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U.S. Department of the Interior
Bureau of Indian Education:
WebET Student Transportation System
Standard Operating Procedure

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Comments? Questions? Corrections?

Please contact the BIE Transportation team by email: studenttransportation@bie.edu

BACKGROUND

Web Education Transportation (WebET) is a web-based computer application that schools use to report bus mileage for student transportation. The budget team uses this reporting to calculate reimbursements that are funded by the Indian Student Equalization Program (ISEP).

Schools report their data in WebET no later than the fourth Monday in October each year so that funding can be allocated on December 1. WebET calculates funding allocations using 25 CFR § 39.710. The yearly reporting is a requirement under 25 CFR § 39.700 as yearly money for education transportation costs is allocated based on the individual school reporting.

PREREQUISITES

A current BIE User ID and password is required to access WebET. If you require a password reset, call the Indian Affairs Service Center at 866-703-7100, or email the IA Service Center (servicecenter@bia.gov).

If you are a new user and need to establish a WebET password and user ID, two documents are required. First, complete sections 1 and 3 of the Bureau of Indian Education Systems Access Request Form. Second, take the online Information Management & Technology Awareness (IMT) Training to receive an IMT Certificate of Completion using this link: https://doiu.doi.gov/trainingcds/IMTFISSA2021audio/.

Email the completed Bureau of Indian Education Systems Access Request Form and the IMT Certificate of Completion to the BIE Transportation Team at studenttransportation@bie.edu.

In your email, identify whether the request is for a data entry or certifier role.

KEY MILESTONES

July 1st – Schools receive 80% of ISEP transportation funds based on the prior year funding allocation.
- o Per 25 CFR § 39.208(a)

August 1st – Submit Annual Report (data for preceding year)
- **Off-Reservation Boarding Schools**
  - o See 25 CFR § 39.721 for detailed requirements.
- **Day schools, on-reservation boarding schools, and peripheral dormitory schools**
  - o See 25 CFR § 39.722 for detailed requirements.

Last full week of September – The last full week of September is "count week" for ISEP transportation reporting. **Record bus mileage during count week**. Ensure that drivers complete their full route for ISEP-eligible students to receive full compensation for mileage.
- o See 25 CFR § 39.701 for definitions and process.

Fourth Monday of October – Deadline for designated certifiers (e.g., principals) to submit certified count-week data in WebET. This allows time to review data and request any necessary clarification so funding can be distributed in a timely manner.

December 1st – The balance of the annual funding is distributed to schools after verification of the mileage count and any adjustments, as appropriate (initial allotment is distributed July 1).
- o 25 CFR § 39.208(b)

LOGGING IN TO WEBET

For Bureau Operated Schools, please use: https://webisep.bie.edu/webisep/

For Tribally Controlled Schools, please use: https://webet.bie.edu/webet/

To login into WebET enter your username as: **bie\[firstname.lastname]**. Use the password assigned when your WebET access was set up – unless it has been updated. If you require a password reset and have a WebET account, call the Indian Affairs Service Center at 866-703-7100, or email the IA Service Center (servicecenter@bia.gov).

The following screen will appear:

Click on button: **OEIP Intranet Menu**

The following screen will appear.

Click on the button: **WebET**

The following screen will appear:

Use the drop-down menu to select the current "School Year Ending" and press **GO.**

The following screen will appear:

Choose an action from the "Transportation Data" menu to enter mileage data or to certify data:

- **Edit Transportation Data**: This link is used to input and edit mileage for count week (the last full week of September) and includes a link for blank Mileage Forms. (Bus driver or data input staff)
- **View/Print Transportation Certification Report**: (bus drivers, data input staff, certifier)
- **Certify Transportation Report**: (certifier)

- **Enter/Edit Transportation Cost Detail Data**: This link is used to report transportation costs and mileage for the **August** 1 annual report. (Data input staff, certifier)

To print blank mileage forms for bus drivers to use on their routes, choose **Edit Transportation Data**. You will see the following screen:

Links for blank mileage forms are located near the bottom of this screen. Print a copy for the number of buses your school uses during count week. Print five forms for each bus so the driver has a fresh form for each day.

- For schools recording <u>Day Students Mileage</u>, Press **Print blank Day School vehicle mileage forms for driver's use**.
- For schools recording <u>Residential Mileage</u>, Press **Print blank Residential vehicle mileage forms for driver's use**.

The following screens will appear for each type of mileage respectively:

Day Students vehicle mileage forms for driver's use

SY 2022 - 2023

D53S02 Ahfachkee Day School
Day Students Vehicle Mileage Form

Vehicle ID Number (VIN): _____

Bus Name: _____ (for your reference)

Capacity: _____ (maximum number of passengers)

Please enter the beginning and ending odometer readings for the day in the table below. All mileage readings should be rounded to the nearest mile. (round .0 - .4 down, .5 - .9 up). **Enter the routes in the order they are driven.**

Date: Monday, September 26, 2022

Morning Routes (AM)

Route #	Type(I/R)*	Route Name (for your reference, max 50 characters)	Odometer Start	Odometer Stop	Unimproved Miles
1	I				
2	I				
3	I				
4	I				
5	I				
6	I				

Afternoon Routes (PM)

Route #	Type(I/R)*	Route Name (for your reference, max 50 characters)	Odometer Start	Odometer Stop	Unimproved Miles
1	I				
2	I				
3	I				
4	I				
5	I				
6	I				

*Route Types: I = Instructional (Day Student Transportation); R = Residential (Boarding/Dormitory Student Transportation)

Recorded by: _____ (Signature) _____ (Date) _____

Residential vehicle mileage forms for driver's use

D53S02 Ahfachkee Day School
Residential Vehicle Mileage Form

Vehicle ID Number (VIN): _____

Bus Name: _____ (for your reference)

Capacity: _____ (maximum number of passengers)

Please enter the beginning and ending odometer readings for the day in the table below. All mileage readings should be rounded to the nearest mile. (round .0 - .4 down, .5 - .9 up). **Enter the routes in the order they are driven.**

Date: _____

Morning Routes (AM)

Route #	Type(I/R)*	Route Name (for your reference, max 50 characters)	Odometer Start	Odometer Stop	Unimproved Miles
1	R				
2	R				
3	R				
4	R				
5	R				
6	R				

Afternoon Routes (PM)

Route #	Type(I/R)*	Route Name (for your reference, max 50 characters)	Odometer Start	Odometer Stop	Unimproved Miles
1	R				
2	R				
3	R				
4	R				
5	R				
6	R				

*Route Types: I = Instructional (Day Student Transportation); R = Residential (Boarding/Dormitory Student Transportation)

Recorded by: _____ (Signature) _____ (Date) _____

Drivers will fill out the following information:

- **Vehicle ID Number (VIN):** A VIN is 11 or 17 characters long. Verify that the VIN is correct. The VIN will be used to check the vehicle type for eligibility. VIN's for school buses are typically located on one of the following:
    - the dash just below the bottom of the windshield

- a panel above the driver's window or above the windshield
- under the hood on the driver-side firewall just to the outside of the steering shaft
- the chassis.

- **Bus Name**: Bus name is the school's unique identifier for each bus. For example, "Blue Bird Bus No. 1"
- **Capacity**: Manufacturer's seating capacity for the bus. Do not use the ridership number.
- **Route Name**: Route name is determined by school. This can be alpha or numeric, but it should be a unique identifier to identify each bus route and run. For example, "Rural Route 2 – Elementary Pickup"
- **Odometer Start**: Odometer reading at the beginning of the route.
- **Odometer Stop**: Odometer reading at the end of the route.
- **Unimproved Miles**: Miles traveled on unengineered earth roads that do not have adequate gravel or other aggregate surface materials applied and do not have drainage ditches or shoulders.
- **Date**: Date mileage is recorded

The person inputting the milage information into WebET can copy all required data (mileage, VIN, and so on) from the driver's mileage sheet into the WebET computer program.

DATA ENTRY

To initially enter data or to edit data choose **Edit Transportation Data**. You will see the following screen:

To begin entering data, a new bus needs to be added. Choose **Click here to add a new bus** to this schedule. The following screen will appear:

When all fields are populated using forms provided by bus driver, press the **Add** button.

The new bus will appear on the last line. In this example it is "New Bus Example**.**"

Double-check / verify all information.

Schools with more than one bus will add buses by selecting **Click here to add a new bus** to this schedule, repeating the process until all buses are listed.

EDITING BUS INFORMATION

To edit Bus information, press the name of the bus. You will be able to edit:

- **Bus Name**
- **VIN**
- **Capacity**

To Delete a bus, press **Delete**

ADDING MILEAGE

To add mileage for a trip, press the **mileage** for the bus you are editing — under the **Day Student Mileage Recorded** column heading. The following screen will appear:

To enter mileage, select the day of week to enter data for that day. For example, press **Monday**, and screen for that day will appear:

US Bureau of Indian Affairs
WebET Intranet
Office of Indian Education Programs

User: denise.cunningham (Denise Cunningham)
Level: School / Data Entry and Certification
School Year: 2022 - 2023
School: Ahfachkee Day School

WebISEP Transportation - Daily Bus Mileage

Vehicle ID Number (VIN): VIN123xyz
Bus Name: New Bus Example
Capacity: 84

Please enter the beginning and ending odometer readings for the day in the table below. All odometer readings should be rounded to the nearest mile. (round .0 - .4 down, .5 - .9 up). Unimproved mileage may contain up to 2 decimal positions. **Enter the routes in the order they were driven.** To erase an erroneous route entry, change the beginning and ending odometer readings to zero (0).

Date: Monday, September 26, 2022

Morning Routes (AM)

Route #	Route Type	Route Name (for your reference, max 50 characters)	Odometer Start	Odometer Stop	Unimproved Miles
1	1 - Day Students	Rural Route 2 Elementary Pick Up	8457	8509	22
2	1 - Day Students	Rural Route 2 Jr. High-School Students	8509	8601	55
3	1 - Day Students		0	0	0
4	1 - Day Students		0	0	0
5	1 - Day Students		0	0	0
6	1 - Day Students		0	0	0

Afternoon Routes (PM)

Route #	Route Type	Route Name (for your reference, max 50 characters)	Odometer Start	Odometer Stop	Unimproved Miles
1	1 - Day Students		0	0	0
2	1 - Day Students		0	0	0
3	1 - Day Students		0	0	0
4	1 - Day Students		0	0	0
5	1 - Day Students		0	0	0
6	1 - Day Students		0	0	0

Be sure to click the update button below to record your changes

[Update] [Cancel]

Return to the Transportation Menu

To end this WebET session correctly, be sure to Logoff and close your browser window.

Continuing with the example, enter the following information for Monday:

- **Route Name**: This is different from the Bus Name. For example, *Rural Route 2 Elementary Pick Up*.
- **Odometer Start**: Odometer reading at beginning of route. For example, *8457*
- **Odometer Stop**: Odometer reading at end of route. For example, *8509*
- **Unimproved Miles**: Enter unimproved mileage traveled on route. This is **not** in addition to total route mileage but is the portion of the total milage that is unimproved. For example, *22*

Additional lines are used to add mileage for each route that this bus has traveled on the selected day.

Repeat Process for each day of the week and for each route. Press the **Update** button to continue updating the week.

The mileage you entered will populate on the correct row for the day data was entered.

Press **Return to the Transportation Menu.**

The screen will show a table that is populated with information that was previously entered:

Press **Return to the School Main Menu.**

ENTERING RESIDENTIAL MILEAGE

WebET accounts that were set up for residential halls or off-reservation dormitories can also record Residential Mileage. To add mileage, click Edit Transportation Data followed by Click here to add a new bus to navigate to the screen below.

Note that there are two columns for mileage: **Day Student Mileage Recorded** and **Residential Mileage Recorded.**

To enter mileage, select the mileage number under the appropriate column. "Residential Mileage Recorded" is used to report mileage that occurs four times a year, for example, when picking students up from the airport or other commercial hub. "Day Student Mileage" is used to report daily trips that occur during count week, for example, trips from the dormitory to public school.

After pressing the "0" under "Residential Mileage Recorded," the table below appears.

User: denise.cunningham (Denise Cunningham)
Level: School / Data Entry and Certification
School Year: 2022 - 2023
School: Crystal Boarding School

WebISEP Transportation - Boarding/Dormitory Students Bus Mileage

Vehicle ID Number (VIN): VINexample1234
Bus Name: Micro Bird Wheelchair Lift
Capacity: 22

Please enter the beginning and ending odometer readings for the day in the table below. All odometer readings should be rounded to the nearest mile. (round .0 - .4 down, .5 - .9 up). Unimproved mileage may contain up to 2 decimal positions. **Enter the routes in the order they were driven.** To erase an erroneous route entry, change the beginning and ending odometer readings to zero (0).

Residential Service Date: [   ] (mm/dd/yyyy)

Morning Routes (AM)

Route #	Route Type	Route Name (for your reference, max 50 characters)	Odometer Start	Odometer Stop	Unimproved Miles
1	R - Residential				0
2	R - Residential		0	0	0
3	R - Residential		0	0	0
4	R - Residential		0	0	0
5	R - Residential		0	0	0
6	R - Residential		0	0	0

Afternoon Routes (PM)

Route #	Route Type	Route Name (for your reference, max 50 characters)	Odometer Start	Odometer Stop	Unimproved Miles
1	R - Residential		0	0	0
2	R - Residential		0	0	0
3	R - Residential		0	0	0
4	R - Residential		0	0	0
5	R - Residential		0	0	0
6	R - Residential		0	0	0

Be sure to click the update button below to record your changes

[Update] [Cancel]

Return to the Transportation Menu

Enter the following information:

- **Residential Service Date**: Date students are picked up to be transported to Residential Halls or Off Reservation Boarding Schools. For example, *09/01/2021*.
- **Route Name**: For example, students are picked up in Pendleton, OR and transported to Chemawa Indian School. For example, *Pendleton – Chemawa Route*. Only milage from the commercial hub to the school can be counted (not the round trip.)
- **Odometer Start**: Odometer reading at beginning of route. For example, *15,000*.
- **Odometer Stop**: Odometer reading at end of route. For example, *15,250*.
- **Unimproved Miles**: Enter unimproved mileage traveled on route. This is **not** in addition to total route mileage but is the portion of the total milage that is unimproved. For example, *50*.

Press **Update.** The screen will show a table that is populated with the information that has been entered:

Press **Return to the School Main Menu.**

COMMON DATA ENTRY MISTAKES

- **Entering odometer start mileage** that is less than the previous ending mileage.

- **Entering total route mileage as unimproved**. As noted above, unimproved mileage is a portion of the total mileage unless the whole route is unimproved.

- If a mistake is made, WebET does not allow you to proceed without correcting the entry.

- **Is mileage for each bus route consistent for each day of week?** If not, the driver should include notes on the mileage sheet to indicate that parents picked up children in the afternoon or — other reason that the mileage is not consistent.

In the example below, the mileage was incorrectly recorded for "odometer stop" and so the "unimproved miles" are greater than the total mileage for the trip.

As a reminder, mileage for other trips is not counted (25 CFR 39.707). For example:

- Fuel and maintenance runs
- Field trips
- Medical emergencies
- Athletics and after-school activities

CERTIFICATION REPORT

From the Main Menu press **View/Print Transportation Certification Report**.

The following screen will appear:

All information entered will be shown:

- **Bus VIN**
- **Bus Name**
- **Bus Capacity**
- **Day**
- **Date**
- **AM/PM Route**
- **Route number**

- **Route Type (I-Instructional, R-Residential)**
- **Route Name**
- **Odometer Start**
- **Odometer End**
- **Total Mileage**
- **Unimproved Mileage**

Also Shown for Day Student Transportation and/or Residential Student Transportation:
- **Total Mileage Tuesday through Thursday**
- **Average Mileage Tuesday through Thursday**
- **Average Unimproved Mileage Tuesday through Thursday**
- **Total Mileage – Residential**
- **Total Unimproved Mileage – Residential**

The status of certifications indicating School, ELO [now Education Program Administrator (EPA)] and CO (certifying official) are also shown immediately under each bus. After certification, these fields will be populated.

At the bottom of the certification screen are the signature lines:

Printed: 7/24/2023	US Bureau of Indian Affairs OIEP		SY 2022 - 2023

Certifications
Sch:
ELO:
CO:

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D53S02 Ahfachkee Day School
TRANSPORTATION SUMMARY & CERTIFICATION

I certify that this transportation data was collected and completed by personnel instructed in and knowledgeable of ISEP transportation guidelines. The attached mileage data accurately represents the school's transportation activity for the dates specified.

A map to illustrate and document each transportation route is maintained at the school.

Day Student Transportation

	VIN	Average Day's Mileage	Unimproved Miles	Improved Miles
1	VIN123xyz	228	154.33	73.67
	Totals	228	154.33	73.67

Boarding/Dormitory Student Transportation

VIN	Single Day's Mileage	Unimproved Miles	Improved Miles
Totals	0	0	0

Principal's Name	Signature	Date

ELO's Name	Signature	Date

Once all information is reviewed for accuracy and verified, the data is to be certified in the following order:

1. **School** – Principal/Superintendent
2. **ELO** – Education Program Administrator (EPA)

Certification is done by pressing **Certify Transportation Report**. The following screen will appear:

Official will certify by pressing **CERTIFY.**

CERTIFICATION DETAILS

A school official (Principal/Superintendent) and Education Program Administrator must certify that the transportation data that is submitted was collected and completed by personnel instructed in and knowledgeable about ISEP transportation guidelines and regulations. Their attestation verifies that mileage data accurately represents the school's transportation activity for the dates specified and that the reported mileage was accrued in the transportation of ISEP eligible students for ISEP eligible trips.

By certifying the report, the certifier also attests that a map that illustrates and documents each route is maintained at the school.

Prior to the school official certifying the mileage data, the following checks are recommended:

- **Is the vehicle an eligible vehicle?** Mini vans and 15 passenger vans cannot be used to transport students and are ineligible for funding.
- **Is the correct bus VIN entered?** School officials should verify the VIN through a free online VIN check site such as https://www.nicb.org/. VIN check websites can also be used to verify if a vehicle is eligible for ISEP transportation reimbursement.
- **Are morning and afternoon bus routes mileage consistent?** Route mileage should be *relatively* the same. Changes to mileage may occur due to: route changes, bus breakdowns, road closures, etc. If the mileage is not consistent, the driver should have included notes on their mileage sheet to indicate that there was road construction or another reason for the variance.
- **Is mileage for each bus route consistent for each day of week and between a.m. and p.m. routes?** If not, the driver should include notes on the mileage sheet to indicate that parents picked up children in the afternoon, road washout, or other reason that the milage is inconsistent.
- **Check Summary Sheet Mileage**. Are the total Unimproved Miles and Improved Miles equal to the Average Day's Mileage? Errors may occur if unimproved miles are in addition to the daily mileage instead of being a portion of the day's miles.
- **Is mileage eligible for reimbursement according to 25 CFR Part 49?**

After all data is verified and a School Official has certified and submitted the data, the Education Program Administrator (previously referred to as "ELO") will verify and certify the submission.

TRANSPORTATION COST DETAILS – AUGUST 1 REPORTING

All expense data related to student transportation for the preceding year is required to be reported in WebET by August 1st.

This reporting includes Cost Detail Data for expenses incurred by schools for transportation activities that are not eligible for funding or reimbursement under ISEP.

For many schools, actual transportation expenses incurred throughout the year exceed the ISEP transportation funding that they receive.

The purpose of this reporting is to establish a record of the *actual cost* for all student transportation. This information will be used for the annual "Budget Justifications" prepared by the BIE School Operations Budget Team. This report is sent to the U.S. Congress and is used by the Appropriations Subcommittee to determine our annual funding.

25 CFR § 39.720 *Why are there different reporting requirements for transportation data? In order to construct an actual cost data base, residential and day schools must report data required by § 39.721 and § 39.722.*

Press **Enter/Edit Transportation Cost Detail Data** to enter or edit data. The following screen will appear:

Click on a **Cost Category Name** to edit or add new line items. Cost categories include:

- **GSA Vehicle Rates**: Lease or rental costs for GSA vehicles the school uses to transport students.
- **Charter Transportation Costs**: Cost of transporting students when using a charter service.

- **Non-GSA Vehicle Rates**: Lease or rental costs for non-GSA vehicles the school uses to transport students.
- **Variable Vehicle Costs**
- **Commercial Transportation Costs**: Cost of transporting students to school when using a commercial service. Typically used by residential halls and boarding schools
- **Vehicle Maintenance Service and Fuel**: Cost of vehicle maintenance, including parts, labor, service contracts and fuel.
- **Driver Costs**: Driver salaries
- **Meals and Lodging (Students)**: Costs incurred when meals and lodging are provided for students.
- **Per Diem and Lodging (Staff)**: Costs incurred when per diem and lodging are provided for staff when chaperoning students.
- **Other Costs**

Report expenditures and cost data for each Cost Category and activity for which the school incurred expenses during the previous 12 months.

Do not report this information for September count week. Cost detail data is only input for the August 1 reporting.

APPENDIX

I. Day Student Vehicle Mileage Form for driver's use

Transportation
Instructional Data E...

II. Residential Vehicle Mileage Form for driver's use

Transportation
Residential Data En...