TECHNICAL ASSISTANCE NOTE **No. T-06-05**

Department of Education
John L. Winn, Commissioner

School Business Services
School Transportation Management Section

Contact: Terri Egler

(850) 245-9795
SC 205-9795

School Bus Inventory System

DATE: **January 9, 2006**

TO: **School District Transportation Directors**
School District Service Managers

FROM: **Charlie Hood, Director**
School Transportation Management

SUBJECT: **School Bus Inventory System**

Transporting students efficiently, while ensuring their health and safety, is a critical component of access to learning. Accurate school bus inventory records assist transportation officials in making critical safety-related decisions. Please note the following information and required actions related to your school district's school bus inventory.

INVENTORY ATTESTATION

Each school district must attest that its school bus inventory records are accurate and up-to-date no later than **February 24, 2006**. To get to the school bus inventory website, click http://stm.fldoe.org/ or type it into the address bar in Internet Explorer (other browsers are not supported). Instructions for using the system are provided on the website. Begin by either printing or viewing an inventory report. The bus inventory records are not considered accurate and up-to-date unless all critical fields for each unit are completed. Critical fields include:

- local bus number
- vehicle identification number (VIN)
- in-service date
- shell capacity
- chassis manufacturer
- body manufacturer
- engine serial number
- transmission serial number
- bus type
- date received (delivery date)
- service schedule
- lift-equipped status
- chassis build date
- engine model
- transmission model

Attached please find the most current attestation form. A link to the attestation form is also on the website.

DELIVERY DATE CONFIRMATION

Please be aware that the delivery date and in-service date you provide in the school bus inventory system are used to calculate liquidated damages for late delivery of buses, if applicable. **If any bus was delivered on time but had ready-to-use issues that resulted in a later effective in-service date, please provide copies of work orders or other documentation of these issues with your attestation form.** In these documented circumstances, the delivery date to be entered into the school bus inventory system is the date the bus was ready-to-use, as defined in the applicable year's state bid.

INTERNET APPLICATION USAGE

Before you attempt to enter new bus records into the inventory system, check whether the record has already been entered. The easiest way to check whether new buses have already been entered is to view or print a bus inventory report sorted by "Build Date – Newest to Oldest." New bus records will appear at the top of the list. Most new bus records are entered for you by Department staff when all serial numbers have been provided by the vendor. The record may show a service schedule of "P," indicating the bus order may have been in process on the date it was entered.

If the record has already been entered, you will need to enter only the delivery date, in-service date, in-service miles, and service schedule. If the bus number or vehicle identification number (VIN) is incorrect, you will need to call or e-mail Ms. Terri Egler. The system will not allow users to change bus numbers or VIN's, since these are key fields.

Thank you for your continued support and use of the school bus inventory system. For assistance, please contact Ms. Terri Egler at (850) 245-9795 or Terri.Egler@fldoe.org.

WRS/tje

Attachment

cc: School District Superintendents

Attestation to Accuracy of 2005-2006 School Bus Inventory

My signature below attests that, as of the indicated date, the school bus inventory information, including all critical fields in the Department of Education's database, has been updated as required and is accurate for our district:

_____ (printed name)

_____ (signature)

_____ County School District

_____ (date)

This page <u>MUST</u> be completed and returned by <u>February 24, 2006,</u> by e-mail, FAX, or U.S. mail to:

E-mail: terri.egler@fldoe.org
Fax Number: (850) 245-9935

Florida Department of Education
School Transportation Management Section
Attention: Terri Egler
325 West Gaines Street, #1134
Tallahassee, FL 32399-0400