

# Transportation Bureau 2022 Spring Budget Workshop

# Contact Us

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# Topics

- 2022 Legislative Session
- Bus Replacements
- Budgets
- 6.41.4 NMAC
- School Bus Inspections
- CDL Clearinghouse
- Training Classes
- Important Dates



# 2022 Special Legislative Session

- Emergency fuel funding for school transportation for FY22 and FY23?



# 2022 Legislative Session

## HB-57

- Contains hold harmless language in the transportation formula
- Requires PED to use transportation data from FY20 to calculate FY23



# 2022 Legislative Session

## HB-2

- \$117,705.9 million for transportation



# 2022 Legislative Session

## HB-2

- \$110,596.4 million for transportation formula and rental fees (\$1,652.3 million is included in this amount to provide an average 4% salary increase to all transportation employees)





# 2022 Legislative Session

## HB-2

- The Secretary shall not approve the operating budget that does not provide a 4% average salary increase
- Allocations will be placed on the PED website under planning awards





# 2022 Legislative Session

## HB-2

- \$3,933.9 million for K-5+ transportation
- \$3,175.6 million for ELTP transportation
- \$1,551.0 for K-12 transportation
- Transportation data will be entered on 40<sup>th</sup> day
- Allocations will be based on additional miles associated with these programs
- Detailed instructions will be given at the STARS conference



# 2022 Legislative Session

## SB-212 Capital Outlay Expenditures

- \$200.0 thousand to provide infrastructure for fueling and charging stations for alternatively fueled school buses
  - Applications will be sent out in FY23



# 2022 Legislative Session

## SB-212 Capital Outlay Expenditures

- School bus replacements -\$5,194.0 million for district owned school buses **to include air conditioning**



# Bus Replacements

- Approval list will be sent in April and official approval letters will be sent in July
- Order verification/notification that bus is no longer on route must be submitted to PED
- All orders must be placed after approval letters are sent out
- All buses should be delivered by April 30<sup>th</sup> 2023 (contractor buses)



# Bus Replacements

- No waivers for contractors
- District must have liens on the buses
- Contractors must be approved for financing
- School districts and charter schools must verify with contractors by August 1<sup>st</sup> if financing has been secured
- Buyers orders must be submitted to PED to verify buses have been ordered



# Bus Replacements

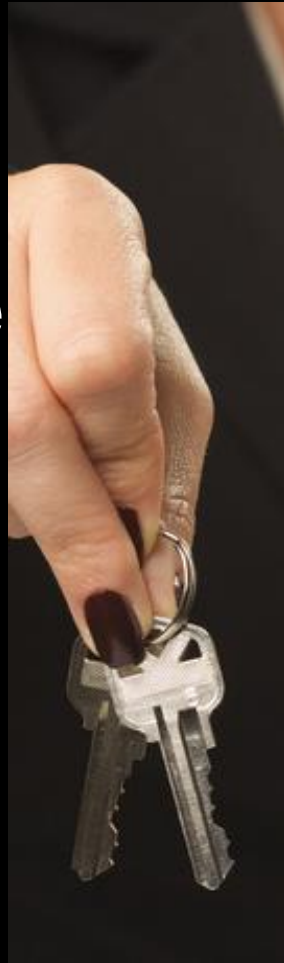
- Contractor School bus replacements –  
**must include air conditioning**





# Bus Replacements (Contractor)

- **22-8-6 NMSA 1978** - requires the PED to calculate a value for the remaining number of years a bus can be used
- Succeeding operator shall purchase the bus(es) at the lowest appraised value
- Responsibility of the school district to collect the overpayment



# Bus Replacements (Contractor)

PED sends school bus replacement approval letter to the school district.

New bus must be inspected, have Zonar tags installed, make sure school district is a Lien Holder.

Contractor will purchase new school bus.

School district will submit BAR in OBMS.

Transportation Bureau approves the BAR.

Fiscal Division approves BAR and includes rental fee in subsequent months transportation distribution.

District must attach a copy of Title & Registration, Approval Letter from PED, Database Update Form and amended Appendix A&B to the BAR in OBMS.

The fund code to use for the BAR is 13000. The revenue code is 43206 and the expenditure code is 54620 .

# Bus Replacements (District Owned)

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PED sends school bus replacement approval letter to school district.



District will get a quote for a new school bus from an approved vendor. District will e-mail quote to PED for approval. PED will approve an amount and forward a grant agreement.



After the quote has been approved, district will submit a BAR in OBMS for the amount of the approved quote(s). Please attach the following with the BAR: copy of quote, signed Grant Agreement, copy of approval letter. Fund number is 27178. Revenue code is 43202 and expenditure code is 57312.



School district will order and purchase new school bus after the BAR is approved. New bus must be inspected and have ZONAR tags installed



District will submit an RFR through OBMS. The RFR must include title, registration, Database Information Update Form, Draw Request Form, invoices and cancelled checks

# Budgets (FY22)

- 2021 Cash balances
  1. Check for 100% - Reversion not an expenditure



# Budgets (FY22)

School District:			PED Cash Report for 2020-2021 Fiscal Year
Charter Name:			
County:			
PED No.:			
Refer to "Instructions for PED Cash Report" for details on how to properly complete this report.			TRANSPORTATION
			13000
Line 1	Total Cash Balance 06/30/2020	+OR-	139,086.00
Line 2	Current Year Revenue to Date (Per OBMS Actuals Revenue Report)	+	961,917.50
Line 3	Prior Year Warrants Voided	+	0.00
Line 4	Total Resources to Date for Current Year 06/30/2021	=	1,101,003.50
Line 5	Current Year Expenditures to Date (Per OMBS Actuals Expenditure Report)	-	(873,230.46)
Line 6	Permanent Cash Transfers/Reversions *Provide Explanation on Last Page	+OR-	0.00
Line 7	Total Cash	=	227,773.04
<b>Other Reconciling Items</b>			
Line 8	Payroll Liabilities **Provide Explanation on Last Page	+	66,125.65
Line 9	Adjustments ***Provide Explanation on Last Page	+OR-	0.00
Line 10	Total Reconciled Cash Balance 06/30/2021	=	293,898.69
Line 11	Total Outstanding Loans ****Provide Explanation on Last Page	+OR-	0.00
Line 12	Total Ending Cash 06/30/2021	=	293,898.69

# Budgets (FY23)

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- Revenues equal allocation
- Rental fees are included and are accurate
- Total of all contracts are included
- All contracts must be submitted
- Appropriately budgeting FTE's
- Must include 4% salary increase





# Budgets (FY23)

- All contracts must be submitted before budgets will be approved. Due June 15<sup>th</sup>!!



# Budgets (FY23)

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## ESTIMATED

### Revenue:

11111 - Unrestricted Cash (No cash, 100% must be sent back to PED audited cash balance)	\$XXX,XXX
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43206 - Trans. Distribution (FY22 Final Allocation)	<u>\$XXX,XXX</u>
	\$XXX,XXX

### Expenditures:

5XXXX - TBD	\$XXX,XXX
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54620 - Rental Equipment & Vehicles	\$XXX,XXX
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55112 - Transportation Contractors	\$XXX,XXX
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# Budgets (FY23)

## PROJECTED

### Revenue:

11111 - Unrestricted Cash (FY22 audited cash balances will be approved through a BAR in FY23, do not budget at this time)	\$0.00
43206 - Trans. Distribution (FY23 Allocation)	<u>\$XXX,XXX</u>
	\$XXX,XXX

### Expenditures:(Must include 4% salary increase)

5XXXX - TBD	\$XXX,XXX
54620 - Rental Equipment & Vehicles	\$XXX,XXX
55112 - Transportation Contractors	<u>\$XXX,XXX</u>
	\$XXX,XXX

# 6.41.4 NMAC

## (To-and-from transportation in an SUV)



# 6.41.4 NMAC

## (To-and-from transportation in an SUV)

Request for approval must be submitted to PED prior to transporting students

- Names of students to be transported
- Explanation why an SUV needs to be used
- A map highlighting residence of students
- Copy of the driver's pre-service training record
- Photograph of the vehicle showing one side, the front and the rear clearly showing the strobe lights and lettering

# 6.41.4 NMAC

## (To-and-from transportation in an SUV)

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- In a **district-owned**, minimum six-passenger, full-size, extended-length, sport utility vehicle (does not include vans)
- Only for 1 to 6 students
- Students' residence is 5 or more miles from the school
- Driver shall be a school **district employee and a certified activity driver**
- The vehicle and the driver shall be insured by the Public School Insurance Authority



# 6.41.4 NMAC

## (To-and-from transportation in an SUV)

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- Half the miles will be counted through the funding formula
- Safety Equipment (optional)
  1. Maximum speed limiter set at 75 mile per hour
  2. Two way radio communication system
  3. Operable recording video camera
  4. Back-up camera
  5. Painted National School Bus Yellow

# 6.41.4 NMAC

## (Current CPR Training)

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- Requires a current first aid and CPR certificate which has been obtained from a course approved by the department
  - ❖ 6.41.4.13 NMAC - school bus drivers, substitute school bus drivers
  - ❖ 6.41.4.14 NMAC - school-owned activity vehicle drivers

# 6.41.4 NMAC

## (Driver Files)

NMAC 6.41.4.9 S(1C) - a driving record printed annually then verified for eligibility



# 6.41.4 NMAC

## (Supervisor Training)

NMAC 6.41.4.9 U.(2) - Annually a minimum of 2 hours of in-service training for supervisors is required. Content is determined by the State Transportation Director

- Reviewing qualifying requirements for CDL and school owned activity vehicle drivers



# School Bus Inspections

- Twice annually - District responsible for payment and signing off
- Statewide memo with PED expectations
- Current cycle ends May 13, 2022
- Inspection notification sent to [bus.inspector@state.nm.us](mailto:bus.inspector@state.nm.us)



# School Bus Inspections

- 30 minutes minimum - unless a waiver
- Random Inspector Audits
- Recommend that a district representative be onsite during inspections
- Recommend alternating inspectors





# School Bus Inspections

- Inspectors required to document brake measurements
- Use inspections as the time to conduct maintenance
- Failure to comply may result in re-inspections at the cost of the school district and/or inspector



# School Bus Inspections

- School Bus Maintenance & Safety Audit Program manual adjusted
- Aftermarket installations to enhance safety due to COVID-19 will be allowed as long as they meet all federal guidelines and regulations



# CDL Clearinghouse

## (What is it?)

- The U.S. Department of Transportation's Federal Motor Carrier Safety Administration has opened registration for the CDL Clearinghouse
- A database that will contain information about CDL driver's drug and alcohol violations



# CDL Clearinghouse

## (Who Has to register?)

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Registration is congressionally mandated for the following individuals:

- All drivers who hold a CDL or CLP
- Employers of CDL drivers
- Consortia/Third-Party Administrators
- Substance Abuse Professionals

<https://clearinghouse.fmcsa.dot.gov>.

# CDL Clearinghouse

## (What is it?)

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- The U.S. Department of Transportation's Federal Motor Carrier Safety Administration announced that beginning January 1, 2020 the minimum annual percentage rate for random drug testing is 50%
- The minimum annual percentage rate for random alcohol testing will remain at 10%



# Training Classes

- School Bus Driver Instructor Class
- CDL Examiner Class
- Activity Vehicle Instructor Class
- If interested in a class

E-mail: [luis.fierro@state.nm.us](mailto:luis.fierro@state.nm.us)



# Important Dates

- April – FY23 Transportation Allocations (Planning Awards)
- April – BAR's for FY22 rental fees
- May - Final FY22 disbursement
- June 15<sup>th</sup> - School bus contracts to PED
- July - School bus approvals





# Important Dates

- August - Final expenditure report and list of un-liquidated obligations
- September - K-5+ reporting window - tentative
- September 1st - new buses **shall** be ordered and delivered by December 31st **No** Exceptions
- Contractors must secure financing



# Important Dates

- October 12<sup>th</sup>  
1<sup>st</sup> reporting date (40th day)  
ELTP, K-5+, K-12
- December 1<sup>st</sup>  
2<sup>nd</sup> reporting date (80th day)
- February 8<sup>th</sup>, 2022  
3<sup>rd</sup> reporting date (120<sup>th</sup> day)



# Questions???

