

**STARS**

*State Automated Reporting System*

**STARS Transportation Help Manual**  
*Vehicle Inventory and Routes*

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## State Automated Reporting System (STARS)

This document is the online reporting directions for the Inventory/Transportation report. The State Automated Reporting System (STARS) can be entered at <https://secure.apps.state.nd.us/dpi/stars/Login.aspx>, a North Dakota state login identification is needed to enter the various reports. Once you have logged in, the page shows all available reports to which you have been granted access. The school system administrator has authority to manage reading, writing and submitting authority to others in the school.

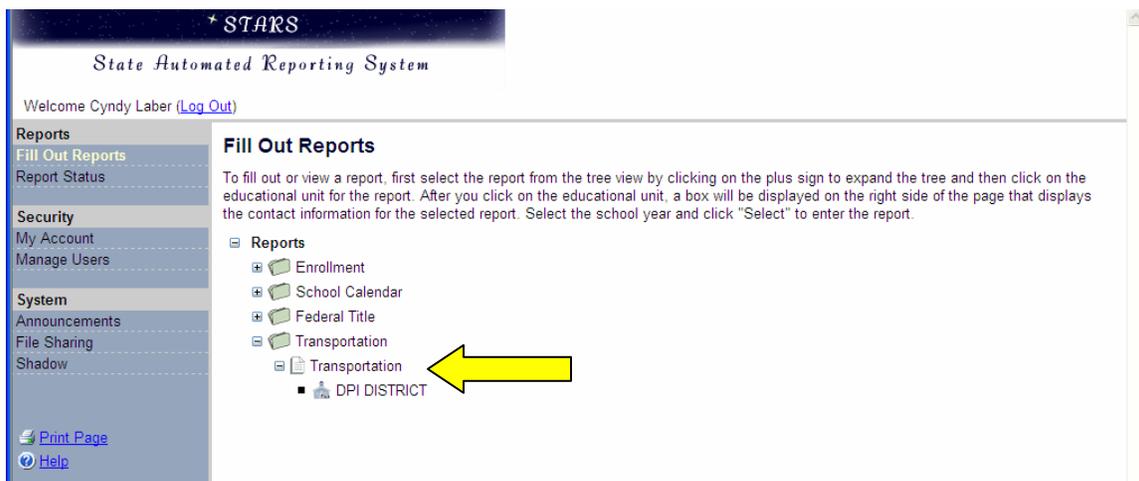
For more information regarding navigating and using the different features in the STARS system, reference the STARS user manual

<http://www.dpi.state.nd.us/resource/STARS/Reports/manual.shtm>

The Vehicle Inventory and Route sections are submitted as one report. You should only click on the “Submit” button when completely done with both sections.

To begin completing the Inventory/Transportation Report:

- Click on the plus sign to the left of the folder titled Transportation to expand the treeview
- Then click on the plus sign next to the Transportation report to reveal the district for which you have permission to complete
- Lastly, click on the desired district. (*Figure 1*)



**Figure 1: Location of the Inventory/Transportation Report.**

Once you have completed those steps, a gray box will appear of the right hand side of the screen. In this box you need to:

- Choose the school year for which you are completing (or reviewing) the report.

In the gray box, there is also important information regarding the due date, the DPI contact person and the person's email address and phone number.

- Once you have selected the school year, click on the "Select" button in the gray box to open the Vehicle Inventory report. (Figure 2)



**Figure 2: Opening the Transportation Report**

## Vehicle Inventory:

This section is where every vehicle used should be inventoried in.

### Definitions:

The following are definitions for the information requested on the report:

#### License Number:

Enter the license number for each vehicle. If the license number is currently unavailable, submit the report with the field blank and provide the information to the Department of Public Instruction when it is available.

#### Type of Vehicle:

- School Bus - Regular school bus body on a truck chassis, school bus yellow and meets national school bus equipment standards and is designed to carry 11 or more persons including the driver.
- Transit - A vehicle similar to a Greyhound Bus that is not school bus equipped.
- Non-Conforming Vans - Does not meet national school bus standards and is designed to carry from 11-15 passengers including the driver.
- Other Vehicle - Automobiles, station wagons, etc, with a rated capacity of 10 passengers or less, including the driver.

**Type of Ownership:**

- District - Vehicles owned by the school district.
- Contracted - Vehicles owned by a contractor or an individual.
- Leased - Vehicles that are being leased by the school district.
- BIA - Vehicles that are owned by the Bureau of Indian Affairs.

**Purpose of Vehicle:**

- Regular
- Activity
- Special Ed
- Standby

**Vehicle Capacity:**

Enter the manufacturers rated capacity of the vehicle, including the driver.

**Year Manufactured:**

Enter the year in which the vehicle was manufactured.

**Year Purchased:**

Enter the year in which the district purchased the vehicle. For contracted vehicles, leave blank.

**Type of Fuel:**

- Gasoline
- Diesel
- Propane
- Natural Gas
- Dual (Gasoline and Propane)

**Type of Transmission:**

- Standard
- Automatic

**Type of Communication System:**

- CB/Two-Way Radio
- Cellular Phone
- None

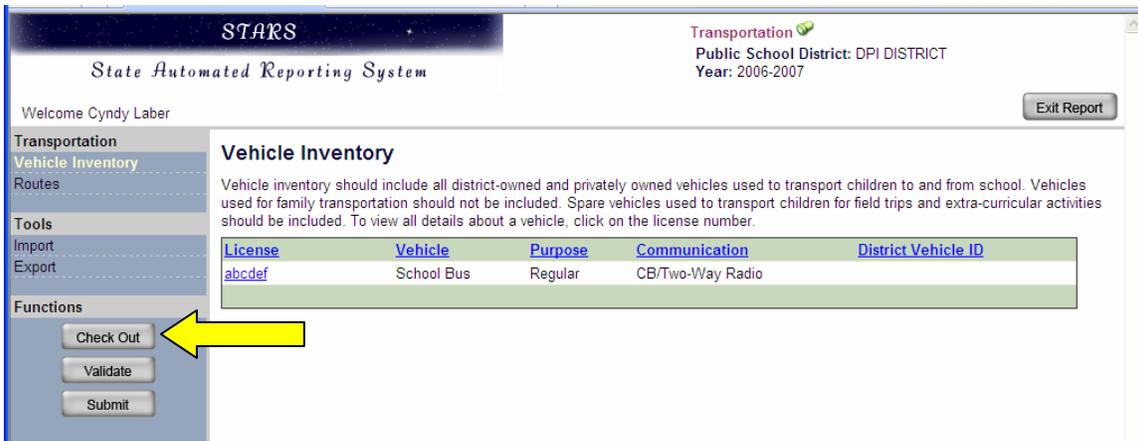
**Special Education Equipped**

- Yes
- No

**To Add A Vehicle:**

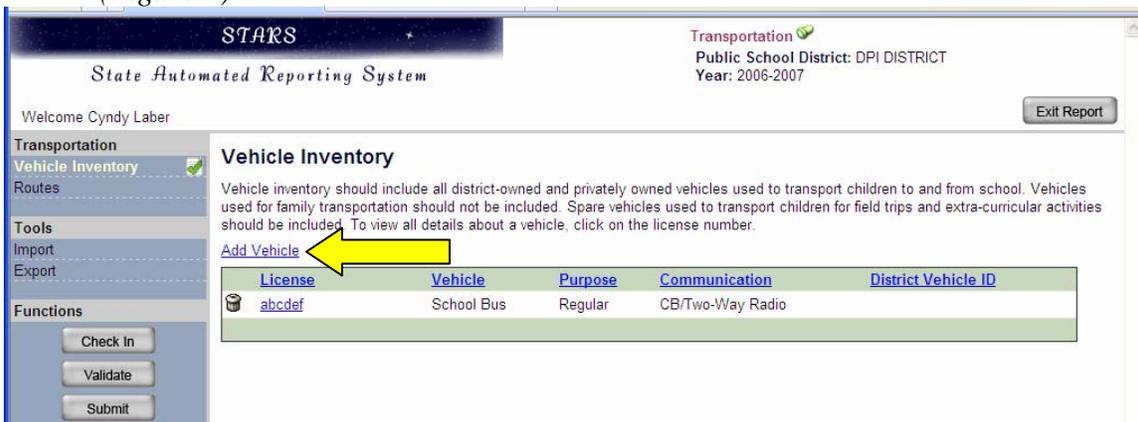
This section is where every vehicle used should be inventoried in.

- Click the “Check Out” button. (Figure 3)



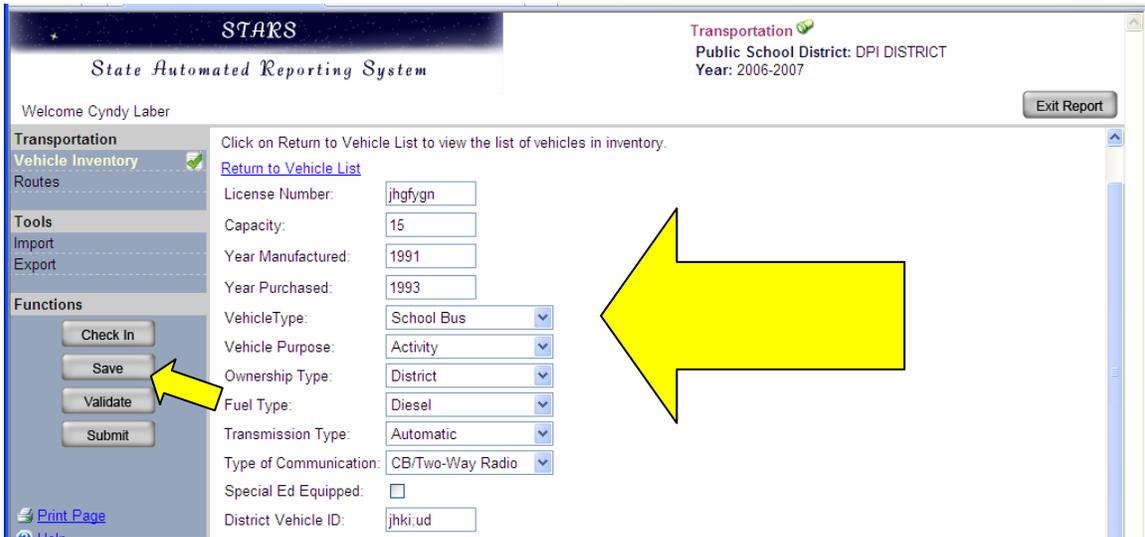
**Figure 3: Vehicle Inventory Report.**

- Click “Add Vehicle”. This allows you to begin entering in vehicle information. (Figure 4)



**Figure 4: Adding each vehicle.**

- Fill in information for each vehicle.
  - Vehicles used for family transportation should not be included.
  - All spare vehicles used to transport children for field trips, extra-curricular activities, etc should be included.
- After inventorying each vehicle, make sure you hit “Save”
- Once you have completed inventorying each vehicle, click “Validate” (Figure 5)



**Figure 5: Saving each inventory and validating the report.**

- Upon “Validating”, you will receive a message. (Figure 6)



**Figure 6: Validation done correctly message.**

- Upon “Validating” your report, you will need to Check In the report. (Figure 7)



**Figure 7: Checking in the report.**

### To Edit:

To edit a vehicle, the report must be “Checked Out”. To edit an vehicle, click on the individual “License”. (Figure 9) Remember that once your information has been edited, you need to click “Save” and “Check In”.

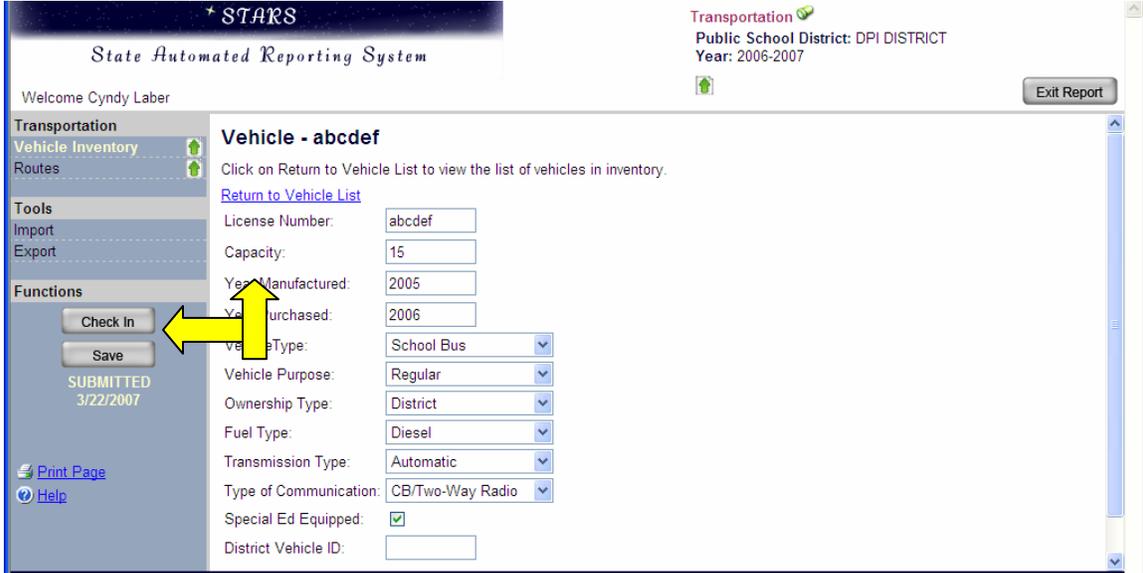


Figure 9: Editing the report

### To Delete:

To Delete a record, when in the Vehicle Inventory report, (Figure 10)

- Click “Check Out”
- Click the “trash can” beside the vehicle that you want deleted

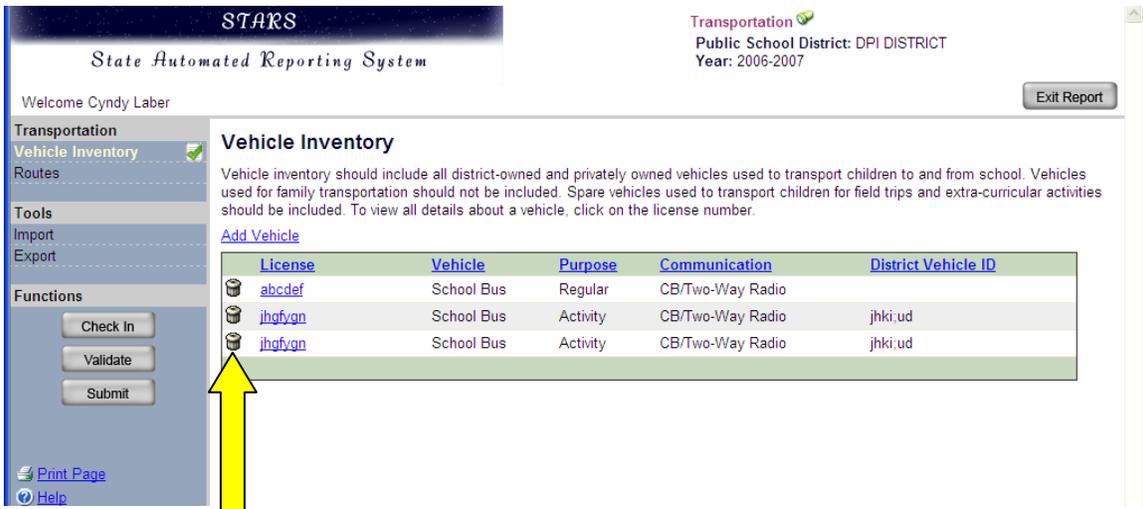
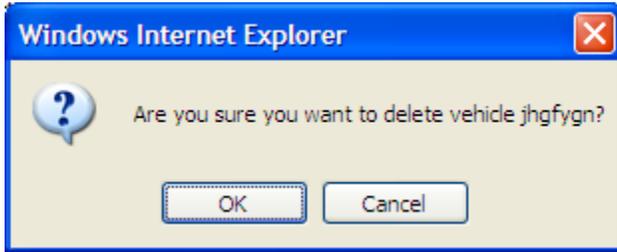


Figure 10: Deleting record

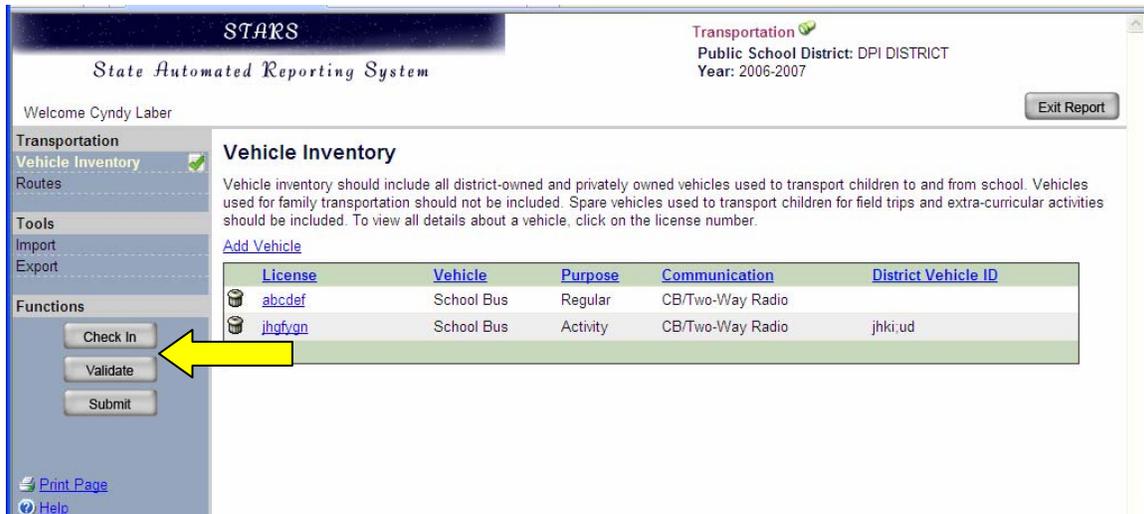
- You will be prompted with a warning message asking if you are sure you want to

- delete that record (*Figure 11*)
- Click “OK”



**Figure 11: Verifying message**

Remember, you must click “Check In” then “Validate”. (*Figure 12*)



**Figure 12: Checking In and Validating report**

## Routes:

This section is used to collect the transportation routes operated by a district for transporting students to and from school or from school to school.

The Routes section is checked out separate from the Vehicle Inventory section. This means that someone can have the Routes section checked out and a different person can have the Vehicle Inventory section checked out at the same time.

Routes are collected once for each reporting period.

### Definitions:

The following are definitions for the information requested on the report:

**Route Number:** The unique 4-digit number (or character combination) assigned to this route.

**Route Type:**

- Rural routes are those established for transporting students between home and school that are out-side the incorporated limits of the city in which the district is located.
- In-City routes are those established for transporting students between home and school within the incorporated limits of the city in which the district is located.
- Family – to School routes are those where family members are reimbursed for transporting students within their care to and from school.
- Family – to Bus routes are those where family members are reimbursed for transporting students within their care to and from a bus stop.
- Special Education (Spec. Ed.) routes are those established for the sole purpose of transporting students with disabilities between home and school, or from school to school.
- Vocational Education (Voc. Ed.) routes are those established for the sole purpose of transporting students between home and school, or from school to school for vocational programs.
- Extended Year routes are those established for transporting students to and from school programs provided out-side the regular school year.
- Public transit routes are used for situations where a public transit system is used to transport students to and from school.
- Other Purpose routes are those not properly identified under any of the choices above. An example would be transporting students between schools during the school day.

**Primary Vehicle:** Select the license number of the primary vehicle used for this route. The vehicle must be added to the vehicle inventory to appear in the drop down list.

**Miles per Run:** Report the average number of miles for each run (trip) for this route. Example: The total number of miles logged per year divided by the number of runs (trips) made. [13,840 miles ÷ 346 runs (trips) = 40].

**Maximum Ride Time per Run:** Enter the maximum time in minutes that any student will be on the bus during a one way trip.

**Total Rides (annual):** Report the total number of rides for this bus route provided during the school year.

**Total Runs (annual trips):** Indicate the total number of runs (trips) that this route will make during the school year. Example: A regular bus route transports students to school in the morning and back home at night for the full school year. [173 route days x 2 runs (trips) per day = 346]

**Memo:** This field is optional.

To begin completing the Routes section:

On the left hand side, under “Transportation”, you will see “Routes”. Click on “Routes”. (Figure 1)

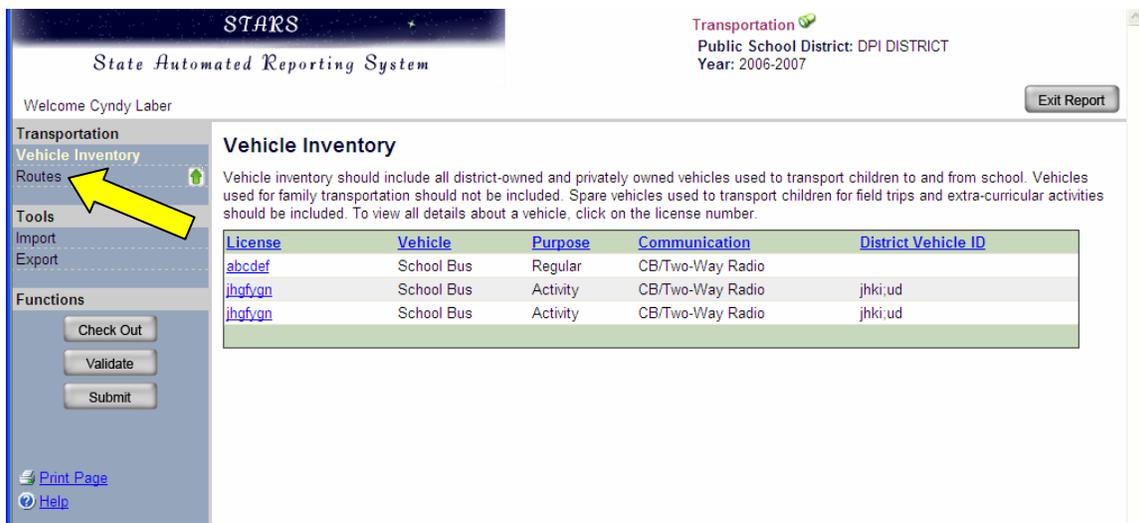


Figure 1: Accessing the “Routes” report.

### To Add a Route:

- Click the “Check Out” button
- Click on the “Add Route” button. (Figure 2)

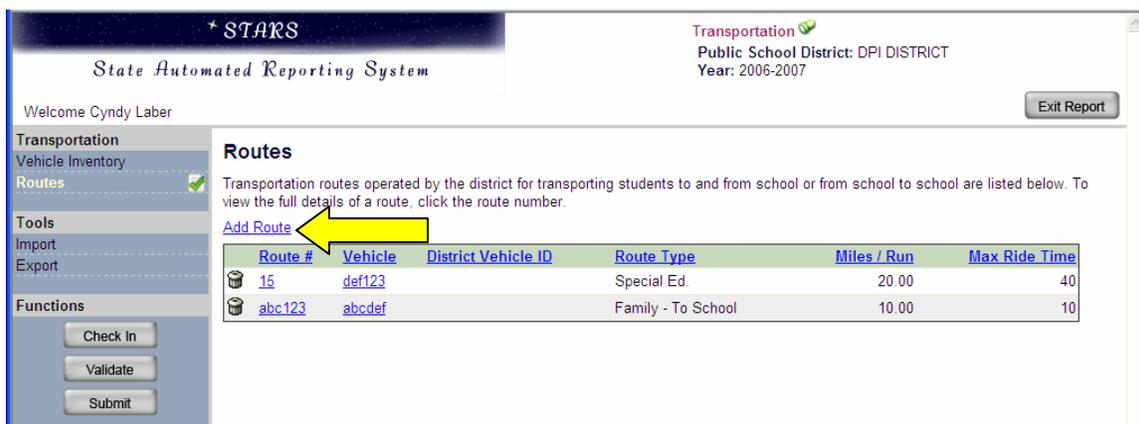


Figure 2: Adding a route

- Fill in required information (*Figure 3*)
- Click “Save”
- Click “Check In”

**Figure 3: Filling in required information**

**NOTE:**

- Miles Per Run – Report the average number of miles for each run (trip) for this route. Ex: Total number of miles logged per year divided by the number of runs (trips) made. [13,840 miles ÷ 346 runs (trips) = 40].
- Max Ride Time – Enter the maximum time in minutes that any student will be on the bus during a one way trip.
- Total Annual Rides – Report the total number of rides for this bus route provided during the school year.
- Total Annual Runs – Indicate the total number of runs (trips) that this route will make during the school year. Example: A regular bus route transports students to school in the morning and back home at night for the full year. [173 route days X 2 runs (trips) per day = 346]

**To Edit:**

- Click the “Check Out” button.
- To edit an individual route, click on the individual “Route #”. Clicking on the vehicle number will enable you to edit the vehicle information.
- Edit the information required for each individual route.
- After each route is completed, click “Save”. After clicking “Save”, you will see a green box show up on the upper right hand side of the screen that says “Save Complete”
- Click “Validate”. A message will appear.
- Return to the report, click “OK”

Once all routes are completed and the report is “Validated”, click “Check In”. (Figure 4)

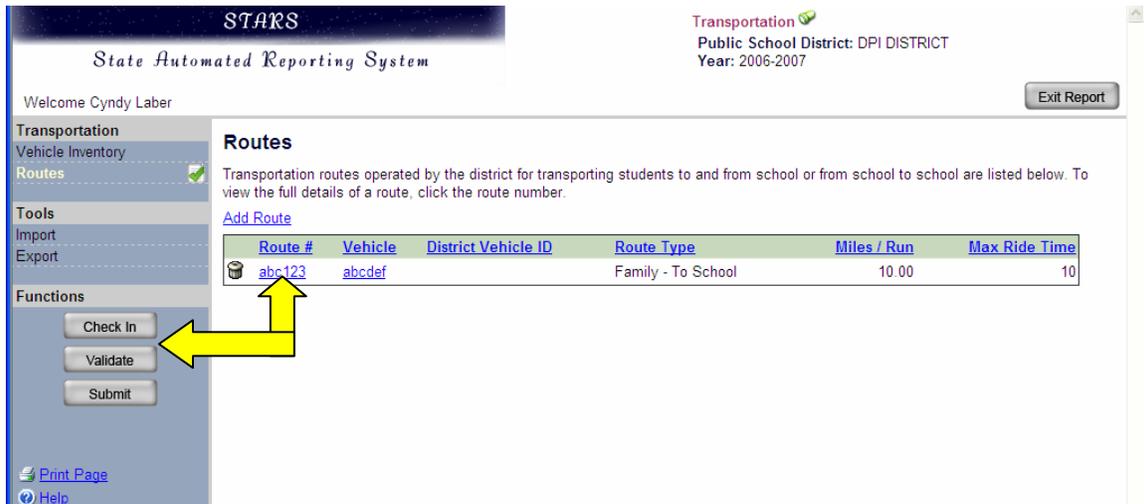


Figure 4: “Checking In” report

### To Delete:

To Delete a record, when in the Routes report, (Figure 5)

- Click “Check Out”
- Click the “trash can” beside the route that you want deleted

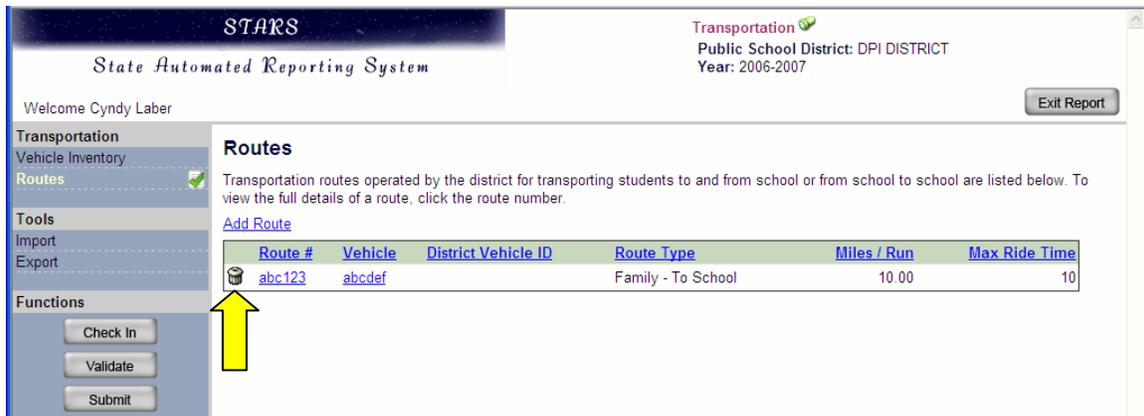
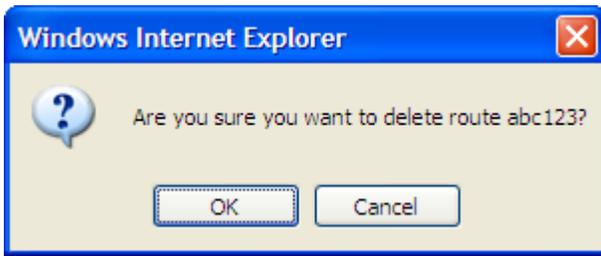


Figure 5: Deleting a record

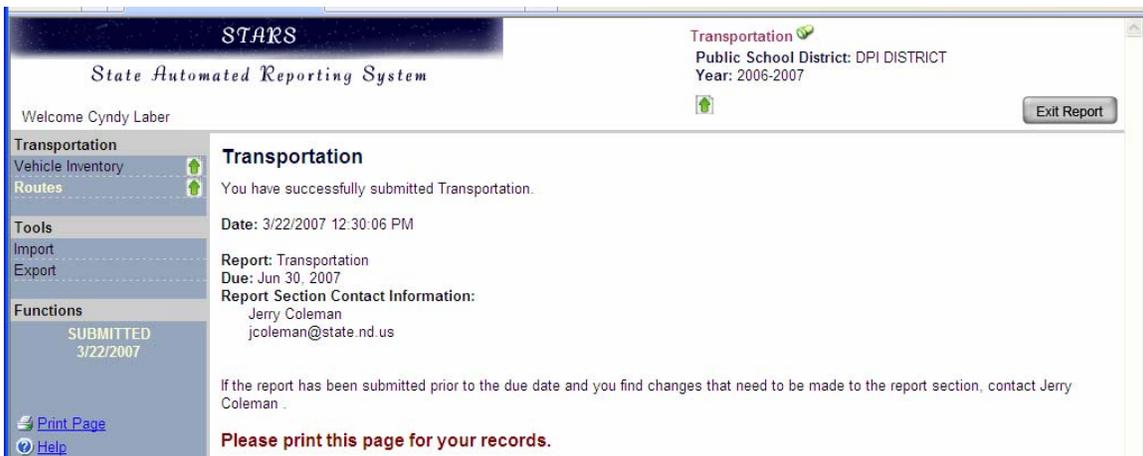
- You will be prompted with a warning message asking if you are sure you want to delete that record (Figure 6)
- Click “OK”



**Figure 6: Verifying Message**

**To Submit:**

To submit the transportation report click the “Submit” button. When the report has been successfully submitted, a message will appear at the top of the screen reading “You have successfully submitted Transportation”. Please print this page for your records by clicking on the “Print Page” link found on the left side of the screen. This page is the confirmation that the report has been successfully received by the Department of Public Instruction. (Figure 7)



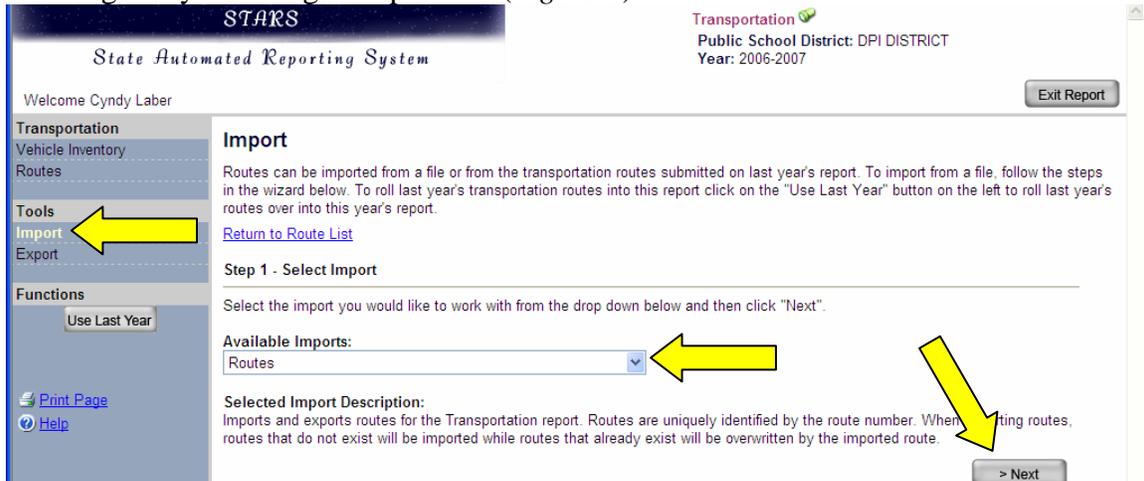
**Figure 7: Successful submission of the Routes.**

**Remember, you must click “Check In” then “Validate” then “Submit” Do not submit any of this report until you have double checked and verified accuracy of information. If you have prematurely submitted your report, you must call in and have the report unsubmitted.**

## To Import:

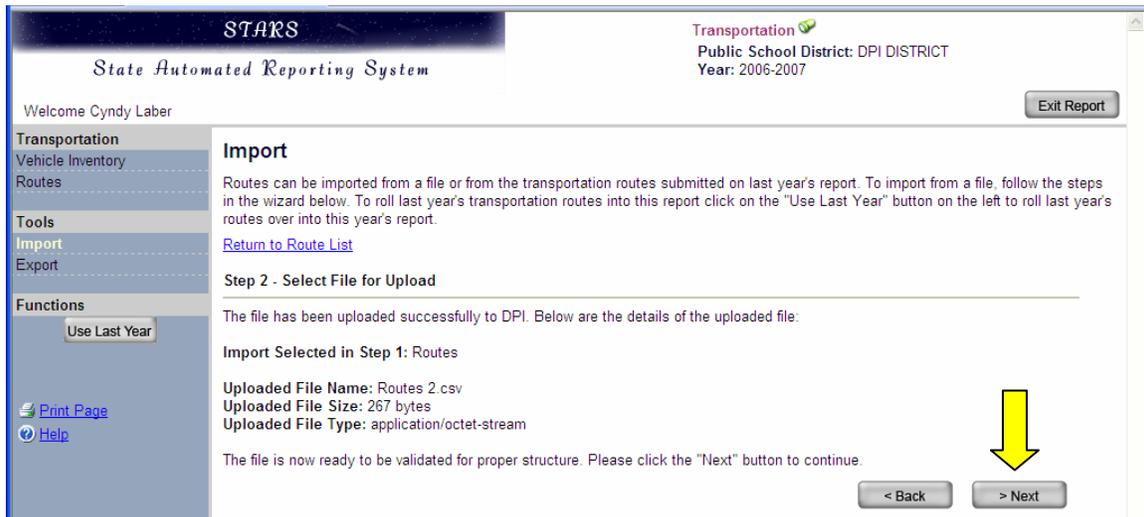
Once in the report that you want to import:

- Click on the “Import” button on the left hand side of the screen. A wizard will guide you through the process (*Figure 8*)



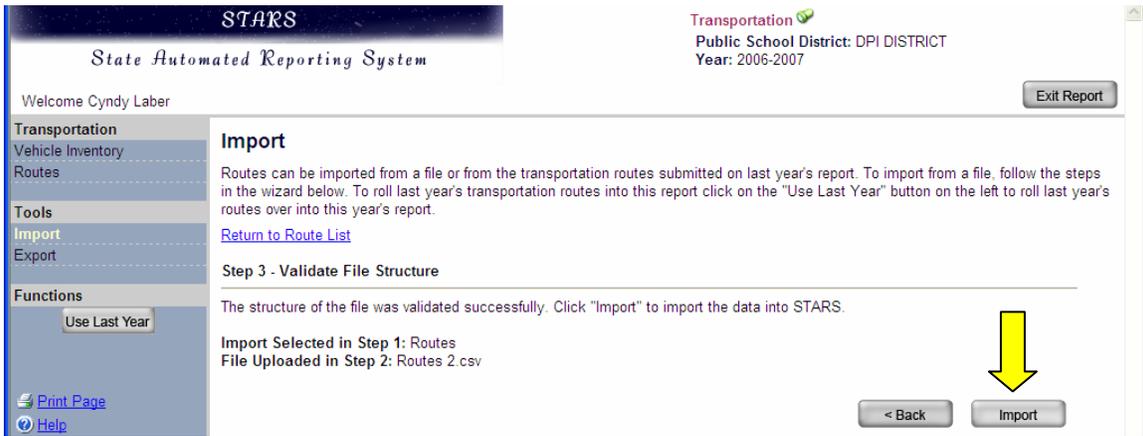
**Figure 8: Importing a report**

- The wizard will prompt you to locate the file you want to import. Click “Next”
- A message will appear informing you the file is ready for uploading (*Figure 9*)  
Click “Next”



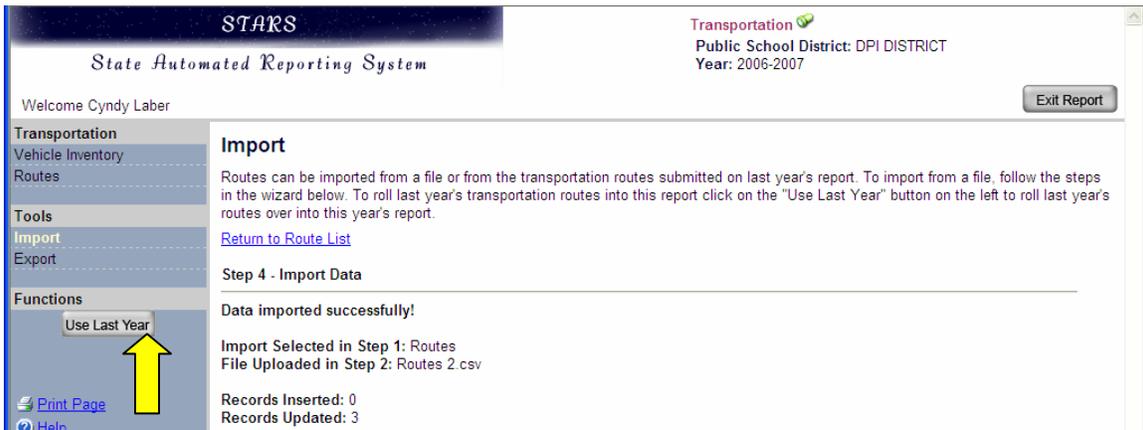
**Figure 9: File ready for uploading**

- A message will appear informing you the file was validated successfully. (*Figure 10*) Click “Import”



**Figure 10: File successfully validated**

- You will receive a message informing you the data was imported successfully. (Figure 11)



**Figure 11: Data imported successfully**

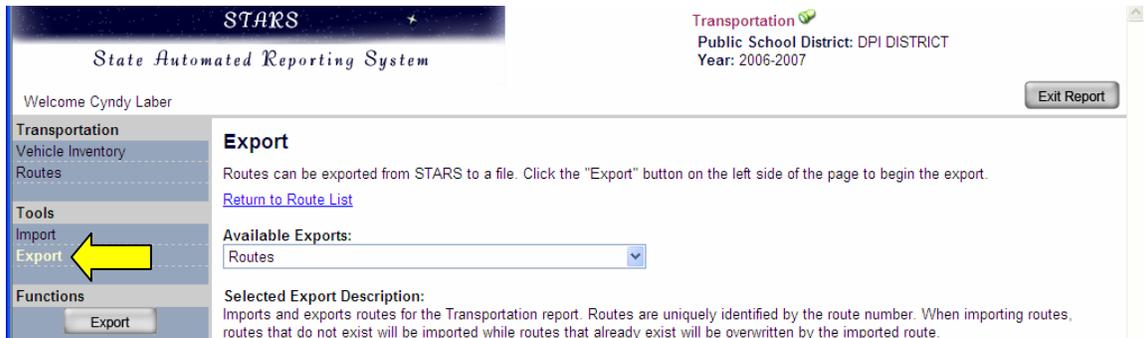
### “Use Last Year”

This button will enable you to roll over route information from the previous school year. To use, click on “Import”, then click “Use Last Year” button. (Figure 11)

## To Export:

Once in the report that you want to export:

- Click on “Export” button on left hand side of screen. A wizard will guide you through the process (*Figure 12*)
- On drop down menu, select which report you are exporting (*Figure 12*)
- Click “Export” (*Figure 12*)



**Figure 12: Exporting reports**

- You will be prompted as to the location you want this saved or opened.

You can leave the Transportation report by clicking the “Exit Report” button in the top right part of the screen. Please remember to log off when you have finished working on the STARS reports by clicking on the “Log Out” link located by your name in the top left part of the screen.