

U.S. Department of the Interior Bureau of Indian Education: WebET Student Transportation System Standard Operating Procedure <u>CONFIDENTIALITY NOTICE</u>: This document is intended only for the use of the Bureau of Indian Education and persons or offices wherein or affiliated offices and contractors supporting the Bureau of Indian Education. This document may contain information that is privileged, confidential, or protected by law. All others are hereby notified that receipt of this document does not waive any applicable privilege or exemption from disclosure and that any dissemination, distribution, or copying of this document is prohibited.

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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 (<u>servicecenter@bia.gov</u>).

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 <u>Bureau of Indian</u> <u>Education Systems Access Request Form</u>. Second, take the online Information Management & Technology Awareness (IMT) Training to receive an IMT <u>Certificate of Completion</u> using this link: <u>https://doiu.doi.gov/trainingcds/IMTFISSA2021audio/.</u>

Email the completed <u>Bureau of Indian Education Systems Access Request Form</u> and the <u>IMT Certificate of Completion</u> 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.

Per 25 CFR § 39.208(a)

August 1st - Submit Annual Report (data for preceding year)

- Off-Reservation Boarding Schools
 - See 25 CFR § 39.721 for detailed requirements.
- Day schools, on-reservation boarding schools, and peripheral dormitory schools
 - 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.

• 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).

25 CFR § 39.208(b)

LOGGING IN TO WEBET

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

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:



You are logged in to the OIEP MultiWeb network.

You are NOT logged in to an Intranet System. To log in to an Intranet System, click the link below.

This is a United States Federal Government computer system, which may be accessed and used only for official Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action under 18 U.S.C. 1030 et al.

Go to the OEIP Intranet Menu.

Click on button: OEIP Intranet Menu

The following screen will appear.

	US Bureau of India OIEP MultiWeb I Office of Indian Educati	<i>in Affairs</i> (ntranet ion Programs		
User: denise.cunningham (Denise Cunningham) Level: School / Data Entry and Certification School Year: 2022 - 2023 School: Ahfachkee Day School				
	<u>Intranet</u> Click a system b	<u>Menu</u> utton to begin		
System (Click to Enter)	Description	Status	Message	
	Fasts Childhand	Not Available		
WebEC	Early Childhood	Not Available		
WebEC	Education Transportation	Available		
WebEC WebET WebISEP	Education Transportation Student Equalization Program	Available Not Available		

Click on the button: WebET

The following screen will appear:



Logout

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

The following screen will appear:

		<i>US Bureau of Indian Affairs</i> WebET Intranet Office of Indian Education Programs	
User: denise cunningham (Denise Cun Level: School / Data Entry and Certific School Year: 2022 - 2023 School: Ahfachkee Day School	ningham) :ation		
		Transportation Data	
Γ	Certifications	Status	Date
	School	Not Certified	
_	ELO	Not Certified	
-	СО	Not Certified	
_		Available Transportation Selections	
-		Edit Transportation Data	
-		View / Print Transportation Certification Re	eport
-		Certify Transportation Report	<u>1,041</u>
-		Enter / Edit Transportation Cost Detail Da	ata
L		Session Control	
Γ		Select a different School Year	
-		Logoff	
L		20501	
To end this WebET session correctly, b	e sure to <u>Logoff</u> and close you	ır browser window.	

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:

			US Bureau of Indian Affairs WebET Intranet Office of Indian Education Programs		
User: denise.cunningham (D Level: School / Data Entry ar School Year: 2022 - 2023 School: Crystal Boarding Sch	enise Cunningham) nd Certification hool				
<u>Certifications</u> School ELO CO	<u>Status</u> Not Certified Not Certified Not Certified	Date			
Return to the School Main M	enu				
		Bus Name	VIN	Capacity	Day Student Mileage Recorded Residential Mileage Recorded Delete
Busses Found: 0 Click the <u>Bus Name</u> to Click the bus name's cc Click <u>Delete</u> in the bus <u>Click here to add a new</u>	edit its basic information presponding <u>Mileage R</u> name's corresponding l <u>v bus</u> to this schedule	on (Name, VIN and Capacity) <u>eccorded</u> to edit / record daily mileage Delete column to remove the bus from this school year			
Print blank Day Student vehi	<u>cle mileage forms for d</u>	river's use. Opens a separate printer-friendly window - use your browser's print func	tion to send to a printer. Note: prints 5 sheets (one per day) for a	single vehicle. Formatted for po	ortrait (normal) page orientation.
Print blank Residential vehicl	le mileage forms for dri	ver's use. Opens a separate printer-friendly window - use your browser's print functi	on to send to a printer. Note: prints 1 sheet (for a single day) for a	a single vehicle. Formatted for j	portrait (normal) page orientation.
Return to the School Main M	enu				
To end this WebET session co	prrectly, be sure to Logo	off and close your browser window.			

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

		US E DS: Day	<i>Bureau of Indian Affairs OIEP</i> 3802 Ahfachkee Day School Students Vehicle Mileage Form		SY 2022 - 20
ehicle ID Number (VIN):				
us Name:		(for your reference)			
apacity: lease enter the begin Date: Monday, Se	(maximum r ning and ending odor ptember 26, 2022	number of passengers) neter readings for the day in the table below. All mileage readings should b	is rounded to the nearest mile. (round .04 down, .59	up). Enter the routes in the order they	are driven.
forning Routes (AN	1) Type(I/R)*	Route Name (for your reference, may 50 characters)	Odometer Start	Orlameter Stan	Unimproved Miles
10000	1)p+(110)	reore reare for your receive, may so children y	outline out	o domener biop	Chiliproveo Mileo
1	I				
2	I				
3	I				
4	I				
5	I				
fternoon Routes (P	M)				
Route #	Type(I/R)*	Route Name (for your reference, max 50 characters)	Odometer Start	Odometer Stop	Unimproved Miles
1	I				
2	Î				
3	I				
4	I				
5	I				
6	I				
oute Types: I = Instructi	onal (Day Student Transp	ortation); $R = Residential (Boarding Dormitory Student Transportation)$			

Residential vehicle mileage forms for driver's use

us Name:					
capacity:					
Capacity:		(for your reference)			
	(maxim	um number of passengers)			
		a de construir de la construir de construir de la construir de la construir de la construir de constru		the second second second	
lease enter the be	ginning 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, .59 up). Enter the rout	es in the order they are drive
ate:					
Iorning 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				
fternoon Route	s (PM)				
nernoon noute		Pouta Nama (frances of stars and 50 shareday)	Odomater Start	Odomatar Stop	Unimproved Miles
Pouta #	Type(L/P)*		Outfileter Start	Odometer Stop	Chimpioved Miles
Route #	Type(I/R)*	Route Ivalle (for your reference, max 50 characters)			
Route #	Type(I/R)*	Route Ivallie (for your reference; max 30 characters)			
Route #	Type(I/R)* R R	Koute Ivallie (tor your reserver, max 30 characters)			
Route #	R R R R R	KOUIE (Value (ta you reiereice, max 20 chalacens)			
Route #	Type(I/R)* R R R R R	ACULE / Mare (18 your renews, max // Ganaken)/			
Route #	Type(I/R)* R R R R R R	Accure / share (as your renews, max // characterity)			

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

- o 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:

			US Bureau of Indian Affairs				
			WebET Intranet Office of Indian Education Progra	ms			
User: denise.cunn Level: School / D School Year: 202 School: Ahfachke	ingham (Denise Cunning) ata Entry and Certification 2 - 2023 e Day School	iam) i					
Certifications School ELO CO	<u>Status</u> Not Certified Not Certified Not Certified	Date					
Return to the Scho	ool Main Menu						
		Bus Name	VIN	Capacity	Day Student Mileage Recorded	Residential Mileage Recorded	Delete
		Big Yellow - Diesel	VIN2732648872429	77	246	n/a	Delete
		Big Yellow- Chair Lift EV	VIN1234	78	204	n/a	Delete
		Bus L - MicroBird	VIN 1919191919	19	1318	n/a	Delete
Busses Found: 3 • Click the <u>Bu</u> • Click the bu • Click <u>Delete</u>	is Name to edit its basic in is name's corresponding <u>M</u> g in the bus name's corresp add a new hus to this ed	Bus 1 - MicroBird formation (Name, VIN and Capacity) <u>fileage Recorded</u> to edit / record daily monding Delete column to remove the bu- widule	VIN 1919191919 nileage us from this school year	19	1318	n/a	Delete
 Busses Found: 3 Click the Bu Click the bu Click Deleta Click here to 	<u>is Name</u> to edit its basic in is name's corresponding <u>M</u> g in the bus name's corresp add a new bus to this sch	Bus 1 - MicroBird iformation (Name, VIN and Capacity) likesse Recorded to edit / record daily n onding Delete column to remove the br ledule	VIN 1919191919 mileage us from this school year	19	1318	n/a	Delete
Busses Found: 3 • Click the <u>Bu</u> • Click the bu • Click <u>Deleta</u> • <u>Click here to</u> Print blank Day St	is Name to edit its basic in is name's corresponding <u>M</u> g in the bus name's corresp o add a new bus to this sel nudent vehicle mileage for	Bus 1 - MicroBird formation (Name, VIN and Capacity) <u>litesge Recorded</u> to edit / record daily n onding Delete column to remove the bi nedule <u>ms for driver's Use</u> . Opens a separate printe	VIN 1919191919 nileage us from this school year r friendly window - use your browser's print function to	send to a printer. Note: p	1318 ints 5 sheets (one per day) for a su	n/a ngle vehicle. Formatted for po	Delete rtrait (normal
Busses Found: 3 Click the <u>Ba</u> Click the bu Click <u>Delets</u> <u>Click here tr</u> <u>Click here tr}</u>	<u>is Name</u> to edit its basic in is name's corresponding <u>M</u> ju in the bus name's corresp <u>o add a new bus</u> to this sel audent vehicle mileage for ntial vehicle mileage form	Bus 1 - MicroBird formation (Name, VIN and Capacity) litesge Recorded to edit / record daily n onding Delete column to remove the bi nedule ms for driver's use. Opens a separate printer- ta for driver's use. Opens a separate printer-	VIN 1919191919 nileage us from this school year r friendly window - use your browser's print function to se friendly window - use your browser's print function to se	send to a printer. Note: pr	<u>1318</u> ints 5 sheets (one per day) for a sin ats 1 sheet (for a single day) for a s	n/a ngle vehicle. Formatted for po ingle vehicle. Formatted for p	Delete rtrait (normal ortrait (norm
Busses Found: 3 Click the Ba Click the bu Click Delta <u>Click here tr</u> <u>Click here tr</u> <u>Print blank Day Si</u> <u>Print blank Reside</u> <u>Reside</u>	15 Name to edit its basic in s name's corresponding <u>U</u> in the bus name's corresp <u>a add a new bus</u> to this sel audent vehicle mileage form ntial vehicle mileage form tol Main Menu	Bus 1 - MicroBird formation (Name, VIN and Capacity) lileage Recorded to edit / record daily n onding Delete column to remove the br nedule ms for driver's use. Opens a separate printer- te for driver's use. Opens a separate printer-	VIN 1919191919 nileage us from this school year r friendly window - use your browser's print function to se friendly window - use your browser's print function to se	19 send to a printer. Note: pri end to a printer. Note: pri	<u>1318</u> ints 5 sheets (one per day) for a sin ats 1 sheet (for a single day) for a s	n/a agle vehicle. Formatted for pc ingle vehicle. Formatted for p	Delete rtrait (norma ortrait (norm

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:

	<i>US Bureau of Indian Affairs</i> 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 - Add Vehicle
Vehicle ID Number (VIN):	(max 17 characters)
Bus Name:	(for your reference; max 50 characters)
Capacity: (maximum number of passengers)	
Add Cancel	
To end this WebET session correctly, be sure to <u>Logoff</u> a	nd close your browser window.

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."

		US Bureau of Indian Affairs WebET Intranet Office of Indian Education Program	ms			
/ser: denise.cunningham .evel: School / Data Entry ichool Year: 2022 - 2023 ichool: Ahfachkee Day S	(Denise Cunningham) y and Certification chool					
ertifications Sta chool Not LO No O No	tat Date Certified Certified Certified					
eturn to the School Main	Bus Name	VIN	Capacity	Day Student Mileage Recorded	Residential Mileage Recorded	Delete
I	Big Yellow - Diesel	VIN2732648872429	77	246	n/a	Delete
I	Big Yellow- Chair Lift EV	VIN1234	78	<u>204</u>	n/a	Delete
I	Bus 1 - MicroBird	VIN 1919191919	19	<u>1318</u>	n/a	Delete
I	New Bus Example	VIN123xyz	84	<u>0</u>	n/a	Delete
 esses Found: 4 Click the <u>Bus Name</u> Click the bus name^t Click <u>Delete</u> in the 1 <u>Click here to add a.</u> 	t o edit its basic information (Name, VIN and Capacity) s corresponding <u>Mileage Recorded</u> to edit / record daily milea you name's corresponding Delete column to remove the bus fro <u>new bus</u> to this schedule	ge m this school year				
<u>rint blank Day Student v</u>	e <u>hicle mileage forms for driver's use</u> . Opens a separate printer-frien	dly window - use your browser's print function to a	send to a printer. Note: p	rints 5 sheets (one per day) for a si	ngle vehicle. Formatted for po	ortrait (normal)
rint blank Residential ve	hicle mileage forms for driver's use. Opens a separate printer-friend	ly window - use your browser's print function to se	nd to a printer. Note: pri	nts 1 sheet (for a single day) for a	single vehicle. Formatted for p	oortrait (norma
eturn to the School Main	1 Menu					

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

		<i>US Bureau of Indian Affairs</i> WebET Intranet Office of Indian Education Program	ns			
Jser: denise.cunningham (D Level: School / Data Entry an School Year: 2022 - 2023 School: Ahfachkee Day School	enise Cunningham) nd Certification ool					
Tertifications Status ichool Not Ce SLO Not Ce CO Not Ce Return to the School Main M	Date strifed strifed lenu					
_	n. v	VIN	Canacity	Day Student Mileage	Residential Mileage	Delete
	Bus Name	VIN	Capacity	Recorded	Recorded	
	Bus Name Big Yellow - Diesel	VIN VIN2732648872429	77	Recorded 246	n/a	Delete
	Bus Name <u>Big Yellow - Diesel</u> <u>Big Yellow- Chair Lift EV</u>	VIN VIN2732648872429 VIN1234	77 78	246 204	n/a n/a	Delete Delete
	Bus Name <u>Big Yellow - Diesel</u> Big Yellow- Chair Lift EV Bus 1 - MicroBird	VIN VIN2732648872429 VIN1234 VIN 1919191919	77 78 19	Recorded 246 204 1318	n/a n/a n/a	Delete Delete Delete
	Bus Name <u>Big Yellow - Diesel</u> <u>Big Yellow - Chair Lift EV</u> Bus I - MicroBird	VIN VIN2732648872429 VIN1234 VIN 1919191919	77 78 19	Recorded 246 204 1318	n/a n/a n/a	Delete Delete Delete
Busses Found: 4 Click the <u>Bus</u> Name to Click the bus name's cc Click <u>Delete</u> in the bus <u>Click here to add a new</u>	Bus Name Big Yellow - Diesel Big Yellow - Diesel Big Yellow - Chair Lift EV Bus 1 - MicroBird New Bus Example edit its basic information (Name, VIN and Capacity) orresponding <u>Mileage Recorded</u> to edit / record daily miler name's corresponding Delete column to remove the bus fr bus to this schedule	VTN2732648872429 VTN2732648872429 VTN1234 VTN 1919191919 VTN123xyz	77 78 19 84	Recorded 246 204 1318 0	Recorded n/a n/a n/a n/a	Delete Delete Delete Delete
Busses Found: 4 • Click the <u>Bus Name</u> to • Click the bus name's co • Click <u>Delete</u> in the bus • <u>Click Delete</u> in the bus • <u>Click here to add a new</u> yrint blank Day. Student vehi	Bus Name Big Yellow - Diesel <u>Big Yellow - Chair Lift EV</u> <u>Bus 1 - MicroBird</u> <u>New Bus Example</u> edit its basic information (Name, VIN and Capacity) orresponding <u>Mileage Recorded</u> to edit / record faily milet name's corresponding Delete column to remove the bus fr <u>v bus</u> to this schedule <u>cle mileage forms for driver's use</u> . Opens a separate printer-frie	VIN2732644872429 VIN2732644872429 VIN1234 VIN1919191919 VIN123xyz ge ont this school year ndly window - use your browser's print function to s	r77 78 19 84 end to a printer. Note: p	Recorded 246 204 1318 Q	Recorded n'a n'a n/a n'a n/a n/a	Delete Delete Delete
Busses Found: 4 Click the <u>Bus Name</u> to Click the bus name's or Click <u>Dreter</u> in the bus Click <u>there to add a new</u> <u>Yint blank Day Student vehic</u>	Bus Name Big Yellow - Diesel Big Yellow - Chair Lift EV Bus L - MicroBird New Bus Example edit its basic information (Name, VIN and Capacity) orresponding <u>Mileage Recorded</u> to edit / record faily milet name's corresponding Delete column to remove the bus fr w bus to this schedule cle mileage forms for driver's use. Opens a separate printer-frien le mileage forms for driver's use.	VIN 2732644872429 VIN1234 VIN1234 VIN 1919191919 VIN123xyz ge onn this school year nálly window - use your browser's print function to se	end to a printer. Note: pri	Recorded 246 204 1318 Q	Recorded n'a n'a n'a n'a n'a n'a n'a	Delete Delete Delete Delete Delete
3usses Found: 4 - Click the <u>Bus Name</u> to - Click the bus name's co - Click <u>Delete</u> in the bus - C	Bus Name Big Yellow - Diesel Big Yellow - Chair Lift EV Bus 1 - MicroBird New Bus Example vedit its basic information (Name, VIN and Capacity) orresponding <u>Mileage Recorded</u> to edit / record daily milete unne's corresponding Delete column to remove the bus fr w bus to this schedule cle mileage forms for driver's use. Opens a separate printer-frien le mileage forms for driver's use. Opens a separate printer-frien lemu	VIN VIN2732644872429 VIN1234 VIN1919191919 VIN123xyz ge om this school year ndly window - use your browser's print function to ser fly window - use your browser's print function to ser	end to a printer. Note: pri	Recorded 246 204 1318 0 0	Recorded D'a D'a D'a D'a D'a D'a d'a d'a d'a d'a d'a d'a d'a d	Delete Delete Delete Deleto Deleto ortrait (normal) p

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:

And a state of the		US Bureau of Indian Affairs WebET Intranet				
- COLOR		Office of Indian Education Progra	ms			
User: denise.cunning Level: School / Data 1 School Year: 2022 - 2 School: Ahfachkee D	ham (Denise Cunningham) Entry and Certification 2023 ay School					
Certifications School ELO CO	Status Date Not Certified Not Certified					
Return to the School 1	Main Menu					
	Bus Name	VIN	Capacity	Day Student Mileage	Residential Mileage	Delete
	Big Yellow - Diesel	VIN2732648872429	77	<u>246</u>	n/a	Delete
	Big Yellow- Chair Lift EV	VIN1234	78	204	n/a	Delete
	New Bus Example	VIN 1919191919 VIN 123xyz	84	<u>0</u>	n/a	Delete
Busses Found: 4						
Click the <u>Bus N</u> Click the bus na Click <u>Delete</u> in <u>Click here to ad</u> <u>Print blank Day Stude</u>	<u>Iame</u> to edit its basic information (Name, VIN and Capacity) mme's corresponding <u>Mileage Recorded</u> to edit / record daily mileage the bus name's corresponding Delete column to remove the bus from <u>id a new bus</u> to this schedule <u>ant vehicle mileage forms for driver's use</u> . Opens a separate printer-friendly	this school year window - use your browser's print function to :	send to a printer. Note: pri	ints 5 sheets (one per day) for a si	ngle vehicle. Formatted for por	rtrait (normal) page orientation.
Print blank Residentia	l vehicle mileage forms for driver's use. Opens a separate printer-friendly v	vindow - use your browser's print function to se	end to a printer. Note: prin	ts 1 sheet (for a single day) for a s	ingle vehicle. Formatted for p	ortrait (normal) page orientation.
Return to the School !	Main Menu					
To end this WebET se	ssion correctly, be sure to Logoff and close your browser window.					
			<i>US Burea</i> Web Office of India	<i>u of Indian Affai</i> DET Intranet an Education Prog	irs rams	
User: denise.cu Level: School / School Year: 2 School: Ahfach	nningham (Denise Cunningham) Data Entry and Certification 022 - 2023 Ikee Day School					
			WebISEP Tra	ansportation - Wee	<u>kly Bus Mileage</u>	
Vehicle ID Nur Bus Name: Ne Capacity: 84	nber (VIN): VIN123xyz w Bus Example					
	<u>Weekday</u>		Date		1	<u> Mileage Recorded</u>
	<u>Monday</u> <u>Tuesday</u> <u>Wednesday</u> <u>Thursday</u> <u>Friday</u>		9/26/2022 9/27/2022 9/28/2022 9/29/2022 9/30/2022			0 0 0 0
Click a day of t	he week to record or edit the mileage for that day.					
Return to the Tr	ransportation Main Menu					
To end this Wel	ET session correctly, be sure to <u>Logoff</u> and close	your browser window.				

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:

1th			WebET Intranet Office of Indian Education Programs				
r: denise.cunnir rel: School / Dat ool Year: 2022 ool: Ahfachkee	ngham (Denise Cunningham) ta Entry and Certification - 2023 Day School						
			WebISEP Transportation - Daily B	us Mileage			
icle ID Numbe Name: New B pacity: 84	er (VIN): VIN123xyz us Example						
ase enter the beg	ginning and ending odometer readin	gs for the day in the table below. All odometer read	ings should be rounded to the nearest mile. (round .04 down,	.59 up). Unimproved mi	leage may contain u	p to 2 decimal positions. Enter the	routes in the order they were driven. To crase :
neous route entr	ry, change the beginning and ending	g odometer readings to zero (0).					
te: Monday,	September 26, 2022						
rning Routes (#	AM)						
Route #	Route Type	Route Name (for your reference mor 50 characters)		Odometer St	art	Odometer Stop	Unimproved Miles
1	I - Dav Students	Rural Route 2 Elementary Pick Up		8457		8509	22
	I - Day Students	Rural Route 2 Jr. High-School Students		8509		8601	66
2				0			
3	I - Day Students			0		0	0
3 4	I - Day Students I - Day Students			0		0	0
2 3 4 5	I - Day Students I - Day Students I - Day Students			0	_	0	0
2 3 4 5 6	I - Day Students J - Day Students Day Students Day Students Day Students			0		0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
2 3 4 5 6 Frnoon Routes	I - Day Students I - Day Students I - Day Students I - Day Students I - Day Students (PM)			0 0 0 0 0 0 0		0 0 0 0 0	0 0 0 0
2 3 4 5 6 ernoon Routes Route #	I - Day Students I - Day Students I - Day Students I - Day Students (PM) Route Type	Route Name (for your reference may 5) character	0	0 0 0 0	Start	0 0 0 0 0	0 0 0 0
2 3 4 5 6 ernoon Routes Route #	I - Day Students I - Day Students I - Day Students I - Day Students (PM) Route Type	Route Name (for you reference, max 50 characters	0	0 0 0 0 0 0	Start	0 0 0 0 0 Odometer Stop	0 0 0 0 Unimproved Miles
2 3 4 5 6 ernoon Routes Route #		Route Name (for your reference, max 50 characters	0	0 0 0 0 0 0 0 0 0 0	Start	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
2 3 4 5 6 ernoon Routes Route # 1 2	I - Day Students Route Type I - Day Students I - Day Students	Route Name (fir you reference, max 50 characters	0	0 0 0 0 0 0 0 0	Start	0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
2 3 4 5 6 ernoon Routes Route # 1 2 3	1 - Day Students 1 - Day Students 1 - Day Students 1 - Day Students 0 - Day Students 1 - Day Students 1 - Day Students 1 - Day Students	Route Name (for your reference, max 20 character		0 0 0 0 0 0 0 0 0 0	Start	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
2 3 4 5 6 ernoon Routes Route # 1 2 3 4	1 - Day Students	Route Name (fir you reference, max 50 charactere		0 0 0 0 0 0 0 0 0 0 0	Start	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
2 3 4 5 6 ernoon Routes Route # 1 2 3 4 5	1 - Day Students 1 - Day Students 1 - Day Students - Day Students - 1 - Day Students - -	Route Name (for your reference, man 50 character		0 0 0 0 0 0 0 0 0 0 0 0 0 0	Start	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
2 3 4 5 6 ernoon Routes Route # 1 2 3 4 5 6	Day Students D	Route Name (fir you reference, max 50 character		0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Start	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
2 3 4 5 6 ernoon Routes Route # 1 2 3 4 5 6	Day Students	Route Name (for your reference, man 50 character		0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Start	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
2 3 4 5 6 ernoon Routes Route # 1 2 3 4 5 5 6 aure to click the	i- Day Students i- Day Students	Route Name (for you reference, max 50 characters		0 0 0 0 0 0 0 0 0 0 0 0 0 0	Start	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
2 3 4 5 6 ernoon Routes Route ≠ 1 2 3 4 5 6 sure to click the to click the	Day Students D	Route Name (for your reference, max 50 charactere		0 0 0 0 0 0 0 0 0 0 0 0 0 0	Start	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
2 3 4 5 6 ernoon Routes Route # 1 2 3 4 5 6 sure to click the date [Cancel]	Day Students	Route Name (for your reference, mas 30 daracters		0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Start	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
2 3 4 5 6 ernoon Routes Route ≠ 1 2 3 4 5 6 sure to click the date [Cancel]	Day Students D	Route Name (for your reference, max 50 character		0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Start	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
2 3 4 5 6 ernoon Routes Route # 1 2 3 4 5 6 vure to click the date Cancel	Day Students D	Route Name (for your reference, max 30 character		0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Start	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0

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.

		US Bureau of Indian Affairs WebET Intranet Office of Indian Education Progra	ms
User: denise.cunningham (Denise Cunningham Level: School / Data Entry and Certification School Year: 2022 - 2023 School: Ahfachkee Day School)		
		WebISEP Transportation - Weel	kly Bus Mileage
Vehicle ID Number (VIN): VIN123xyz Bus Name: New Bus Example Capacity: 84			
	Weekday	Date	Mileage Recorded
	<u>Monday</u> Tuesday Wednesday Thursday Friday	9/26/2022 9/27/2022 9/28/2022 9/29/2022 9/30/2022	144 0 0 0
Click a day of the week to record or edit the mil	eage for that day.		
Return to the Transportation Main Menu			
To end this WebET session correctly, be sure to	Logoff and close your browser window.		

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:

		US Bureau of Indian Affairs WebET Intranet Office of Indian Education Programs				
User: denise.cunningham (Denise Level: School / Data Entry and Ce School Year: 2022 - 2023 School: Ahfachkee Day School	Cunningham) rtification					
Certifications Stat School Not ELO Not CO Not	83 Date Centified Centified Centified					
Return to the School Main Menu						
	Bus Name	VIN	Capacity	Day Student Mileage Recorded	Residential Mileage Recorded	Delete
	Big Yellow - Diesel	VIN2732648872429	77	246	n/a	Delete
	Big Yellow- Chair Lift EV	VIN1234	78	204	n/a	Delete
	Bus 1 - MicroBird	VIN 1919191919	19	1318	n/a	Delete
	New Bus Example	VIN123xyz	84	144	n/a	Delete
Busses Found: 4 • Click the <u>Bus Name</u> to edit i • Click the bus name's corresp • Click <u>Delete</u> in the bus name • <u>Click here to add a new bus</u>	is basic information (Name, VTN and Capacity) onding <u>Millenge Recorded</u> to edit / record daily unileage 's corresponding Delete column to remove the bus from this school year to this schedule					
Print blank Day Student vehicle mi	leage forms for driver's use. Opens a separate printer-friendly window - use your browser's print functi	ion to send to a printer. Note: prints 5 sheets (one per day) for a	single vehicle. Formatted for port	rait (normal) page orientation.		
Print blank Residential vehicle milesge forms for driver's use, Opens a separate fetendly vindow - us your browse's print function to send to a printer. Note print 1 theet (for a single vehicle. Formated for portant) tage orientation.						
Return to the School Main Menu						
To end this WebET session correct	ly, be sure to <u>Logoff</u> and close your browser window.					

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.

	<i>US Bureau of Indian Affairs</i> WebET Intranet Office of Indian Education Programs
User: denise.cunningham (Denise Cunningham) Level: School / Data Entry and Certification School Year: 2022 - 2023 School: Crystal Boarding School	
	WebISEP Transportation - Add Vehicle
Vehicle ID Number (VIN): (max 17 characters)	
Bus Name: (for your reference; max 50 characters)	
Capacity: (maximum number of passengers)	
Add Cancel	
To end this WebET session correctly, be sure to Logoff and close your browser window.	

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

			US Bureau of Indian Affairs WebET Intranet Office of Indian Education Programs				
User: denise.cunningham (D Level: School / Data Entry ar School Year: 2022 - 2023 School: Crystal Boarding Sch	enise Cunningham) ad Certification 1001						
Certifications School ELO CO	Status Not Certified Not Certified Not Certified	Date					
Return to the School Main M	enu						
		Bus Name	VIN	Capacity	Day Student Mileage Recorded	Residential Mileage Recorded	1 Delete
		Micro Bird Wheelchair Lift	VINexample1234	22	Q	Q	Delete
Busses Found: 1 Click the <u>Bus Name</u> to Click the bus name's co Click <u>Delete</u> in the bus	edit its basic informatio rresponding <u>Mileage R</u> name's corresponding I	on (Name, VIN and Capacity) <u>eccorded</u> to edit / record daily mileage Delete column to remove the bus from this school year					
<u>Click here to add a new</u> <u>Brint black Day Student yabi</u>	<u>bus</u> to this schedule	Strado una Orana a mante acida film il ministra a mante acida film il film in terreto de la composición de la c	tion to and to a minima Naturation Schools (and and day) for	indensitiele Frankel for each	it (
Frint blank Day Student vent	te inneage forms for d	rever s use, Opens a separate printer-triendry window - use your browser's print runch	ton to send to a primer. Note: prime 5 sneets (one per day) for a s	single venicle. Formatien for poru	an (normal) page orientation.		
Print blank Residential vehicl	e mileage forms for dri	ver's use. Opens a separate printer-friendly window - use your browser's print function	on to send to a printer. Note: prints 1 sheet (for a single day) for a	a single vehicle. Formatted for por	trait (normal) page orientation.		
Return to the School Main M	enu						
To end this WebET session co	prrectly, be sure to Logo	off and close your browser window.					

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 Cunningh Level: School / Data Entry and Certification School Year: 2022 - 2023 School: Crystal Boarding School

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

WebISEP Transportation - Boarding/Dormitory Students Bus Mileage

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

Please error the beginning and ending observer endings for the day is the table below. All observer 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 emonous route arguing, channels the beginning and ending observer readings to reading the below.

Residential Service Date: (mm/dd/yyyy)

Molecular Control of C											
Route #	Route # Route Type Route Name (for your reference, max 50 characters)				Odometer Start		Odometer Stop			Unimproved Miles	
1	R - Residential									Q	
2	R - Residential			[0)		0	
3	R - Residential			[0)		0	
4	R - Residential			[0)		0	
5	R - Residential				0)		0	
6	R - Residential			[0		1)]		0	
Afternoon Routes (P	M)			_							
Route #	Route Type	Route Name (for your reference, max 50 characters)			Odometer Sta	1		Odometer Stop	(Unimproved Mile	:5
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 up	idate button below to record your chan	ges									

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.

User: denise.cun Level: School // School Year: 20 School: Ahfachi	nningham (Denise Cunning) Data Entry and Certification 222 - 2023 Ree Day School	мп)	US Bureau of Indian Affairs WebET Intranet Office of Indian Education Program	25						
			WebISEP Transportation - Daily I	Bus Mil	eage					
Please correct t - AM Route #2:	the following problem(s) and Unimproved mileage is great	ad retry your update: ater than total route mileage.								
Vehicle ID Nun Bus Name: Nev Capacity: 84	aber (VIN): VIN123xyz v Bus Example									
Please enter the positions. Enter	beginning and ending odom r the routes in the order th	eter readings for the day in the table below. All ey were driven. To erase an erroneous route en	odometer readings should be rounded try, change the beginning and ending	d to the odomet	nearest mile. (ro er readings to z	und .0 ero (0).	.4 down, .59 up). Un	improved	mileage may contain up to 2	decimal
Date: Wedne	sday, September 28, 202	22								
Morning Route	es (AM)									
Route #	Route Type	Route Name (for your reference, max 50 characters)			Odometer Start		Odometer Stop		Unimproved Miles	
1	I - Day Students	Rural Route 2 Elementary Pick Up		8	1989		9041		22	
2	I - Day Students	Rural Route 2 Jr. High-School Pick Up		5	041		9041		56	
3	I - Day Students			()		0		0	
4	I - Day Students			()		0		0	
5	I - Day Students			()		0		0	
6	I - Day Students			()		0	Í	0	

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.

		<i>US Bureau of Indian Affairs</i> WebET Intranet Office of Indian Education Programs	
User: denise.cunningham (Denise Cum Level: School / Data Entry and Certific School Year: 2022 - 2023 School: Ahfachkee Day School	ingham) ation		
		Transportation Data	
	Certifications	Status	Date
	School	Not Certified	
	ELO	Not Certified	
_	CO	Not Certified	
_		Available Transportation Selections	
-		Edit Transportation Data View / Print Transportation Certification Rep Certify Transportation Report	<u>vort</u>
F		Select a different School Year	<u>a</u>
To end this WebET session correctly, be	sure to <u>Logoff</u> and close you	r browser window.]

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 Confidence ELO: ELO: CO:	I certi	TRA fy that this transportation data was collected and comp	US Bureau of Indian Affairs OIEP D53502 Ahfachkee Day School NSPORTATION SUMMARY & CERTIFI Pleted by personnel instructed in and knowlee	CATION Igeable of ISEP transportation guide or the dates specified.	elines. The attached mileage data	SY 2022 - 2023 Page: 5
		A map to illustra	ate 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 Transport	ation		
		VIN	Single Day's Mileage	Unimproved Miles	Improved Miles	
		Totals	0	0	0	
	Princip	al's Name Sig	mature	Date		
	ELO's 1	Name Sig	gnature	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:

	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	
Certifications Status School Not Certified ELO Not Certified CO Not Certified	Date
	I certify that this transportation data was collected and completed by personnel instructed in and knowledgeable of ISEP transportation guidelines. The 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.
	Click the CERTIFY button below to affirm the above.
	CERTIFY Cancel

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 § <u>39.721</u> and § <u>39.722</u>.

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

	US Bureau of Indian Affairs WebET Intranet Office of Indian Education Programs		
User: denise.cunninghan Level: School / Data Ent School Year: 2022 - 202 School: Ahfachkee Day	(Denise Cunningham) and Certification chool		
Return to the School Mai	Menu		
	Transportation Cost Detail		
	Cost Category	Line Items	Total Cost
	1. GSA Vehicle Rates - Lease / Rental	4	0.00
	2. Charter Transportation Costs	0	0.00
	 Non-GSA Vehicle Rates (lease, rental, etc.) 	0	0.00
	 Variable Vehicle Costs (extra-curricular activities, special programs, medical services, emergencies, etc.) 	0	0.00
	 <u>Commercial Transportation Costs</u> (commercial bus, train, airfare, etc.) 	0	0.00
	6. Vehicle Maintenance, Service and Fuel	0	0.00
	7. Driver Costs	0	0.00
	8. Meals and Lodging (Students)	0	0.00
	9. Per Dieni and Lodging (Statt)	0	0.00
	Total	4	0.00
Click the <u>Category</u> <u>Print the Transportation 0</u> <u>Return to the School Mai</u>	Same to exit to add new line items out Detail Report. Opens a separate printer-friendly window - use your browser's print function to send to a printer. Note: please Means	fax a final copy of your report to your Line Offi	tee and Dr. Joe Herrin at (202)-208-3271.

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

II. Residential Vehicle Mileage Form for driver's use



Transportation Residential Data Ent