



Roll-Over TR1 Bus Routes for Ensuing Year

1. Login to the [OPI Secure Portal](#) with your registered user name.
2. Once you have successfully logged in, you can roll over your routes from the previous fiscal year by going to Administration> Bus Route Rollover. Select the district. A list of all the bus routes for that district will show up. The options to select are: All, None, or click on each bus route individually to 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.
3. Go to Data Entry>Bus Routes>TR1 Bus Routes. You can edit each bus route to complete or make changes. You will need to re-enter the students and save because they change every year.

Completing the TR1 Bus Routes

1. To enter a new bus route, go to Data Entry>Bus Routes>TR1 Bus Route. Select your district and make sure you are in the current fiscal year. Click on Add A Route button. Enter the route number, length of route, type of service, and select your bus in the bus drop down box.
2. Click on the New Distribution button, select your district, enter your distribution and click on the Save Distribution button. Your distribution cannot exceed 100% If your district is split, click on the New Distribution button again and finish entering your distribution and click on Save Distribution button.
3. Click on the New Passengers button, enter Level, Rider Type, and Number of Riders, and click on the Save Passenger button. If you have more riders to enter, click on the New Passengers button again. If the bus route is for First Semester only, click on the First Semester Only check box; otherwise leave it blank if the route is for both First and Second semester. Click on the Save Bus Route button.
4. Once you save, make sure you have a Rate Per Mile. If you don't, click on the Edit button and recheck your information you have entered. You must verify that you have a Rate Per Mile showing to receive a reimbursement.
5. Districts can print TR-1 documents in either of two ways. On the Bus Route data entry page, the TR-1 button can be clicked and can be individually printed for each route. If copies of all routes are complete, you can go to the Reports tab>Bus Routes>TR1 Bus Routes>Select Your District>Click on Print to PDF. Review your TR1 Reports and verify all information is correct.
6. Board chair must sign, and a copy is given to the County Superintendent to sign. The County Superintendent verifies the information then logs in to the transportation program and goes to Data Entry>County>TR1's Received.

For assistance, please contact Donell Rosenthal at drosenthal@mt.gov or call (406) 461-9316.

