure vehicle information is accurate in the IBUS Vehicle Maintenance area prior to beginning the odometer report.
The Odometer Report screen provides a list of all buses the district or bus company had in service at any point during the applicable reporting fiscal year. There are features to filter the list to find a specific bus or to sort the list. Bus Companies can filter by “Primary District” to see only buses assigned to a specific district contract.
Clicking “Pending” at the prior screen leads to the Odometer Report Detail screen to enter odometer data. This screen may have multiple dates and odometer readings listed if the bus had broken odometers or was sold. Enter the June 30, 2023 odometer reading and the annual inspection date that occurred during the 2022-2023 fiscal year.

If the bus had a broken odometer, the Odometer Report Detail screen will appear similar to this. Reminder, broken odometers are reported and processed via Vehicle Maintenance.
If the bus was decommissioned or sold during the reporting fiscal year, the Odometer Report Detail screen will appear similar to this. Remember, decommissioned vehicles are reported and processed via Vehicle Maintenance. Verify the sold odometer reading prior to clicking verify. If an annual inspection was not completed before bus was sold, enter the sold date as the annual inspection date. If bus was new and is not due for an annual inspection yet, enter the purchase date as the annual inspection date.

Broken odometer reported in Vehicle Maintenance
### Odometer Report Detail

**Vehicle Details**

- Vin: 1HVBAAPXXH201365
- Model Year: 1999
- Bus Number: 99-01
- Purch./Delvr. Date: 4/9/1999
- Status: Parted out

<table>
<thead>
<tr>
<th>Date</th>
<th>Odometer Reading</th>
<th>Reading Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2010</td>
<td>111,400</td>
<td>Starting Reading</td>
</tr>
<tr>
<td>7/21/2010</td>
<td>111,470</td>
<td>Ending Reading</td>
</tr>
</tbody>
</table>

*Annual Inspection Date:* [Date]

- **Verify** button

*Note:* Verify the ending reading. Bus was decommissioned earlier through Vehicle Maintenance.

If annual inspection was not completed before bus was **sold**, enter the sold date as the annual inspection date.
If bus was **new** and is not due for an annual inspection yet, enter the purchase date as the annual inspection date.
Bus Contractors will have an additional screen: Odometer Report – Usage Breakdown. This is an area for bus companies to report how many miles the bus was used in each of the districts where they provide busing services. All miles need to be accounted for and must be accurate as these miles will flow into the district’s Mileage Summary where the district submits for reimbursement.
Once all bus odometers are reported a “Complete” button will appear at the bottom. Ensure the total miles traveled are accurate and then submit the report by clicking the “Complete” button. NOTE: If a bus on the odometer report is decommissioned after the June 30th odometer is entered the odometer report will automatically be returned to verify the ending odometer reading.