



Roll-over and Completion of TR-1 BUS ROUTES for ensuing year.

1. Log into the Pupil Transportation Data Entry Program at www.opi.mt.gov/pupiltransport. Hold the cursor over "Administration". Click on "Bus Route Rollover" and select the district. A list of all of the bus routes for that district will show up. The options to select are "All", "None" or click on each bus route that should be rolled over for the ensuing school year. Select the appropriate routes and click the "Rollover Bus Routes" button. Note that the clicked routes no longer show up in the list but have been rolled over to Data Entry for TR-1 Bus Routes module for the ensuing year.

2. Hold the cursor over Data Entry and click on "TR-1 Bus Routes." Make sure that the ensuing year is displayed in the Fiscal Year Box in the top, middle of the screen. Check the information of each bus route for accuracy and make corrections as needed. Per mile rates are not yet displayed because no student information has been entered.

3. The next step is to enter the Distribution. Once entered, the percentages must = 100%. The distribution must be the same as the route was budgeted for. If the route is 50% elementary and 50% high school, you would enter 50% elementary and click save, and then enter 50% high school and click save again. Once the distribution equals 100% the distribution is complete.

4. Click on Passengers. This section will allow districts to enter the number of students in the appropriate rider type on each bus. The student count for "preschool/kindergarten" students is included in the regular elementary number. If you have 12 elementary students and 6 are preschool/kindergarten, pick Preschool/kindergarten and enter 6, then pick Regular Elementary and enter 12. Always remember to click the save button after each record is entered. Then enter the high schools students that might be riding the bus.

5. Districts can print TR-1 documents in either of two ways. On the Bus Route data entry page, the TR-1 can be individually printed for each route. If copies of all routes are complete, you can go to the Reports menu and choose TR-1 to print all of the TR-1 documents attached to your School System. These documents can be previewed for accuracy or created in a PDF file that can be printed to your local printer.

For assistance, please 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.