



Montana
Office of Public Instruction
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Enter and Maintain Bus Records

1. Log into the *Pupil Transportation Data Entry* Program at www.opi.mt.gov/pupiltransport . Click on "Bus". All bus information in the state is available in the data base. You can retrieve bus data by the Vehicle Identification Number (VIN) or the License Plate Number or the Bus Number assigned by the school district. When a new bus is entered into the system, it can be assigned to any school system that uses it. This is especially important for contractor owned buses since they may utilize a bus on routes for more than one school system. The user does not have to enter the entire VIN. Type a portion of the VIN and the Search will be limited to those buses that contain the same information. If the bus is in the data file, it will show up in a yellow box followed by the License Plate Number.
2. The action buttons are "Select, Delete, Assign to a School System (SS), Assign to a Contractor, Search, Save or Cancel".
3. The VIN must be 17 digits long. Please use capital letters for consistency. As soon as all of the VINs are consistent, this file will be consolidated with the Bus Depreciation file in the MAEFAIRS budget module so this information will eventually need to be entered only once.
4. The License Plate Number can be whatever it actually is. For instance if the plate number is 5-123456, there is room for it. If there is no plate number yet, please type in TEMP. Once the county has issued a plate for the bus, please remember to go back into the file and change the TEMP to the new plate number.
5. The bottom of the screen has the bus information. Check to make sure that everything is accurate, update as needed and click "Save." Accuracy is very important since the TR-13 (bus inspection form) is generated from this file and the payment to schools is based on the information contained in this file.
6. To add a new bus, click "Add Bus" which will bring up a blank data entry screen. As data is entered into the system, make sure that all information is accurate. The payment still looks at the VIN to tie the bus to the route so that number must be accurate. Always remember to "Save" any updates or additions to the Data File. Be sure to "Assign" the bus to the school system. If the bus is contractor owned, "Assign" it to the appropriate contractor. If the contractor is not listed, please email Donell and she will add the name.

For assistance, contact Donell Rosenthal at drosenthal@mt.gov or call 406-444-3024.

THE ADMINISTRATIVE RULE REQUIRING DISTRICTS TO SUBMIT PAPER COPIES OF ALL COMPLETED AND APPROVED TRANSPORTATION FORMS HAS BEEN UPDATED. Once a document is printed and signed, please make copies for your file and the county superintendent.