

2024-2025 TD-1 Report Instructions

Bus Data Tab:

- **A – Number of days the fleet operated.** The is the number of days the fleet operated for the school term; maximum should be no more than 185.
- **B – Total Bus miles operated for fiscal year**

Retrieve the required mileage from BSIP:

- Open BSIP transaction MCIS
- A new window displays titled “Info Structure”
- Double-click upon the option: S731 PM Fleet Statistics
- A new window displays titled “Standard analysis for info structure S731: Selection”
- Characteristics section - input:
- Maintenance Plant (e.g., *6001 for Alamance*)
- Period to analyze section – input:
- Month(s) 07/2024 to 06/2025
- Execute and export to excel by inventory number
 - (From the top menu bar: Standard Analysis/Export/Transfer to XXL)
- Export by Inventory Number and Equipment only
 - Copy the results to Excel on your computer to work with the spreadsheet

Note: This will give you all vehicle mileage by inventory number when the mileage was recorded and is the most accurate way to assess the miles. You will have to separate out the sets of vehicles in Excel and total the mileage.

- Sort buses into Regular and EC buses and Service Vehicles (remove local vehicles)
 - Service vehicles cover 3000, 4000, and 5000 numbered vehicles as well as some 6000s (not student transport vehicles)
 - Local vehicles should be removed
- Total mileage for Regular and Regular Spares and EC and EC spares
- Reduce each total by any yellow bus refunded miles for the associated vehicles (if refunded miles are not separated by type estimate or remove all refunded miles from regular buses)
- Record the resulting mileage numbers (Reg/EC/Refund) which should total to all of the miles travelled.
- **C- Total miles operated by all service (support) vehicle(s)**
 - As found above for all state maintained service vehicles
- **D – Buses Operated:**

- Regular Buses – Yellow route buses operated more than half the year and assigned to a regular route. This should be equal to the TD-10 bus inventory report. Most often this information may be obtained from the LEA's TIMs coordinator.
- Exceptional Children Buses - Yellow route buses operated more than half the year and assigned to a route predominantly transporting students with specialized transportation needs. This should be equal to TD-10 bus inventory report. Most often this information may be obtained from the LEA's TIMs coordinator.
- NERSBA Buses – Northeastern Regional School exclusive buses. Yellow route buses operated more than half the year and assigned to serve only NERSBA. Do not include any here that would already be on D1 or D2.
 - Note: This line only applies to the LEAs of: Beaufort, Martin, Pitt, Tyrrell, and Washington
- **E – Buses operating for summer school** - Include the total number of buses that were assigned to regular routes for Summer School. Most often this information may be obtained from the LEA's TIMs coordinator.
- **Idling Policy for 2025-2026** – Does or will your LEA have in place a school bus idling policy for the 2025-26 school year? Allotment policy requires a local BOE policy restricting school bus idling in order to acquire additional fuel funding. At one time all districts indicated they had such a policy in place and provided a copy but please verify. Select your response from the drop-down menu.

Local Expenditures Tab:

- **A – LOCAL Driver Salary** - Input the value of local funds that were expended to provide driver salaries, including any pay supplement. The salary supplement must apply to all drivers uniformly and be paid regularly in addition to the driver's state pay (e.g. hourly, weekly, monthly). Note: This is salary and not associated with any incentive or bonus plans.
- **B – LOCAL Driver Incentive Pay or Bonus** - Record the sum of local funds that were expended to provide drivers incentive pay or performance bonuses. Incentive pay is not paid to all drivers but rather to those drivers who have achieved some predetermined goal such as perfect attendance or an accident-free driving record. Note: Although you are reporting this amount, this local pay will not be included in the allotment formula process.
- **C – Total Bus Driver Compensation in Excess of \$27.99** - Including total compensation from both **state funds and the amount input for line A** (above), did you have any drivers whose total compensation divided by their total hours paid exceed \$27.99/hr (Note: This is not an analysis of each individual hour, therefore a few hours of overtime pay above \$27.99 would not need to be noted)? Note: **Required field - Reply with Yes or No.**
 - C1 – If you answered “Yes” to Compensation Exceeding \$27.99 – input the number of drivers that earned more than the state salary schedule.

- Using the total payment (state salary and local supplements from number A above) each driver received for the year and the total hours that driver worked for the year, list the number of drivers paid more than the maximum allowable cost per hour under the state salary schedule for drivers.
 - C2 - If any drivers did receive average compensation more than the maximum per hour allowed, please record the total excess amount for all drivers.
 - Using the total payment (state salary and local supplements from number A above) each driver received for the year and the total hours that driver worked for the year, list the sum of the excess funds paid from PRC 056.
 - Calculated Field – “Subtract the amount in line C2 from A” Enter the PRC/Object code that the excess salary was paid from.
- **Driver’s matching Benefits (Local):**
 - Again this one is about Fund 2 PRC 056 expenditures only
 - Social Security (Federal Insurance Compensation Act) -
 - PRC 056 - 211 Employer's Social Security Cost - Regular
 - Include contributions paid by the employer for the employer's share of social security cost for all salary payments.
 - Note: Enter values that correspond to the appropriate line; line A - Salaries, B - Bonuses, or C - Excess Wages. Be sure to input the PRC and Object code the benefits were paid from in the cell to the left.
 - Retirement Benefits
 - PRC 056 - 221 Employer's Retirement Cost - Regular
 - Include contributions paid by the employer for the employer's share of retirement cost to the Teachers' and State Employees' Retirement System for all salary payments.
 - Note: Enter values that correspond to the appropriate line; line A - Salaries, B - Bonuses, or C - Excess Wages. Be sure to input the PRC and Object code the benefits were paid from in the cell to the left.
 - Medical Costs
 - PRC 056 - 231 Employer's Hospitalization Insurance Cost
 - Include contributions paid by the employer for employee hospitalization insurance to State sponsored health insurance providers and/or HMOs.
 - Note: Enter values that correspond to the appropriate line; line A - Salaries, B - Bonuses, or C - Excess Wages. Be sure to input the PRC and Object code the benefits were paid from in the cell to the left.
- **Transportation Personnel Data**

- **A - State Paid Positions (Fund 1 PRC 056):**
 - Input the number of administrative personnel positions budgeted to be on staff (Record results to the nearest half position). Note: Administrative staff typically includes the director, supervisor, office staff, and any other non "wrench-turning" employees.
 - Input the number of mechanics budgeted to be on staff (Record results to the nearest half position).
 - Input the number of bus drivers budgeted to be on staff (Record results to the nearest half position).
 - For each of these also input the number of vacancies being recruited for (i.e. positions not currently filled but intended to be)
- **B - Local Paid Positions (Fund 2 PRC 056):**
 - Input the number of administrative personnel positions budgeted to be on staff (Record results to the nearest half position). Note: Administrative staff typically includes the director, supervisor, office staff, and any other non "wrench-turning" employees.
 - Input the number of mechanics budgeted to be on staff (Record results to the nearest half position).
 - Input the number of bus drivers budgeted to be on staff (Record results to the nearest half position).
 - For each of these also input the number of vacancies being recruited for (i.e. positions not currently filled but intended to be)
- **C1 - Director and/or Supervisor (Local funds)**
 - Include the components listed below of the person assigned as the director/primary supervisor – This position is intended to be from central office administration as is required by allotment policy. There may be others from the central office admin but the top level director of transportation should be listed here.
 - Items to include:
 - Name
 - Title
 - PRC/Object Code
 - Local Salary
 - Match Benefits
- **C2 – Other Personnel Salaries (Fund 2 PRC 056)**
 - Include the components listed below of individuals who are employed by the local school administrative unit in a permanent, temporary, or part-time position or one who substitutes for those in permanent positions.
 - Note: The salaries listed for these personnel must represent duties directly attributable to the day-to-day school bus operations.

- Other Personnel (Include not limited to):
 - Other personnel such as technicians and office support staff which are paid from fund 2 PRC 056 in support of to-and-from school transportation operations.
- Items to include:
 - Name
 - Title
 - PRC/Object Code
 - Local Salary
 - Match Benefits
- **Other Local PRC 056 expenditures:**
 - A – Fuel - If local funds were used to purchase fuel to finish the regular school term, please indicate the amount expended.
 - C – Contract transportation - Record the amount of funds expended.
 - Note: There must be adequate TD 24-A forms on file at DPI to support these local expenditures as well as the state funds spent on contract transportation per the State Public School Fund.
 - D – Other Expenditures - If local funds were used in other areas to support the K-12 school bus operation, record these items and amounts.
 - Note: The items might include utilities, shop supplies, drug testing or other costs that correspond to the existing object codes in state PRC 056 and can be traced back to your local PRC 056 expenditure account.
 - Costs that cannot be traced directly back to your fund 2 PRC 056 account may not be allowed. Also, costs reported as "Miscellaneous or Other" will not be allowed.

Summary and Signature Page:

- Select your LEA from the drop down menu at the top of the page and that will automatically populate the LEA number.
- The fields highlighted in peach are auto populated from the Bus Data and Local Expenditures Tab.
- Print the Summary and Signature Page (Obtain the required signatures.)
- Scan the signed Summary and Signature Page.
- Email the Excel TD-1 and the signed Summary and Signature page to Brandon Smith at brandon.smith@dpi.nc.gov
- **TD 1 Part A- Due date August 1, 2025 (Excel format of TD1 Part A and PDF of signed summary page)**
- **TD 1 Part B – Due date September 2, 2025 (excel format of TD1 part B)**

