**Vocational Transportation Reporting Instructions**

***For KDE Web Application Submission***

**Important Reminders**

* If your district **does not have any vocational transportation to report**, you are still required to **log in and indicate that there is no data to report**.
* You must click **"Submit"** to send the data to KDE. Saving the form alone **does not** complete submission.
* **Mileage is only reimbursed if students are present on the bus.**

Each trip is treated as a **one-way trip by default**:

* If you are reporting a **round trip**, you **must check** the box labeled **“Is this round trip?”** — but you must still **enter the one-way mileage and time only**.
* If the box is **unchecked**, KDE multiplies mileage and hours by **1** (one-way).
* If the box is **checked**, KDE multiplies mileage and hours by **2** (round trip).
* A trip is considered **round trip only** if the **same driver** transports students **to and from** the location.

**STEP 1: Enter Location Information**

1. **Check the Date**
Confirm you are in the correct school year — it should display the **most recent calendar year**.
2. **Verify District Name**
The **District** field should automatically populate with your district’s name.
3. **Add Location Type**
Click **ADD** next to *"Location Type."* Choose from the dropdown:
	* High School
	* Vocational School
	* Worksite
4. **Enter Location Name**
Tab to the **Location Name** field and enter the site name.
5. **Add Additional Locations**
Click **ADD** for each separate location you need to report. These entries will be used in Step 2.
6. **Proceed to Step 2**
Click **Next**. If you forgot the location, you may return to Step 1 to add it.

**STEP 2: Enter Route Information**

1. **Create New Trips**
Under the blue **“Route”** section, click **New** to start a trip entry. The system will automatically assign trip numbers (1–99). **Note: Each bus that travels a route is considered a separate route.**
2. **Default to One-Way**
All trips are considered **one-way** unless the **round-trip** box is checked (see Step 16).
3. **Start Location**
Use the dropdown to select the **pickup location** (entered in Step 1).
4. **Second Location**
Use the dropdown to select the **drop-off location**.
5. **Optional Location**
Only complete this field if students are transported to **more than one location in a single trip**.
6. **Days Transported**
Enter the total number of days for this route **per driver**. This number **cannot exceed** the number of calendar school days.
7. **Hours Driven**
Enter the **one-way** time it takes to complete the trip.
	* **Maximum:** 3.5 hours (one-way) or 7 hours (round trip)
8. **Miles Driven**
Enter the **one-way mileage**.
	* **Note:** Mileage is **only reimbursed if students are on the bus**.
9. **Driver Wage**
Input the driver’s **hourly rate**.
10. **Round Trip Checkbox**
Check this box **only if**:
	* The **same driver** returns students to the original pickup location, **and**
	* Students are **on the bus in both directions**.
11. **Save Each Entry**
After completing a trip, click the **RED “Update”** button.
	* To add more trips, return to the top of Step 2 and click **New**.
12. **Submit the Form**
Once all trips are entered and reviewed, click **SUBMIT**.
13. **Email Confirmation**
After submission, you will receive an email from KDE indicating your form has been:
	* **Received and is pending approval**, or
	* **Approved**