

COLUMN HEADING DESCRIPTIONS AND DEFINITIONS FOR COMPLETING SE-4107 Preliminary School Bus Inventory Report (MEIS)

VEHICLES: (Revisions to the Pupil Transportation Act of 1990, PA 187 being Public Act 49)

Until the year 2002, there are three types of school vehicles:

- (1) *School Transportation Vehicle* - 10 passengers or less, including driver which is not regulated, except to require the Federal Motor Vehicle Safety Standards (FMVSS) appropriate to that vehicle
- (2) *Pupil Transportation Vehicle* - 11-15 passengers purchased prior to *October 1, 1993*, which is currently regulated, depending on the nature of use
- (3) *School Buses* – 16 passengers or more if purchased before 1993 and 11 passengers or more if purchased after 1993, and which are black and yellow and in compliance with all design and usage regulations appropriate for school buses

At the effective date of the sunset clause of *October 1, 2002*, schools or transportation contractors for schools will only be able to use two types of vehicles:

- (1) a "school transportation vehicle" (10 or less passengers), or
- (2) a "school bus" (11 or more passengers)

COMBINATION VEHICLES:

For a vehicle to be claimed as a combination vehicle, one of the criteria listed below needs to be in effect:

- (1) *One or more of the vehicles scheduled runs are used exclusively to transport special education students, or*
- (2) *51% of the pupils on any particular run are special education pupils*

To ensure compliance with the above definition, review all vehicles with a status code of "C" (combination), "LC" (leased combination) and "KC" (contracted combination vehicles).

DISTRICT OWNED CARS:

Continuing for school year 2005-2006, district owned cars used in the transportation of special education students may not be listed on the SE-4107, School Bus Inventory. When these vehicles are appropriately used in the transportation of special education students, a waiver must be requested from the Michigan Department of Education, Office of Special Education and Early Intervention Services.

Please note: When entering vehicles in the school bus inventory, all of the fields (except for equipment) must be completed. Failure to complete every field will result in the district receiving an error message and the vehicles will not be recorded on the school bus inventory.

Code School District Code:

This is the permanent identification number assigned to each local school district, intermediate school district or public school academy. This number is generated automatically by MEIS.

Ref# Reference Number:

This is the identification number assigned to each bus by the Michigan Department of Education. This number is generated automatically by MEIS.

Bus# Bus Number (previously referred to as vehicle #):

This is the number the district has assigned to a specific pupil transportation vehicle.

Chas Make of Vehicle Chassis:

Use the Vehicle Chassis Codes listed to identify the company that manufactured the school bus or vehicle chassis. Review all chassis listed on the SE-4107 Preliminary to ensure the correct manufacturer code is used. If the bus chassis purchased is not listed, enter "Other-99" and notify the Michigan Department of Education so that the chassis type can be added to the database. Please make sure to enter the zero when reporting the chassis codes for Bluebird, Ford, GMC or International chassis.

Vehicle Chassis Codes:

Bluebird - 01	Thomas - 14
Ford - 06	Freightliner - 15
GMC - 07	Other - 99
International - 08	

VIN# Vehicle Engine Identification Number:

Identify the vehicle's engine identification number under this heading.

YOP Year Vehicle Purchased:

Indicate the complete four digits of the year the vehicle was purchased. Do not confuse the year the vehicle was manufactured with the year the vehicle was purchased. This information may be taken from the bill of sale.

YOM Year Vehicle Manufactured:

Indicate the complete four digits of the year the vehicle was manufactured or remanufactured in the case of a rehabilitated vehicle. Do not confuse the model year or the year the vehicle was purchased with the year the vehicle was manufactured. This information may be taken from the vendor's bill of sale or the body plate.

Body Make of the Vehicle Body:

Use the Vehicle Body Codes listed to identify the company that manufactured the vehicle's body. If the bus Vehicle Body Code is not listed, enter "Other-99" and notify the Michigan Department of Education so that the vehicle body type can be added to the database.

Please make sure to enter the zero when reporting vehicle body codes for Bluebird, Carpenter or International bodies.

Vehicle Body Codes:

Bluebird – 01	Wayne - 16
Carpenter – 03	AmTran - 17
International (IC) - 08	Collins - 18
Thomas – 14	Mid Bus - 19
	Other – 99

Style Body Style:

C – Conventional Body Style

A *“Conventional Body Style”* is one with the engine in front of the driver and an outward extending hood. All vans and school buses on a van chassis have a conventional body on a chassis design. All vehicles with a passenger body capacity of 65 or fewer have been identified as a conventional body style.

T – Transit Body Style

A *“Transit Body Style”* is one with the engine beside the driver, midship or in the rear of the body. Some of the new body styles with less than 66 passengers are of the transit type. If you have such a vehicle(s), please change its body style designation from “C” to “T”. All vehicles with a passenger capacity greater than 78 passengers have been given a transit body style designation.

The body style designation is blank for vehicles with passenger capacities between 65 and 78. *Please indicate the correct body style, conventional or transit, for those vehicles in your fleet between 65 and 78 passenger capacity.*

Fuel **Fuel:** Use the Fuel Codes listed to identify what type of fuel the vehicle uses. If the Fuel Code is not listed, enter “Other-99” and notify the Michigan Department of Education so that the fuel type can be added to the database. Please make sure to enter the zero when reporting any fuel codes.

Fuel Codes:

Diesel – 01	Compressed Natural Gas (C.G.) – 04
Gasoline – 02	Other – 99
Liquid Petroleum Gas (LPG) – 03	

EQIP **Equipment:** Use the Equipment Codes listed to identify special vehicle equipment. If the Equipment Code is not listed, enter “Other-99” and notify the Michigan Department of Education so that the equipment type can be added to the database. Please make sure to enter the zero when reporting any equipment codes.

Equipment Codes:

Wheelchair Lift – 01	Any Combination of 01-03 above – 04
Roof Hatches – 02	Other – 99
Air Conditioning – 03	

CAP Pupil Capacity:

Identify the manufacturer's rated seating capacity of the vehicle. Do not indicate how many pupils ride the vehicle, but how many it was built to transport.

COST Cost of the Vehicle:

Use the Cost of Bus Worksheet to calculate the amortization for new buses only. Enter the amortization amount in the Cost column. Do not change this amount for existing buses.

STAT Vehicle Status:

Use the Vehicle Status Codes listed to identify the vehicles used. Districts contracting with a private third party provider for exclusive pupil transportation services (black and yellow vehicles only) must identify the vehicles used. These vehicles are to be reported on the district's SE-4107.

Vehicle Status Codes:

- (R) Regular: Vehicles that are used daily to transport regular education pupils to and from the school which they attend.
- (LR) Leased Regular: Leased vehicles used to provide regular education pupil transportation.
- (KR) Contracted Regular: Contracted vehicles used to provide regular education pupil transportation.
- (C) Combined Vehicles: Vehicles where, one or more of the vehicles' scheduled runs are used exclusively to transport special education pupils, or where 51% of the pupils transported on any particular run are special education pupils.
- (LC) Leased Combined: Leased vehicles used for combined pupil transportation (see combination definition).
- (KC) Contracted Combined: Contracted vehicles used for combined pupil transportation (see combination definition).
- (S) Spare: Vehicles held in reserve to be used as replacements for vehicles transporting regular education pupils.
- (LS) Leased Spare: Leased vehicles held in reserve to be used as replacements for leased vehicles transporting regular education pupils.
- (KS) Contracted Spare: Contracted vehicles held in reserve to be used as replacements for contracted vehicles transporting regular education pupils.
- (2) Special Education – Section 52: Vehicles used exclusively for the transportation of special education pupils (Section 52) to and from approved special education programs. Vehicles used for transporting both Section 52 and Section 53a special education eligible pupils should also be coded (2).
- (L2) Leased Special Education – Section 52: Leased vehicles used exclusively for transporting special education pupils.

- (K2) Contracted Special Education – Section 52:
Contracted vehicles used exclusively for transporting special education pupils.
- (T) Section 52 Spares: Vehicles held in reserve to be used as replacements for vehicles transporting special education pupils.
- (LT) Leased Section 52 Spare:
Leased vehicles held in reserve to be used as replacements for leased vehicles transporting special education pupils.
- (KT) Contracted Section 52 Spare:
Contracted vehicles held in reserve to be used as replacements for contracted vehicles transporting special education pupils.
- (3) Section 53a Special Education:
Vehicles used exclusively for the transportation of special education Section 53a eligible pupils to and from approved special education programs. All of these vehicles require prior Michigan Department of Education approval from the Office of Special Education and Early Intervention Services.
- (L3) Leased Section 53a Special Education:
Leased vehicles used exclusively for transporting special education Section 53a eligible pupils. All of these vehicles require prior Michigan Department of Education approval from the Office of Special Education and Early Intervention Services.
- (K3) Contracted Section 53a Special Education:
Contracted vehicles used exclusively for transporting special education Section 53a eligible pupils. All of these vehicles require prior Michigan Department of Education approval from the Office of Special Education and Early Intervention Services.
- (U) Section 53a Spare: Vehicles held in reserve to be used as replacements for Department approved Section 53a vehicles.
- (LU) Leased Section 53a Spare:
Leased vehicles held in reserve to be used as replacements for Department approved leased Section 53a vehicles.
- (KU) Contracted Section 53a Spare:
Contracted vehicles held in reserve to be used as replacements for Department approved contracted Section 53a vehicles.
- (N) Non-Eligible Vehicles:
Vehicles used exclusively for the transportation of pupils to and from the school that they attend on routes that are ineligible for state aid payments, or a school bus that is no longer used for the transportation of pupils, but which has not yet been disposed of.
- (KN) Contracted Non-Eligible Vehicles:
Contract vehicles used exclusively for the transportation of pupils to and from the school that they attend, on routes, which are ineligible for state aid payments, or a school bus that is no longer used for the transportation of pupils, but which has not yet been disposed of.

AT**Amortization Type:**

Use the Amortization Type Codes listed to identify the Amortization Type for all "added" vehicles. Do not change the type for existing buses.

Amortization Type Codes:

- (A) Type I School Bus:
All school buses with a gross vehicle weight rating of more than 10,000 pounds that do not qualify as a Type I Premium Bus. The amortization schedule is 7 years.
- (B) Type I Premium School Bus:
A school bus with a capacity of over 66 passengers. The amortization schedule is 10 years.
- (C) Type II School Bus, Sedan, Station Wagon and Passenger Van:
A vehicle with a gross vehicle weight rating of 10,000 pounds or less. The amortization schedule is 5 years. Note: Sedans, Station Wagons and Passenger Vans are not to be added to the SE-4107 School Bus Inventory.
- (D) Rehabilitated School Bus:
A school bus that has been rebuilt by an agency approved by the State Board. The amortization schedule is 5 years.
- (E) Optional Amortization Schedule:
Vehicles that are expected to exceed 100,000 miles within the first four years of operation. Amortization schedule is 4 years.

COST OF BUS WORKSHEET

Date: _____

Legal Name of School District	District Code No.	Telephone No.
Address	City	Zip Code

INSTRUCTIONS: Use this worksheet to calculate the cost of new vehicles added to your fleet. The amortization amount calculated must be entered in the Cost column of the SE-4107 Preliminary report.

1. Bus Number
2. Engine Number (VIN#)
3. Base Cost of Bus: Include the cost of body and chassis.
4. Cost of two-way radio: Include the cost of radio on bus as new equipment
5. Interest: Include any interest charges for financing the bus.
6. Total Cost of Bus: Sum of lines 3, 4 and 5.
7. Deduction: Amounts received from the sale of old buses should be deducted from the vehicle's total cost.
8. Amortization Amount: Amount to be put in the Cost column on the SE-4107.

Bus Number _____
 Engine Number (VIN#) _____
 Base Cost of Bus _____
 Cost of Radio _____
 Interest _____
 Total Cost _____
 Deduction _____
 Amortization Amt _____

Bus Number _____
 Engine Number (VIN#) _____
 Base Cost of Bus _____
 Cost of Radio _____
 Interest _____
 Total Cost _____
 Deduction _____
 Amortization Amt _____

Bus Number _____
 Engine Number (VIN#) _____
 Base Cost of Bus _____
 Cost of Radio _____
 Interest _____
 Total Cost _____
 Deduction _____
 Amortization Amt _____

Bus Number _____
 Engine Number (VIN#) _____
 Base Cost of Bus _____
 Cost of Radio _____
 Interest _____
 Total Cost _____
 Deduction _____
 Amortization Amt _____

Michigan Department of Education
Office of Special Education and Early Intervention Services

Pupil Transportation Security Access

School District Code: _____

School District Name: _____

Step 1 Name of the designated individual who is authorized to use the MDE pupil transportation system to report data and assign internal security.

Name (type or print) Title

Email address Phone number

Step 2 Access the Internet and go to the following URL: *http://www.michigan.gov/meis*

Step 3 Click on the **USER MANAGEMENT** link. There you will be instructed on how to create a new account.

Step 4 Once a MEIS account number is obtained, please enter the following requested information:

Designee's MEIS Account: _____

Step 5 For the designated individual:

Read Only Edit/Update Intermediate School District Administrator

I agree to protect my user identification and password from unauthorized use. I understand all access under my user ID is my responsibility. I further understand that by reporting data via the Internet, I am certifying that the data reported is correct. All information I obtain from the pupil transportation system shall be used only in the proper conduct of my organization's business.

New Designee Replacement Designee Close MEIS Account: _____

Signature of Designee Date

Mother's Maiden Name (for identification purposes only)

Step 6 For the Superintendent or Chief Operating Officer:

I attest that the above named individual is authorized to submit pupil transportation information and data to the MDE.

Name of Organization

Signature of Superintendent/Chief Operating Officer or Designee Date

Step 7 Mail or fax this form to:

Ms. Debbie Nowlen
Michigan Department of Education
Office of Special Education and Early Intervention Services
P.O. Box 30008
Lansing, Michigan 48909
Fax: (517) 241-3690
Email: nowlend@michigan.gov