

|| Odometer Report Training

“ODOMETER REPORT” IS THE AREA IN IBUS WHERE USERS REPORT ANNUAL JUNE 30TH ODOMETER READINGS AND ANNUAL BUS INSPECTION DATES.

ODOMETER REPORT June 30 for 2023 Bus Odometer Readings

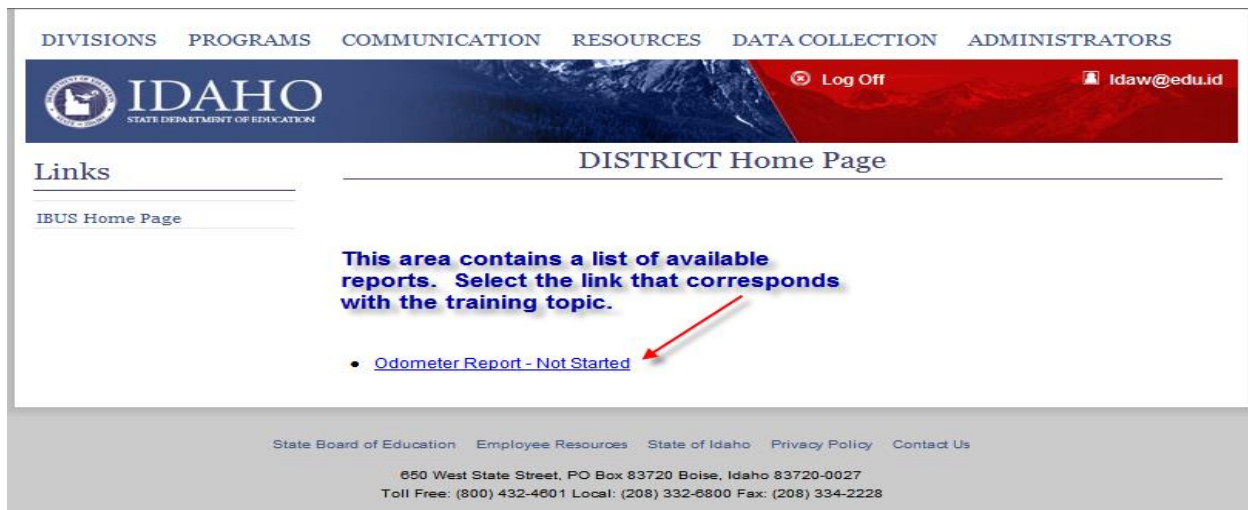
DUE JULY 30, 2023

REMINDER: SEE “VEHICLE MAINTENANCE TRAINING” TO DO THE FOLLOWING:

- Broken Odometer
- Update Vehicle Info
- Decommission Vehicle
- Add Bus to Fleet

ODOMETER REPORT TRAINING

Log-in to IBUS to access your district’s home page. At this location, select Odometer Report – Not Started to access the odometer report.



The screenshot shows the IDAHO State Department of Education website. The navigation bar includes links for DIVISIONS, PROGRAMS, COMMUNICATION, RESOURCES, DATA COLLECTION, and ADMINISTRATORS. The main header features the IDAHO logo and the text 'STATE DEPARTMENT OF EDUCATION'. A red banner at the top right contains 'Log Off' and 'Idaw@edu.id'. Below the header, the page is titled 'DISTRICT Home Page'. On the left, there is a 'Links' section with a link to 'IBUS Home Page'. In the center, a blue box contains the text: 'This area contains a list of available reports. Select the link that corresponds with the training topic.' Below this box, a list of links is shown, with 'Odometer Report - Not Started' highlighted by a red arrow.

This link will lead to a request asking if you are ready to begin your 2022-2023 odometer report. This is a reminder to ensure vehicle information is accurate in the IBUS Vehicle Maintenance area prior to beginning the odometer report.



Links

[IBUS Home Page](#)

Odometer Report

Are you ready to begin your Odometer report for Fiscal Year 2022-2023

The Odometer Report screen provides a list of all buses the district or bus company had in service at any point during the applicable reporting fiscal year. There are features to filter the list to find a specific bus or to sort the list. Bus Companies can filter by "Primary District" to see only buses assigned to a specific district contract.



Links

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DISTRICT - Odometer Report

Thursday, July 01, 2010 through Thursday, June 30, 2011

Status: **Pending**

**Filter to find a specific bus.
 Bus Contractors may filter by "Primary District" to see
 only buses assigned to a specific district contract.**

Filter

VIN
 Bus Number
 Primary District
 Status

VIN	sort feature	Bus Number	Model Year	Miles Traveled	Status
4UZABRDC28CY38897		21	2007	Select "Pending" to enter odometer data. 	Pending
4UZ6CJBAXYCG27181		00-17	2000		Pending
4UZABRDT79CAG7143		22	2009		Pending
4UZAAXAK74CM00471		19	2003		Pending
4UZAAXAK12CJ87496		02-18	2002		Pending
4UZAAXDC17CV96979		20	2007		Pending
Total				0	

Clicking “Pending” at the prior screen leads to the Odometer Report Detail screen to enter odometer data. This screen may have multiple dates and odometer readings listed if the bus had broken odometers or was sold. Enter the June 30, 2023 odometer reading and the annual inspection date that occurred during the 2022-2023 fiscal year.

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Odometer Report Detail

Vehicle Details

Vin: **4UZABRDC28CY38897**

ModelYear: **2007**

Bus Number: **21**

Purch./Delvr. Date: **10/16/2006**

Status: **In Service**

Date	Odometer Reading	Reading Type
7/1/2010	51,924	Starting Reading
6/30/2011	<input style="width: 100%;" type="text"/>	Ending Odometer Reading

Annual Inspection Date:

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If the bus had a broken odometer, the Odometer Report Detail screen will appear similar to this. Reminder, broken odometers are reported and processed via Vehicle Maintenance.



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Odometer Report Detail

Vehicle Details

Vin: **1T88P4C2161168170**

ModelYear: **2006**

Bus Number: **05-22**

Purch./Delvr. Date: **6/1/2005**

Status: **In Service**

Date	Odometer Reading	Reading Type
7/1/2010	99,709	Starting Reading
4/12/2011	107089 Broken odometer reported in Vehicle Maintenance	Ending Odometer Reading
4/12/2011	0	New Odometer Reading
6/30/2011	<input type="text"/>	Ending Odometer Reading

Annual Inspection Date:

If the bus was decommissioned or sold during the reporting fiscal year, the Odometer Report Detail screen will appear similar to this. Remember, decommissioned vehicles are reported and processed via Vehicle Maintenance. Verify the sold odometer reading prior to clicking verify. If an annual inspection was not completed before bus was sold, enter the sold date as the annual inspection date. If bus was new and is not due for an annual inspection yet, enter the purchase date as the annual inspection date.



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Odometer Report Detail

Vehicle Details

Vin: **1HVBBAAPXXH201365**

ModelYear: **1999**

Bus Number: **99-01**

Purch./Delvr. Date: **4/9/1999**

Status: **Parted out**


Date	Odometer Reading	Reading Type
7/1/2010	111,469 <i>Verify the ending reading. Bus was decommissioned earlier through Vehicle Maintenance.</i>	Starting Reading
7/21/2010	111,478	Ending Reading

Annual Inspection Date:

**If annual inspection was not completed before bus was sold, enter the sold date as the annual inspection date.
If bus was new and is not due for an annual inspection yet, enter the purchase date as the annual inspection date.**

Bus Contractors will have an additional screen: Odometer Report – Usage Breakdown. This is an area for bus companies to report how many miles the bus was used in each of the districts where they provide busing services. All miles need to be accounted for and must be accurate as these miles will flow into the district’s Mileage Summary where the district submits for reimbursement.

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Odometer Report - Usage Breakdown

Total Odometer Miles	9,950
TAYLORS CROSSING CHARTER SCHOO	<input style="width: 60px;" type="text" value="0"/>
WHITE PINE CHARTER SCHOOL	<input style="width: 60px;" type="text" value="0"/>
Other Private use; not part of district invoicing.	<input style="width: 60px;" type="text" value="0"/>
Difference	<input style="width: 60px;" type="text" value="9,950"/>

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Once all bus odometers are reported a "Complete" button will appear at the bottom. Ensure the total miles traveled are accurate and then submit the report by clicking the "Complete" button. NOTE: If a bus on the odometer report is decommissioned after the June 30th odometer is entered the odometer report will automatically be returned to verify the ending odometer reading.

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DISTRICT - Odometer Report

Links

[IBUS Home Page](#)

Wednesday, July 01, 2010 through Wednesday, June 30, 2011

Status: **Pending**

Filter

VIN
 Bus Number
 Primary District
 Status

VIN	Bus Number	Model Year	Miles Traveled	Status
1GDHG31R1W1053625	98-01	1998	8,868	Entered/Verified
1GDHG31R2Y1242707	02	2000	3,424	Entered/Verified
1GDJG31K391155484	1	2009	4,096	Entered/Verified
Total			16,388	

Complete

The "Complete" button will appear once all bus mileages are entered/verified.

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