

# School Bus Inventory System User Manual

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Revised March 13, 2017



Michigan Department of Education  
Office of Special Education

# 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 Functions:**

1. Enter your MEIS login
2. Enter your password

## **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 Functions**

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

## **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.

### **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 (OSE), 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

### 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**

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

## **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**

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

## **Final Report Screen**

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

## **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](#), or by calling the OSE, 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.