

# **SCHOOL BUS INVENTORY SYSTEM**

## **USER MANUAL**

### **Introduction**

The SE-4107 School Bus Inventory System (SBIS) is a web based application to provide electronic submission of your school bus data to the Department of Education. This application should be utilized to report to the Department of Education all black and yellow vehicles used by a district to transport pupils to and from school. This includes all black and yellow vehicles contracted from a third party carrier such as Dean Transportation or First Student. Non black and yellow vehicles such as district owned cars or trucks are not to be reported through the School Bus Inventory process. The application will streamline the process of data collection and will provide districts with a useful tool to help manage their bus fleet.

The SBIS has been rewritten beginning in the 2011-12 school year. The new system includes enhanced features to help with the data entry process, such as drop down menus. It also allows the district to sort the vehicles in their fleet listing by any of the columns within the Edit/Delete or Transfer Screen.

Beginning in the 2011-12 school year, all districts must Certify their vehicle listing yearly. Failure to complete the Certify process will result in vehicles not being amortized and districts losing funding for those vehicles. Please read the section in this manual referencing the "Certify Bus" feature.

### **Accessing the Application**

The SBIS is authenticated by a MEIS application. To access the application you must create a MEIS User Account by clicking in the top box on the MEIS home page. Once you have created a MEIS User Account you must complete the Pupil Transportation Security Access form. The link for this form is listed on the MEIS home page below the link for access to the SBIS.

It is important that the Pupil Transportation Security Access Form is completed completely and accurately. You must enter your school district code (this is a five digit code) and your school district name. It is extremely important that you enter your MEIS account number in Step 4 accurately. This number begins with an "A". Without this number, the Department is unable to grant you access to the SBIS

School districts may have a number of individuals authorized to access the SBIS. The number and type of access for each individual will be determined by the district's Superintendent or Chief Operating Officer. The types of access include: Read Only or Edit/Update for local districts and public school academies. Intermediate School Districts also may have access as an Intermediate School District Administrator which allows access to their constituent local districts.

Upon completion of the Security Access Agreement, please fax the form or email a copy to Ms. Debbie Nowlen at the address indicated on the bottom of the agreement form. Each individual with access to the SBIS must have their own unique MEIS account. School district personnel may not share MEIS accounts. The Department of Education will close any such shared accounts.

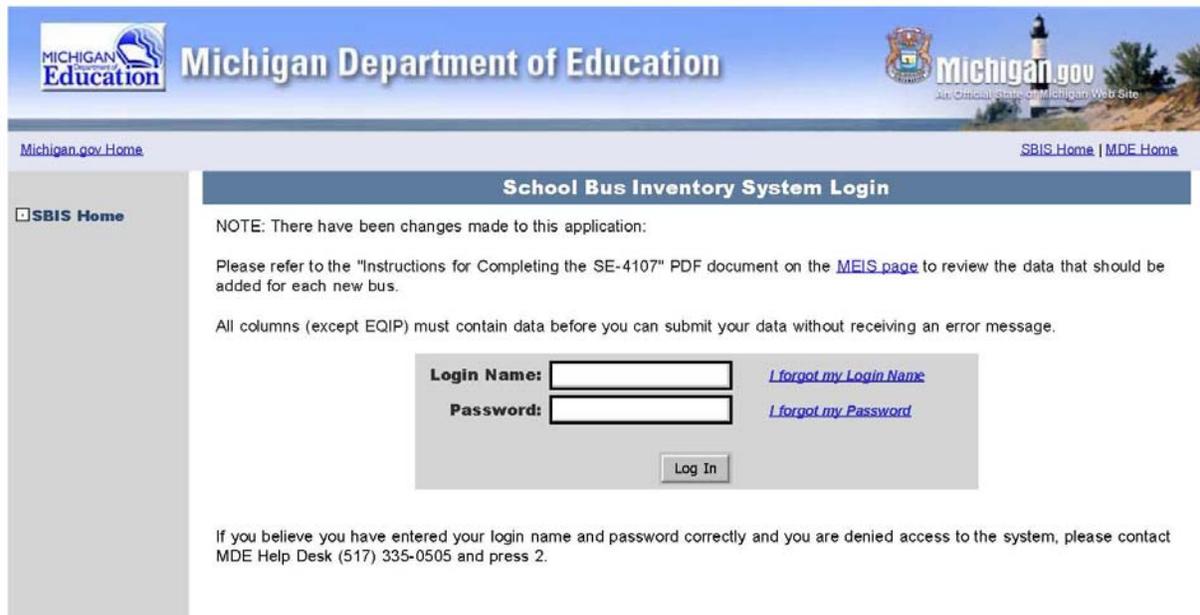
## **Login Screen**

Clicking on the School Bus Inventory Application link on the MEIS web page will take the user to the log in screen. The login screen requires the user to enter their login name and password. This screen also indicates if changes have been made to the application, where to access instructions on how to navigate through the SBIS and the telephone number for the MDE-Help Desk.

### Login Screen

1. Enter your MEIS login
2. Enter your password

School Bus Inventory System



School Bus Inventory System

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### School Bus Inventory System Login

NOTE: There have been changes made to this application:

Please refer to the "Instructions for Completing the SE-4107" PDF document on the [MEIS page](#) to review the data that should be added for each new bus.

All columns (except EQIP) must contain data before you can submit your data without receiving an error message.

**Login Name:**  [I forgot my Login Name](#)

**Password:**  [I forgot my Password](#)

If you believe you have entered your login name and password correctly and you are denied access to the system, please contact MDE Help Desk (517) 335-0505 and press 2.

## **Welcome Screen**

After a successful log in, the user is directed to the Welcome Screen for the School Bus Inventory. The Welcome Screen is the place where information relative to the Inventory is communicated. For example, the Welcome Screen will indicate if the School Bus Inventory is open or accepting applications and for which school year or

if the inventory is closed and not accepting applications. The Welcome Screen will also display system status messages such as when the Final Reports showing the yearly amortization amounts are complete and available. This screen will also be used to communicate other information to the school districts regarding this application. (**Please note** the revised School Bus Inventory System will function best with Internet Explorer 8 or higher. Using other browsers may work, but some of the functions and help screens might not display appropriately.)

The main menu can be found on the left side of the Welcome Screen. Menu selections include: Add buses; Edit/Delete/Transfer buses; and Certify buses and two types of reports: Preliminary report or Final report. (Please note: users with read only access will not be able to access the edit/delete or transfer functions.)

Welcome Screen:

1. To move to the next screen, click on the function you wish to perform

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Welcome to School Bus Inventory System

dianne easterling 8/15/2011

This system works best with Internet Explorer 8 or higher.

**We accept Applications for school year 2011 - 2012**

2010 - 2011 Final Reports are available.

Menu Bar

System Messages

- SBIS Home
- Add Bus
- Edit/Del/Transfer Bus
- Certify Bus
- Reports:
  - Preliminary Report
  - Final Report
  - State Total Report
- Maintain User
- Maintain System
- Log Out

## Adding Buses

Buses may be added individually or in batches of 10 buses at a time. All fields, except the equipment field, must be completed for the vehicle to be added to the SBIS Fields with the arrows have drop down boxes upon which the user can select the certain entries for these fields. These entries are explained in the additional help document, entitled "Column Headings and Descriptions." The Bus Number, VIN Number, Capacity and Cost fields do not have drop down boxes and the user must enter this information directly. **Please note when entering the cost for each vehicle, the cost must not contain any dollar signs, commas or periods.** The cost entered should be arrived at by completing the Cost of Bus

Worksheet. The Cost of Bus Worksheet can be found on the MEIS web site under the "Instructions for Completing the SE-4107 School Bus Inventory" help document.

After entering all the appropriate data for the vehicles to be added, click the submit button at the bottom of the page. Save your data frequently, please remember that the SBIS will time out after twenty minutes of inactivity. At that point any data that is not saved, will be lost.

**Add Bus Screen:**

1. Enter all data related to each vehicle
2. Click the submit button at the bottom of the page.

School Bus Inventory System

**Edit/Delete/Transfer**

To edit, delete or transfer a bus select the Edit/Del/Transfer Bus option on the left hand side of the screen. Find the bus you wish to edit and click on Pencil on the right hand side of the record. District users will only be able to edit certain fields. Districts are unable to edit the following fields: Reference Number, VIN Number, Year of Purchase, Year of Manufacture, Cost and Amortization Status. If you need to make changes in these fields, contact Ms. Dianne Easterling at the Office of Special Education and Early Intervention Services (OSE-EIS) Program Finance at (517) 241-1235.

Districts may only edit one record at a time. Once you have made changes to the bus record you must save the record using the black save button to the right of the record for the changes to be reflected in the inventory. If you do not wish to make the change, click on the red button on the right side of the record to cancel all the changes you have made to that bus record since the last save.

The next option you can select in this screen is to delete a bus. Buses should be deleted from the inventory when they are either sold or scrapped. However, buses sold or scrapped that were used during the school year should not be deleted until the beginning of the next school year. **(Note: Buses sold to another Michigan public school district should be Transferred, not Deleted.)** Find the bus you wish to delete and then click on the blue "X" on the right hand side of the record. You will receive a confirming pop up asking "Are you sure you want to delete reference no. XXX". At that point you can cancel the deletion or click "OK" and the bus will be immediately deleted from your inventory. There is no save feature for deleting buses.

The last option available on this screen is to Transfer a bus. **Buses sold to another Michigan public school district, intermediate district or public school academy should be transferred and not deleted.** To Transfer a bus, find the bus you wish to transfer and click on the green "X" on the right hand side of the bus record. At this point you will see a pop up window with a drop down box which lists the active Michigan public school districts in district code order. Also with the district code is the name of the district. Select the district you wish to transfer the bus to. Then select either submit to process the transfer or cancel if you wish to cancel the transfer of the bus. Upon transferring a bus, it will be immediately removed from your school's inventory and added to the receiving district's inventory. You should contact the receiving district to let them know that you have transferred the bus.

It is good practice after adding, editing, deleting or transferring buses to completely exit the system and then go back in and print a preliminary school bus inventory report. By doing so you will be able to ensure that all of the changes you made have been activated into the inventory. **Please note that if you are working in the inventory and leave your desk, the application will time out (in twenty minutes).** If the application were to time out all the changes made would not be saved.

#### Edit/Delete/Transfer Screen

1. Select the bus
2. Click on Pencil to edit the record
3. Make changes
4. Click the save icon to save the changes
5. Click on the blue X to delete the vehicle
6. Click on the green symbol to transfer the vehicle

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02020 Burt Township School District Bus Reference Number: - All -

Ref No	Bus No	Chas	VIN No	YOP	YOM	Body	Style	Fuel	Equip	Cap	Cost	Stat	AT	Active
38295	04	15	4UZAAXAL14CL84504	2002	2003	14	C	01		72	36000	R	B	Y
31158	002	15	4UZ3CFAA91CH35234	2000	2001	14	C	01		57	51238	R	A	Y

- SBIS Home
- Add Bus
- Edit/Del/Transfer Bus**
- Certify Bus
- Reports:
  - Preliminary Report
  - Final Report
  - State Total Report
  - Maintain User
  - Maintain System
  - Log Out

### Certify the Bus Inventory

The new feature to the SBIS is the feature to Certify your data. Each district must certify their school bus data annually. Failure to certify the bus data will result in buses not being amortized and school districts not being reimbursed. Districts must certify the bus data annually whether or not they make any additions, edits and deletion of buses. If you certify your data and then later need to make additional changes, you may do so, but then you must re-certify the data after the changes are made.

You may certify your bus data at any time during the school year. However, it is good practice to certify the bus data at the end of the school year in June to ensure all changes have been made and the data is an accurate picture of the vehicles that the district uses to transport pupils to and from school. **Please remember that the last day to make changes or to certify vehicles on the School Bus Inventory System is June 30 of each year.**

## Certify Bus Screen

1. Click on Certify to certify all vehicles used by the district

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District Name	Certified	Certified Date	Certified By
01010 Alcona Community Schools			<a href="#">Certify</a>
02010 AuTrain-Onota Public Schools			<a href="#">Certify</a>
02020 Burt Township School District			<a href="#">Certify</a>
02070 Munising Public Schools			<a href="#">Certify</a>
02080 Superior Central Schools			<a href="#">Certify</a>
03000 Allegan Area Educational Service Agency			<a href="#">Certify</a>
03010 Plainwell Community Schools			<a href="#">Certify</a>
03020 Otsego Public Schools			<a href="#">Certify</a>
03030 Allegan Public Schools			<a href="#">Certify</a>
03040 Wayland Union Schools			<a href="#">Certify</a>
03050 Fennville Public Schools			<a href="#">Certify</a>
03060 Martin Public Schools			<a href="#">Certify</a>
03070 Hopkins Public Schools			<a href="#">Certify</a>
03080 Saugatuck Public Schools			<a href="#">Certify</a>
03100 Hamilton Community Schools			<a href="#">Certify</a>

1 2 3 4 5 6 7 8 9 10 ...

## Reports

Under the report function, the district will have the opportunity to print both a preliminary school bus inventory and a final school bus inventory which includes the amortization calculation for the given school year. The Welcome Screen will tell the user which year Final Report will be available to print. The Final Report is available to districts in mid to late July for the prior school year. Districts may access the Final Report feature even though the School Bus Inventory System is not open or accepting applications.

The print Preliminary Report function is available to users at any time the SBIS is open and accepting applications. Districts should use this function to confirm any additions, edits, or deletions of buses that have been processed by the system. This is also a good tool to use to manage your fleet and ensure all buses are reported correctly. This tool shows the districts all vehicles currently existing in the SBIS for that district at any given time.

Preliminary Report Screen:

1. Click Preliminary Report from the menu on the left side of the screen

- SBIS Home
- Add Bus
- Edit/Del/Transfer Bus
- Certify Bus
- Reports:
- Preliminary Report
- Final Report
- Log Out

**School Bus Inventory System**

Stella Song
8/2/2011

33010 East Lansing School District

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**School Bus Inventory - Preliminary Report**

**ISD: 33 Ingham ISD**
**Date: 8/2/2011**

Ref No	Bus No	Chas	VIN	YOP	YOM	Body	Style	Equip	Cap	Cost	Stat	AT
40582	99-4	07	1GDM7T1D0XJ519498	2006	1999	01	C	02	77	26916	R	B
35573	02-15	08	4DRBRABN82B947321	2002	2002	08	C	02	36	49913	2	A
42068	07-02	08	4DRBUAAN27B365044	2006	2007	08	C	02	77	65119	C	B
31231	00-10	08	1HVBRABN01A911447	2000	2001	08	C	02	77	52365	R	B
45054	09-11	08	4DRBUSKN9AB142818	2008	2008	08	C	02	77	71682	R	B
30610	00-1	08	1HVBRABN61A934912	2000	2001	08	C	02	77	52365	R	B
40583	07-05	08	4DRBUAAN07B336738	2006	2007	08	C	02	77	59991	R	B
47470	10-13	08	4DRBUAAN4CB396516	2011	2012	08	C	02	77	82416	S	A
42069	07-14	08	4DRBUAAN47B365045	2006	2007	08	C	02	77	65119	R	B
22902	95-3	08	1HVBBABN4TH305826	1996	1996	03	C	02	78	43705	S	B
38929	04-12	08	4DRBRAAN74B970108	2004	2004	08	C	02	77	54442	R	B
40581	00-7	07	1GBM7T1CXYJ526282	2005	2000	01	C	02	77	26617	R	B
22903	95-6	08	1HVBBABN2TH305825	1996	1996	03	C	02	78	43705	S	B
45053	09-8	08	4DRBUSKN79B090861	2008	2008	08	C	02	77	71682	R	B
27944	99-9	08	1HVBBABN4XH692643	1999	1998	17	C	01	36	52183	S	A

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Final Report Screen:

1. Click Final Report on the menu on the left side of the screen

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02020 Burt Township School District

MICHIGAN DEPARTMENT OF EDUCATION  
OFFICE OF SPECIAL EDUCATION/EARLY INTERVENTION SERVICES  
FINANCE AND PROGRAM MANAGEMENT UNIT  
BOX 30008, LANSING MICHIGAN 48909

**School Bus Inventory - FINAL**  
School Year: 2010 - 2011

ISD: 52 Marquette-Alger RESA  
District: 02020 Burt Township School District  
Run Date: 8/16/2011

Ref No	Bus No	Chas	VIN	POY	MOY	Body	Style	Fuel	Equip	Cap	Cost	Stat	AT	Depreciation		
														LastYrTotal	Annual	Total
31158	002	15	4UZ3CFAA91CH35234	2000	2001	14	C	01	57	51238	R	A	0	0	51238	
38295	04	15	4JZAAXAL14CL84504	2002	2003	14	C	01	72	36000	R	B	25200	3600	28800	
													<b>Bus Type</b>			
													<b>District Totals</b>			
													<b>Total Annual Amortization</b>			
R REGULARS													2	3600		
<b>Grand Total</b>													2	3600		

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**Log Out**

The last option on the left hand side of the screen is the Log Out feature. Even though the SBIS will time out after twenty minutes of inactivity, it is good practice to Log Out upon completion of work within the SBIS.

**Questions**

Questions regarding technical assistance issues for the SBIS should be directed to the MDE Help Desk at 517-335-0505 and press option 2. The Help Desk provides support for such issues as password resets and login information.

Questions regarding access to the SBIS should be directed to Ms. Debbie Nowlen at 517-241-1723. Questions regarding adding or deleting vehicles from the SBIS should be directed to Ms. Dianne Easterling by email ([EasterlingD@Michigan.gov](mailto:EasterlingD@Michigan.gov)), or by calling the OSE-EIS Program Finance at (517) 241-1235.

Additional questions can be answered by printing the "Instructions for Completing the SE-4107" document found on the MEIS web page.