

Welcome to TDTIMS



TDTIMS

- ◆ TDTIMS is an Annual Audit (or comparison) of your “computerized” Bus Routes to the “real world” Bus Routes within your district.
- ◆ There are 4 Specific Measures used to compare:
 - 1) Daily Number of Buses
 - 2) Daily Number of Student Riders
 - 3) Daily Bus Miles
 - 4) Daily Driver Hours
- ◆ Each of these computerized measures must meet 90% of your official numbers reported to NCDPI

TDTIMS

- ◆ Your computerized Bus Routes should be a nearly perfect representation of what your buses are doing throughout a typical school day.

This includes...

- The location of where buses park during school hours and where they park overnight.
- The location of each bus stop, in order, from beginning to end
- The approximate time at each stop (give or take a few minutes)
- Each stop also needs the correct students assigned so that Passenger Lists are accurate and can be relied upon by your district



TDTIMS: Student Counts

- ◆ In late September, each LEA must conduct a Student Ridership Count for each bus.
 - Although methods may vary by LEA, this process typically involves counting the number of daily riders on each bus (AM and PM) for a full week and then dividing the weekly total by 5 to arrive at the Daily Total of Students Transported.
- ◆ This information is submitted to NCDPI as part of the Annual TD2 Report.



TDTIMS: Buses, Miles & Driver Time

- ◆ Another report submitted annually to NCDPI is the TD2R.
- ◆ Within this report, your LEA indicates the total buses operated on a daily basis as well as the daily number of miles accumulated for each bus and the daily payroll hours for each driver.
- ◆ The summation of buses, miles and hours from the TD2R is compared to the total buses, miles and hours as estimated by your computerized bus routes in TIMS.



TDTIMS: Importance of Accurate Data

- ◆ The information you submit in the Annual TDTIMS Report is used to determine your LEAs Efficiency Rating.
- ◆ The Efficiency Rating examines your Transportation Operations as a whole and uses the results to allocate the amount of funding you will receive the following school year.
- ◆ If your computerized TIMS Routes do not accurately reflect what your buses are doing, then your Efficiency Rating will be incorrect and may lead to decreased funding for next year.

TDTIMS: Importance of Accurate Data

- ◆ Having precise Student Assignments to Bus Stops are also very important.
- ◆ One of the key figures used in allocating your annual funding is the Student to School Distance for Bus Riders
 - The closer students live to school, the lower cost per pupil
 - The farther students live from school, the more expensive cost per pupil
- ◆ So it is important to have the correct students assigned to each stop and each stop on the correct bus route.
- ◆ Make sure your TIMS is accurate and...
- ◆ GET CREDIT FOR THE HARD WORK YOU DO



TDTIMS: Service Indicators Report

- ◆ Your TDTIMS Information is also used to compare your district to the rest of the state
 - ◆ The Annual Service Indicators Report highlights
 - Average Student Ride Time
 - Average of the Longest 5% of Student Ride Times
 - Average Distance to School for Students
 - Student to Stop Distance
 - Earliest AM Pickup and Latest PM Drop-off
 - Range of School Start Times
 - Average Number of Runs per Route
- *It is the most comprehensive report of public school transportation services in the nation

TDTIMS: Service Indicators Report

- ◆ Annual Service Indicators Report, dating back to 2007, can be found on the NC Bus Safety Website at www.ncbussafety.org

Need a Site Visit?

While many TIMS support issues can be handled over the phone and via remote computer connections, there are times where a visit by a TIMS support staff member could be very beneficial.

If you would like to discuss an on-site visit, contact your [project leader](#)

Other News

- Sept: [Charlotte-Mecklenburg Schools survive DNC without major bus woes](#)
- April: [School Busing: Budget Cuts Change Services - Kevin Hart](#)
- Feb: [Charlotte fire prompts additional school bus inspections - Kevin Hart](#)
- Dec: [TIMS Project Manager, Michael retires from ITRE](#) Mickey thru the years... [in pictures](#)

The Service Indicator Report

Optimization tools in TIMS are used to improve the efficiency of transportation services. In addition to the benefit derived from the optimization tools, uniform reporting from TIMS makes possible the production of LEA-level and statewide data. In this document, data from all LEAs have been collected and summarized. The goal is to give school transportation providers and local policy makers a tool that will help them assess the quality of the services they provide.

Current and past Service Indicator Reports are available here: 2012

NC Case Studies on Routing Efficiency

- [Currituck: Reduced 3 buses; longest rides reduced by 100%](#)
- [Charlotte-Mecklenburg: Parked 100 buses, Consolidated 1000 stops](#)

TIMS Service Indicators Table of Contents		
Page	Service Indicator	State Average
2-3	Average Student Ride Time, AM	22 minutes
2-3	Average Distance to School, Riders	4.34 miles
2-3	Average Distance to School, All Students	4.33 miles
4-5	Average of Longest 5% of Student Ride Times	67 minutes
4-5	Average Distance to School for Longest 5% of Ride Times	8.38 miles
6-7	Average of Student-to-Stop Distances < 1 Mile	476 feet
6-7	% of Stop Distances > .5 & < 1 Mile	1.25
6-7	% of Stop Distances < 1 Mile = 0	27.79
8-9	Earliest Morning Pickup Time*	5:48 AM
8-9	School Arrival Time for Earliest Morning Pickup*	7:40 AM
10-11	Percent of Routes with Multiple Runs from the Same School	6.90

Updating TIMS

- ◆ TIMS is used different ways by different districts
 - Some districts work really hard over the summer so their TIMS routes are near perfect for the first day of school
 - Other districts still rely on schools, principals, and drivers to design and update their yearly routes and may scramble to have all their updates completed by November
- ◆ Regardless of how you manage your bus routes, please make sure the stop order, student assignments and street path of travel match what your bus drivers are really doing each day
 - Your Funding and Service Indicators may be incorrect if your Bus Routes are not Accurate in TIMS



Total Number of Buses

- ◆ Should include all Regular and Special Needs buses.
- ◆ NOT contracted buses, only **yellow** buses.
- ◆ Only trips To and From School are compared
 - Locally funded trips should not be included in this report.

Transported Students

- ◆ To be considered VALID RIDERS for TDTIMS they must be...
 - Located on the TIMS Map to a matching Street Address
 - Assigned to an AM and/or PM stop
 - Stops must be on Runs and the Runs must be on a Route.
 - Failure for the Student and Stop to be fully assigned to the Route Level will cause the student to not be considered a valid rider.

*****This is the most important piece of TIMS Data when it comes to calculating annual funding for LEAs*****



Total Miles

- ◆ In addition to student data, TDTIMS calculates total bus miles traveled by your computerized bus routes.
- ◆ These figures can be extremely accurate when TIMS data matches your actual operation.
 - Correct Bus Parking Locations
 - Correct Stop Locations and Stop Order
 - Correct Street Path of Travel
 - Correct Bus Turnarounds
- ◆ Please ensure drivers are following your TIMS Driving Directions or that your TIMS Routes match what the schools and drivers report they are doing.



Driver Hours

- ◆ In addition to student and mileage data, TDTIMS calculates total driver hours estimated by your computerized bus routes
- ◆ This is often the most common measure LEAs have trouble meeting 90% of their official numbers reported to NCDPI
 - Bell Times and especially the Early/Late Transportation Windows can impact this calculation.
 - Correct Road Speeds and other Map Calibrations will also increase/decrease the accuracy of your driving times.
- ◆ These figures can be extremely accurate if TIMS is used correctly.



Driver Hours



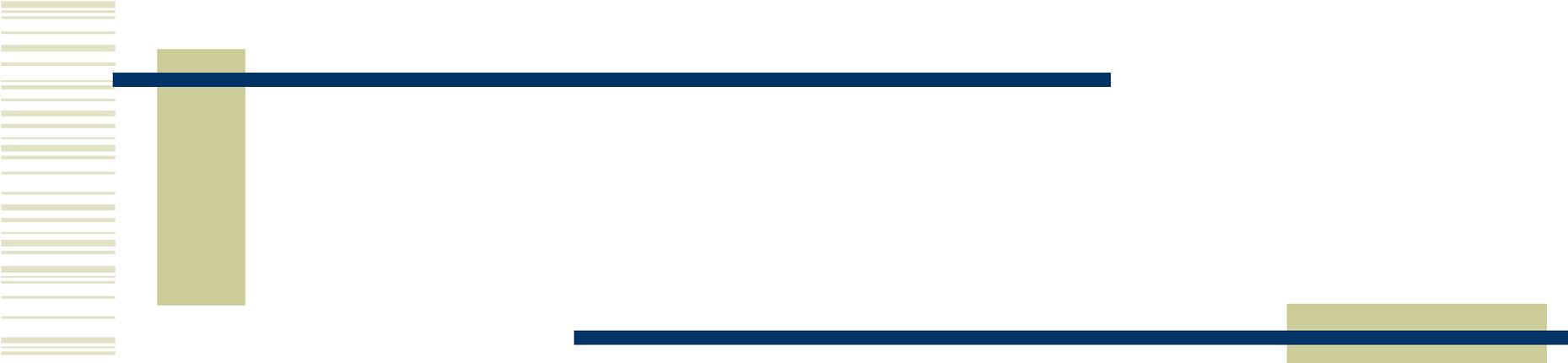
- ◆ The easiest solution to ensure accuracy with TIMS Hours and Payroll Hours is to use your computerized routes as the estimate for annual Driver Agreements or Daily Driver Hour Projections
 - This can motivate drivers to turn in accurate passenger lists and update their route changes on a more consistent basis.
 - If schools, principals and drivers are still designing their own bus routes and handling their own timesheets, then I expect you may have trouble matching TIMS Hours and Payroll Hours.
- ◆ There is a TDTIMS Diagnostic than can help highlight potential errors with driver hours for each bus. We will talk more later about auditing driver payroll prior to TDTIMS

TDTIMS



- ◆ All TDTIMS Submissions are due by FRIDAY NOVEMBER 1st, NO EXCEPTIONS
- ◆ Every LEA must submit a copy of their current TIMS Data, even if they have not completed all of their updates in TIMS for the 2013-2014 School Year.
- ◆ LEAs not fully updated can be awarded an extension.
- ◆ The 2nd Deadline for 2013 TDTIMS is Friday the 13th of December

Although you can resubmit as soon as your updates are complete and reflect your current operations



PREPARING and CHECKING TIMS DATA

Checking your Data

◆ **Examine your data for completeness and accuracy before submitting TDTIMS:**

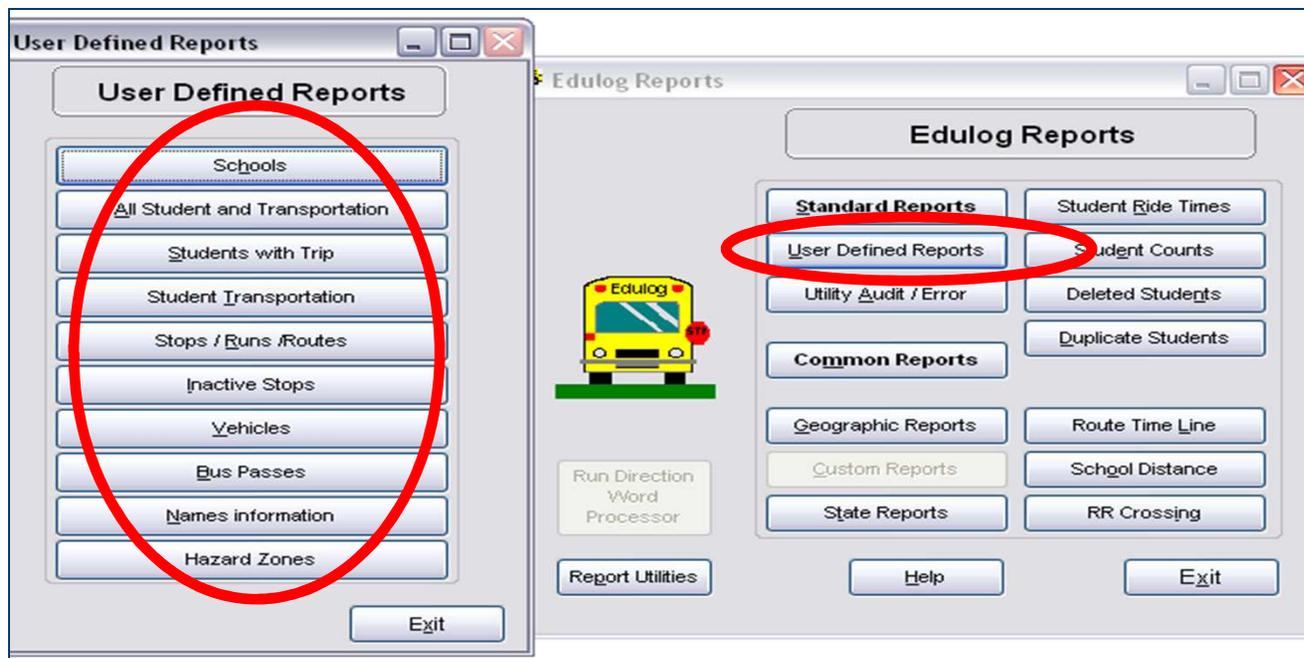
- Are your Bell Times and Early/Late Windows Correct?
- Are your Early Pickup and Late Drop-off Times Correct?
- Are all riders located and assigned to stops?
- Are all stops on runs and also on routes?
- Do both AM and PM runs exist and are they placed on routes?
- Do you have any runs with zero miles due to incomplete run directions?
- For routes serving multiple runs, is the slack time between runs correct?
- Have you included special needs bus runs and routes?

Steps for Preprocessing

- ◆ Run the following EMU batches prior to generating the TDTIMS Diagnostics and Reports
 - Rebuild All Keys
 - Geocode Maintenance
 - (you may have two batches, run both)
 - Generate Batch Route Directions
 - Can be completed via EMU Utility or
 - Within Edulog via Group Processes
 - Dumpall

Diagnostic Reports

- ◆ There are several Diagnostic Reports available within TIMS that can help highlight potential problems and errors with your computerized bus routes.
- ◆ Under the USER DEFINED REPORTS you will find the Diagnostics:



Diagnostic Reports

- **Schools > Diagnostic: Sch/Gr with 12:00AM Time**

- This report will alert you to any Schools, Grades or Programs that do not have a Bell Time
- These may or may not be correct, depending on the circumstances

- **All Student and Transportation > Workbook: Min/Max Stop/Bell Times**

- This report lists your Earliest Pickup and Latest Drop-Off Times as well as your Earliest Bell Time and Latest Bell Time within your LEA
- These numbers are part of the Service Indicators, so please ensure accuracy.
- No one wants to show a 4:30AM pickup time if this is not correct.

- **Stops/Runs/Routes > Diagnostic: Stops Times After 5:00 PM**

- **Stops/Runs/Routes > Diagnostic: Stops Times Before 6:00 AM**

Note: your data is not 'wrong' if you have stops listed after 5:00 PM or before 6:00 AM – your goal is to have TIMS accurately reflect what is happening with your bus fleet.

Diagnostic Reports

Min/Max Report

Earliest/Latest Stop Times, Earliest and Latest Bell Times for Default Program

Program : Default

To:	<u>Earliest Stop Time</u> 12/30/1899 06:09:00 AM	<u>Earliest Bell Time</u> 12/30/1899 07:55:00 AM	<u>Latest Bell Time</u> 12/30/1899 08:45:00 AM
From:	<u>Latest Stop Time</u> 12/30/1899 05:26:00 PM	<u>Earliest Bell Time</u> 12/30/1899 02:45:00 PM	<u>Latest Bell Time</u> 12/30/1899 03:20:00 PM

Stops After 5pm

Dropoff Times After 5:00 PM						
Time at Stop	Stop ID	Run ID	Route	Run End	Bell	Assigned
5:26 PM	312.485002	312.105	20	5:29 PM	3:20 PM	7
	314.050002	312.105	20	5:29 PM	3:20 PM	2
5:23 PM	312.156002	312.105	20	5:29 PM	3:20 PM	3
5:22 PM	312.288002	312.105	20	5:29 PM	3:20 PM	2
5:22 PM	314.010001	312.105	20	5:29 PM	3:20 PM	1
5:16 PM	312.035002	312.105	20	5:29 PM	3:20 PM	4
5:14 PM	312.466002	312.109	176	5:22 PM	3:20 PM	1
5:13 PM	312.02C002	312.105	20	5:29 PM	3:20 PM	6
5:11 PM	314.047002	312.105	20	5:29 PM	3:20 PM	2
5:10 PM	312.142002	312.105	20	5:29 PM	3:20 PM	3
5:08 PM	312.139002	312.105	20	5:29 PM	3:20 PM	5
5:04 PM	312.395002	312.109	176	5:22 PM	3:20 PM	1
5:04 PM	312.439001	312.109	176	5:22 PM	3:20 PM	1
5:03 PM	312.292002	312.105	20	5:29 PM	3:20 PM	2
5:03 PM	314.035002	312.105	20	5:29 PM	3:20 PM	2
5:02 PM	312.073002	312.109	176	5:22 PM	3:20 PM	
5:02 PM	312.230001	312.109	176	5:22 PM	3:20 PM	1
5:01 PM	312.279002	312.103	164	5:13 PM	3:20 PM	3
5:01 PM	312.440002	312.109	176	5:22 PM	3:20 PM	3

Diagnostic Reports

- **Bus Passes > Diagnostic: Students Stop Not on Rte**

- This report will list all of your stops that have a Student Assigned, but the Stop is not on a Route
- These may be OK as some LEAs assign Students AM and PM but may remove the morning or afternoon stops from the Route because they are a car rider or play sports
- But these may also alert you to stops you may have forgotten to place on a Route
- Please Review and correct as needed

Students on Stops not on Routes								
2 student records were found with stops not on routes.								
	EduLog ID		AM Stop	AM Run	AM Route	PM Stop	PM Run	PM Route
School	312	5636	312.172001			312.172002	312.108	137
School	328	5977	328.129001	328.005	141	328.129002		

- **Bus Passes > Diagnostic: Route Riders Schdst <= 0**

- This report will list students who are still assigned to a Route although they are not located on the map and/or connected to your street network.
- Will likely be students who you've placed on an "Out of County" Road or who live on a street that is not connected to the Geocode

Diagnostic Reports

- ◆ Stops, Runs, and Routes > **Diagnostic: Runs Zero Loaded Mileage**
 - This report lists all of your Runs that Failed to Process Run Directions. These typically are due to an invalid stop (such as on a no travel road) or
 - May be caused by a newly created run that never had stops added or
 - A leftover summer school/midday run without any students assigned
 - Please review this list to ensure everything is correct
- Stops, Runs, and Routes > **Diagnostic: Neg. Times Between Runs**
 - This report will list the Routes that have Multiple AM and/or PM Runs on the same Route
 - Negative Times between Runs will make your driver hours inaccurate and means that you show a bus dropping off or picking up students at a certain time, while the next run on the route should have already started.
 - Please review this list and correct any negative slack times that are highlighted.

Diagnostic Reports

- ◆ Stops, Runs, and Routes > **Diag: Route Time and Miles Summary**

- This report tallies the Total Bus Miles and Total Driving Time for your computerized routes
- These totals are compared to the numbers you reported to NCDPI in the TD2R Report
- The Total Time (in minutes) does not include Non-Driving Time (pre/post inspections)
- So multiply the number of non-driving minutes paid for each driver by the number of total buses and add this amount to the total driving minutes. Then divide by 60 to determine your Daily Driver Hours

(Example: 12 Buses, 20min Non-Driving = 240 Min, 240 Min = 4hrs)

- Stops, Runs, and Routes > **Diag: Route Time and Miles Detail**

- This report is similar to the Time and Miles Summary but it displays the Total Miles and Total Driving Time for each Bus Route, not just the total for your entire district
- This will be the best diagnostic for highlighting which of your Bus Routes are the “most incorrect”
- We suggest reviewing the Total Daily Miles and Daily Payroll Hours at the individual bus level and compare with your TIMS Data. This will help highlight which buses and/or schools have the most inaccurate miles and time. This will help prioritize your necessary updates.

Diagnostic Reports

Time and Miles Summary
(for entire LEA)

<div style="border: 1px solid black; padding: 2px; display: inline-block;">TDTIMS Route Time and Miles</div> Summary for Review			
Mileage		Time	
		In hours	
		Negative slack is not included in total.	
Loaded	3315.41	Loaded + Checkpoint	144.2
Deadhead	0.00	Deadhead	0.0
Checkpoint	636.03	Slack	3.4
		Negative Slack	0
Total	3951.45	Total	147.6

Time and Miles Detail (for each Bus)

Mileage		Time	
		Negative slack is not included in totals, but indicates problems with bell times or run lengths that should be corrected.	
Route 126		Route Times in Minutes	
<hr/>			
330.002			
Loaded	12.10	Loaded + Checkpoint	32
Deadhead	0.00	Deadhead	0
Checkpoint	2.00	Slack	0
		Negative Slack	0
Total	14.10	Total	32
<hr/>			
330.102			
Loaded	12.66	Loaded + Checkpoint	32
Deadhead	0.00	Deadhead	0
Checkpoint	1.51	Slack	0
		Negative Slack	0
Total	14.18	Total	32
<hr/>			
Summary for Route 126			
Loaded	24.77	Loaded + Checkpoint	64
Deadhead	0.00	Deadhead	0
Checkpoint	3.51	Slack	0
		Negative Slack	0
Total	28.28	Total	64



Hints for preparing your data...

- ◆ Review your run directions for accuracy.
 - Stop Locations, Stop Order and Street Path
 - Make sure checkpoints are inserted correctly
 - Make sure bus turnarounds are accurate
- ◆ Make sure all runs are on routes.
 - For routes with multiple runs, check your slack time
 - Positive Slack may or may not be correct
 - Negative Slack is always a bad thing

TDTIMS Reporting

- ◆ Do Not use old instructions that may be in your office. Get the newest instructions at <http://www.ncbussafety.org/TIMS/QRG.html>

#15 – Preparing your data for TDTIMS

#15a – Instructions for submitting TDTIMS

These will be released soon.

Reports that will be due for the 2013-2014 School Year

- ◆ Schools > TDTIMS: Clusters Archive * only if clusters are used
- ◆ Schools > TDTIMS: Schools Archive
- ◆ Schools > TDTIMS: Boundaries Archive
- ◆ All Students and transportation > TDTIMS: MinMax for Submission
- ◆ Stops, Runs Routes > TDTIMS: Services & Stops Archive
- ◆ Stops, Runs Routes > TDTIMS: Runs & Routes Archive
- ◆ Stops, Runs Routes > TDTIMS: Route Count
- ◆ Stops, Runs Routes > TDTIMS: Route Time and Miles Submit
- ◆ Bus Passes > TDTIMS: Students Archive
- ◆ Bus Passes > TDTIMS: Student Transportation Archive
- ◆ Bus Passes > TDTIMS: Count of Valid Riders

.DBF files that will be due 2013 -2014 School Year

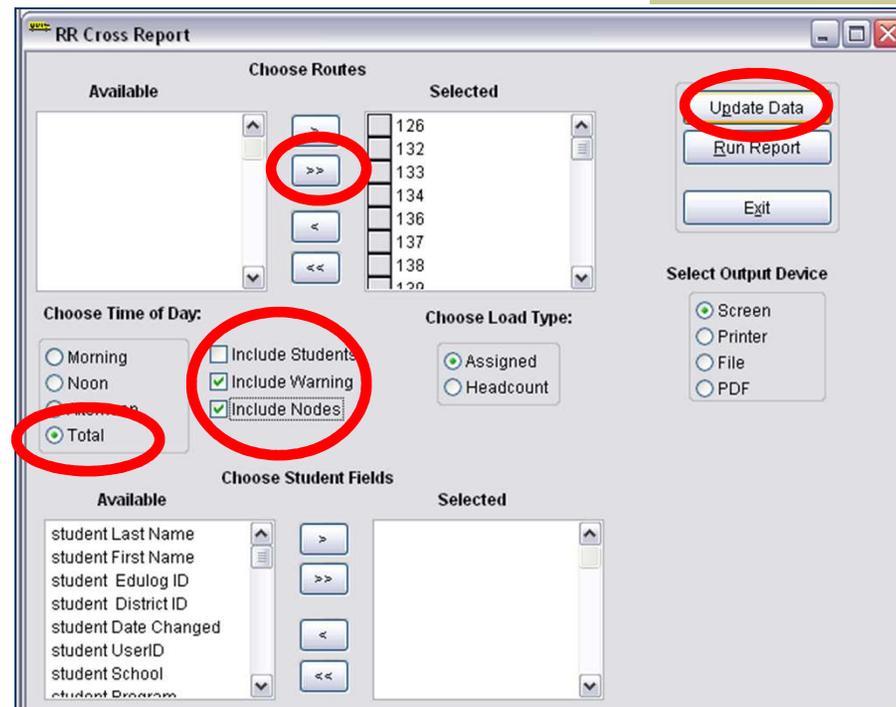
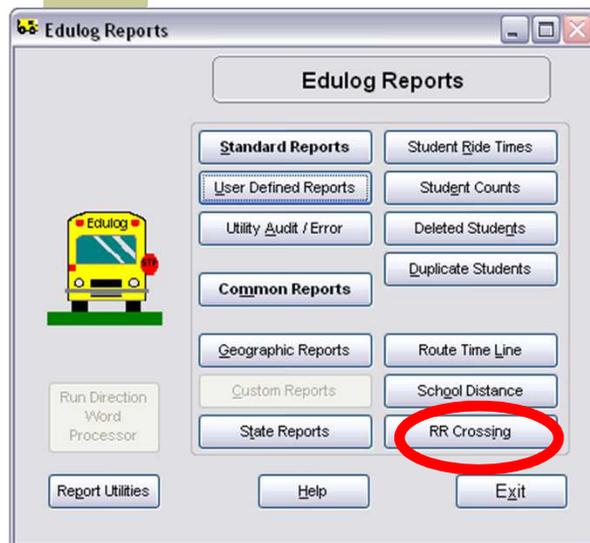
◆ Railroad Reports

- RRCRSRPT.CDX
- RRCRSRPT.DBF
 - The reports are shared with NCDPI Rail Division
 - They are used to prioritize railroad crossing inspections and upgrades

◆ Ride Time Report

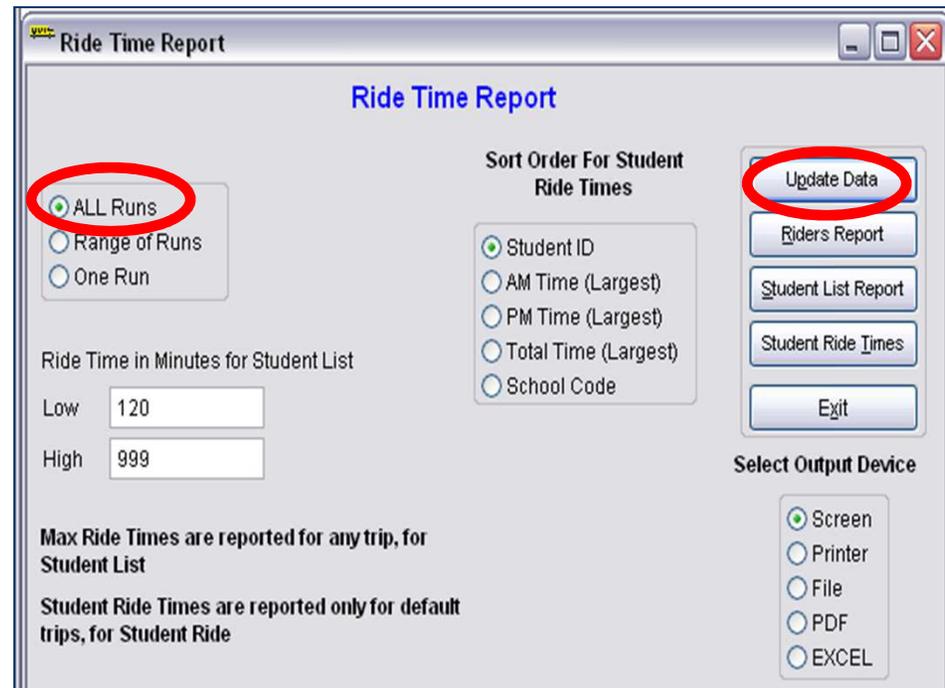
- StuRideTimes.DBF
 - This reports tallies the AM, PM and Total Ride Time for each student

Processing Railroad and Student Ride Time Reports



- Select RR Crossing Report from Main Menu
- Use the “double arrow” to move all routes into the “selected” box.
- Make sure “Total”, “Include Warnings” and “Include Nodes” are all selected and then
- “Update Data”

Processing Railroad and Student Ride Time Reports



- Select “Student Ride Times” from the Reports Main Menu
- Make Sure “All Runs” is selected and choose “Update Data”
- This process creates a file used in the annual service indicators report

Student Ride Time Report

10/02/2012

STUDENT RIDE TIMES

Student id	Student Name	School	Grade	Program	Days	AM Ride Time	PM Ride Time	Total Ride Time
1	ANTOLIN138, ANTOLIN	312	11		MTWUF--	5	40	45
2	COURTNEY360, COURTNEY	330	07		MTWUF--	24	34	58
5	KOBE2105, KOBE	325	07		MTWUF--	14	67	81
6	CHEYENNE185, CHEYENNE	312	09		MTWUF--	0	53	53
7	AMBER178, AMBER	314	11		MTWUF--	4	119	123
8	KENZIE150, KENZIE	308	02		MTWUF--	8	15	23
9	STEPHEN111, STEPHEN	306	10		MTWUF--	59	64	123
15	CHASTITY1524, CHASTITY	336	01		MTWUF--	29	37	66

Completing the
TDTIMS
EXCEL Workbook



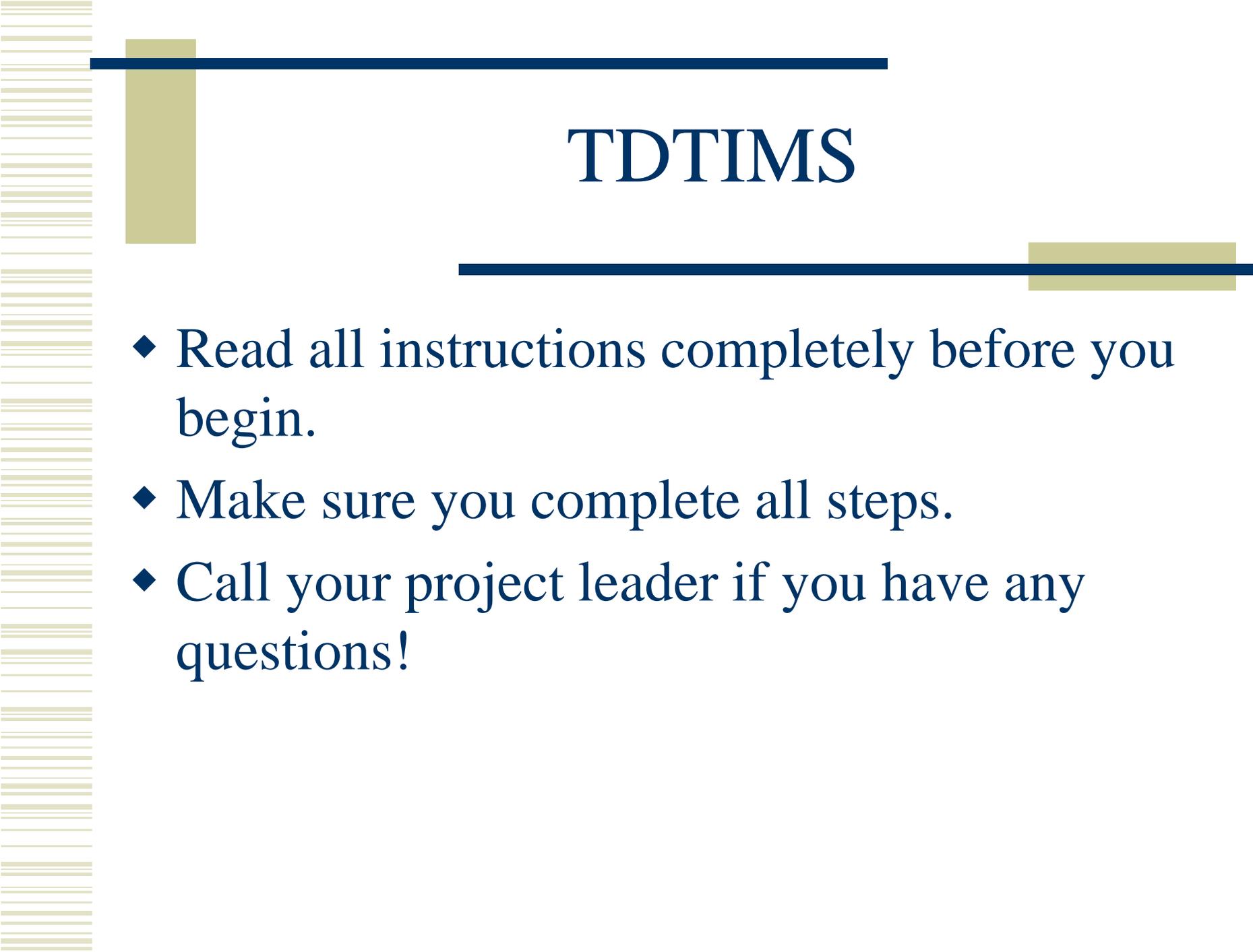


Steps for Preprocessing



- ◆ So just as we did before running the Diagnostics...

- ◆ Run the following EMU batches prior to generating the TDTIMS Reports
 - Rebuild All Keys
 - Geocode Maintenance
 - (you may have two batches, run both)
 - Generate Batch Route Directions
 - Can be completed via EMU Utility or
 - Within Edulog via Group Processes
 - Dumpall



TDTIMS

- ◆ Read all instructions completely before you begin.
- ◆ Make sure you complete all steps.
- ◆ Call your project leader if you have any questions!

Complete the Excel Workbook

- ◆ Before you open the 20132014 TDTIMS Workbook you need to check the security level of Excel. To do this, open Excel, go to Tools/Macro/Security and set this to Medium.
 - Newer versions of Excel: you will need to click on the Office Button, then choose Excel Options, Trust Center, Trust Center Settings, Macro Settings and finally choose Enable all macros. OK to exit.
- ◆ Open the **TDTIMS Workbook** When prompted, click on **Enable macros** or **Enable Content**.

- On the **Sign in** page fill in all information requested, making sure to use proper names for the Superintendent, Transportation Directors and Coordinators as these will show up in official letters.
- Click the Continue to LEA Info button when finished.

Sign in, please.		2012-2013 November
LEA	<input type="text" value="010"/>	
Superintendent	<input type="text"/>	Superintendent's Email <input type="text"/>
Trans. Director/Supervisor	<input type="text"/>	Trans. Director's/Supervisor's Email <input type="text"/>
TIMS Coordinator	<input type="text"/>	TIMS Coordinator's Email <input type="text"/>
Do you keep a single dataset for both regular and EC or a separate dataset for each?		
I maintain a unified dataset for regular and EC data.		<input checked="" type="checkbox"/>
I maintain separate datasets for regular and EC data.		<input type="checkbox"/>
Which version of TIMS do you use? (Format: client version-server version)		
<input type="text"/>	In Edulognt, open 'Help' from the menu bar, select 'About Edulog'.	
Data in this report have been fully updated and accurately represent current year operations.		
True	<input checked="" type="checkbox"/>	
False	<input type="checkbox"/>	
<input type="button" value="Continue to 'LEA Info'"/>		

MAKE SURE ALL NAMES AND EMAIL ADDRESS ARE **SPELLED CORRECTLY** AS THIS INFO WILL BE INCLUDED IN OFFICIAL LETTERS

- The next three pages consist of general questions about your LEA. Complete each page then click the Continue to LEA Info X button at the bottom to continue.
- These questions can help us understand big differences from last year to this year, such as increased school distance after closing a school or could indicate increased ridership after a grade configuration or boundary adjustment

Please tell us about changes that have taken place in your LEA between the last and current school years.

How many schools (buildings) have been added?

Elementary	<input type="text"/>
Middle	<input type="text"/>
Junior	<input type="text"/>
High	<input type="text"/>
Other grade combination	<input type="text"/>

How many schools (buildings) have been closed?

Elementary	<input type="text"/>
Middle	<input type="text"/>
Junior	<input type="text"/>
High	<input type="text"/>
Other grade combination	<input type="text"/>

At how many schools has the grade composition been changed?

By grade level, how many schools have no-transport zones?

Elementary	<input type="text"/>
Middle	<input type="text"/>
Junior	<input type="text"/>
High	<input type="text"/>
Other grade combination	<input type="text"/>

Have changes been made to the size of no-transport zones?

Yes, more students included.	<input type="checkbox"/>
Yes, fewer students included.	<input type="checkbox"/>
No changes.	<input type="checkbox"/>

Have changes been made in the enforcement of no-transport zones?

More students transported.	<input type="checkbox"/>
Fewer students transported.	<input type="checkbox"/>
No changes.	<input type="checkbox"/>

- In step #3 of the directions, you printed four reports: they contain the information needed to complete the TIMS Data section of this page.

QMF_Ride.txt
 QMF_RTM.txt
 QMF_RCNT.txt
 QMF_MinMax.txt

Data Input: Separate Regular and EC									
Clear All Data Fields, if you want.									
TIMS Data									
Report: QMF_MINMAX.TXT									
To:		Earliest Morning Pickup		Earliest Morning Bell Time		Latest Morning Bell Time			
	Regular	<input type="text"/>	AM	<input type="text"/>	AM	<input type="text"/>	AM	Time Format - X:XX	
	EC	<input type="text"/>	AM	<input type="text"/>	AM	<input type="text"/>	AM		
From:		Latest Afternoon Dropoff		Earliest Afternoon Bell Time		Latest Afternoon Bell Time			
	Regular	<input type="text"/>	PM	<input type="text"/>	PM	<input type="text"/>	PM	Time Format - X:XX	
	EC	<input type="text"/>	PM	<input type="text"/>	PM	<input type="text"/>	PM		
Report: QMF_RCNT.TXT									
Buses		Regular							
	EC	<input type="text"/>							
Report: QMF_RTM.TXT									
Miles		Regular		Hours		Regular			
	EC	<input type="text"/>		<input type="text"/>	EC	<input type="text"/>			
Report: QMF_RIDE.TXT									
Riders		Regular							
	EC	<input type="text"/>							

* This screen shot is of a county that keeps Regular and Special Needs Data in separate databases. You will only have one line to fill in if you keep all of your data in one database.

- **Non-Driving Time** should be in minutes per day per bus, not a total time for all your buses.
- Complete the **DPI Data** section using information from your TD2 and TD2R.

	A	B	C	D	E	F	G	H	I	J	K	L
22	Non-Driving Time											
23												
24	Minutes per bus per day											
25												
26	DPI Data											
27												
28	Spreadsheet: TD2, Unit Summary sheet, cell I22 or I23											
29	Grand Total - Number of Students Transported											
30	Spreadsheet: TD2R, Summary sheet, cells H40, D40, C40											
31		H40			D40				C40			
32	Total Miles			Total Hours			Buses					
33												

- Review your percentages (%) at the bottom of the page and....
 - If you **are** satisfied with the results...
 - Click on the button: Print Audit, Write TDTIMS Data File and Save Workbook and Save and Exit.
 - Review the printed Audit Sheet and Sign it.
 - If you are **not** satisfied with the results...
 - Click on the Save and Exit button.
 - Evaluate and make any corrections in Edulog that may improve your data.
 - Repeat steps 2 - 5 of these instructions.
- Reopen your workbook, Clear All Data Fields and re-enter the correct information

TIMS as % of DPI				
	<u>Riders</u>	<u>Miles</u>	<u>Hours</u>	<u>Buses</u>
TIMS	8382	12075.14	484	167
			97	- Total Non-Driving Time in Hrs
			581	- Total TIMS Time
DPI	8322.4	12450.79	601	167
%	100.72%	96.98%	96.74%	100.00%

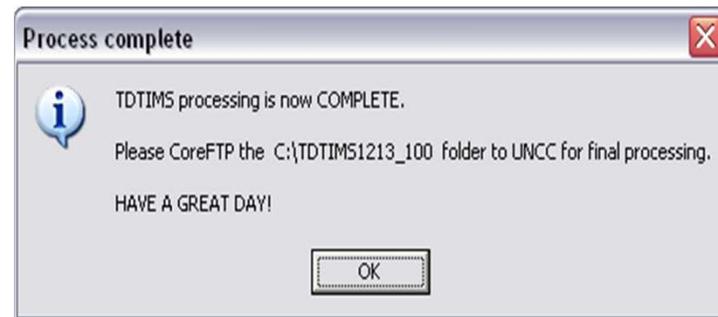
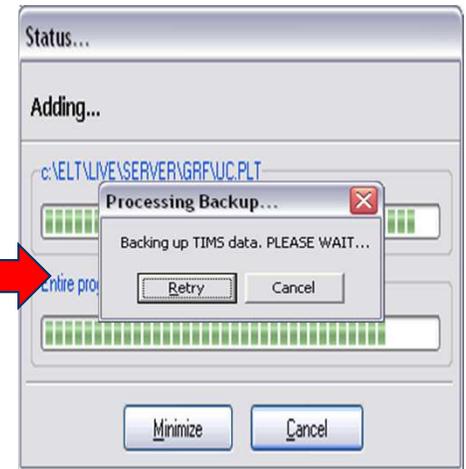
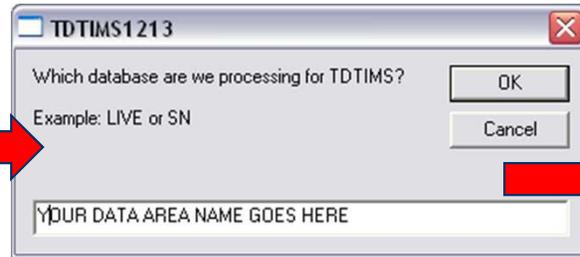
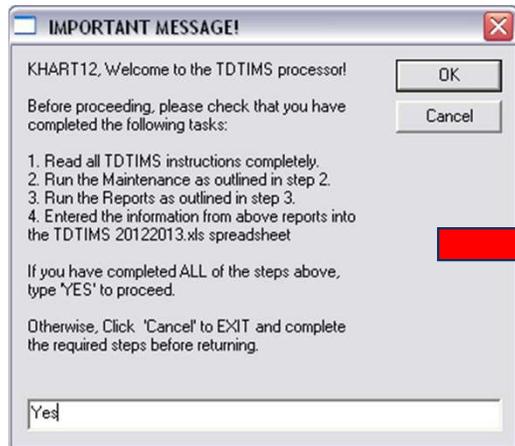
Preview Audit

TDTIMS Processor

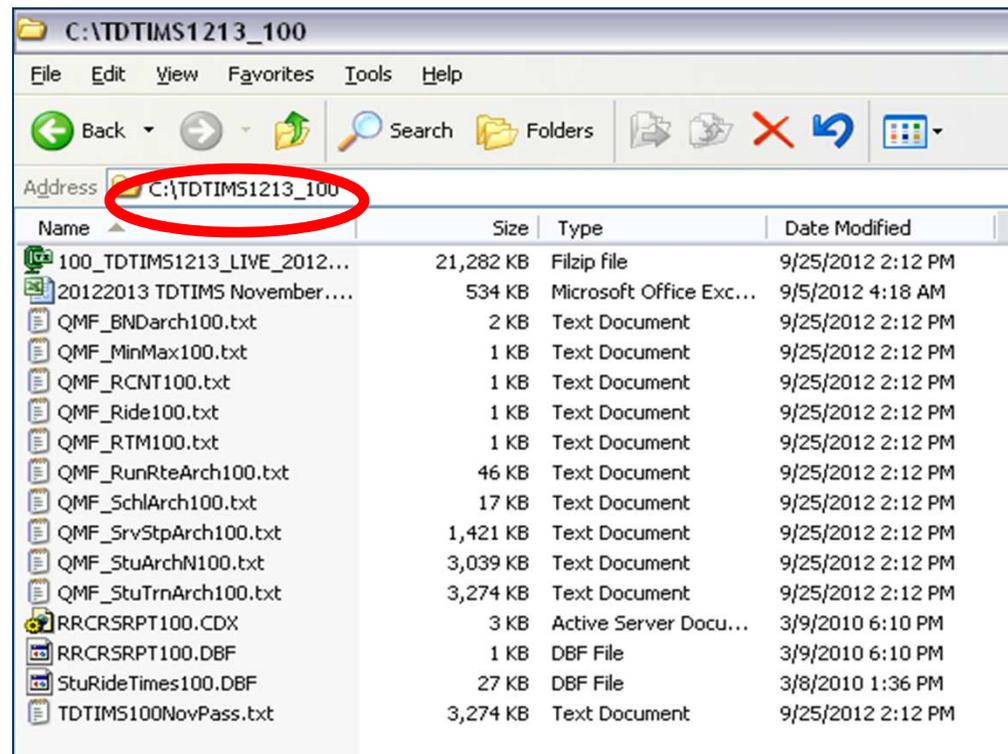
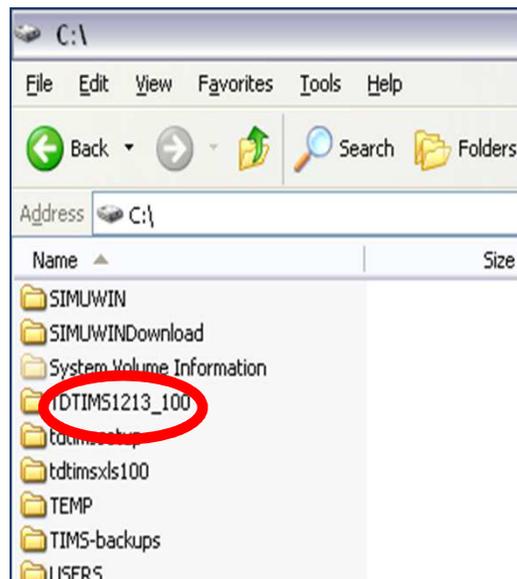
- ◆ Run the program TDTIMS processor v2013-2014.exe
 - You will find this at the root of your C: drive
- ◆ If successful, the processor will create a folder on the C: drive containing the files you need to submit. The folder will be named TDTIMS1314_### (where ### is your three digit LEA #) if you have a SN database it will be TDTIMS1314_###SN



TDTIMS Processor



TDTIMS Processor





If you have a separate SN Database

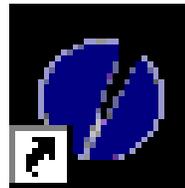
- ◆ Should you need to submit TDTIMS for an alternate database (such as SN), then you will need to:
 - Run maintenance (step 2 in directions) in the Database where your SN Data is managed
 - Run the reports needed for the worksheet (step 3 in directions)
 - Run the TDTIMS Processor for SN

Report Submissions



CORE FTP

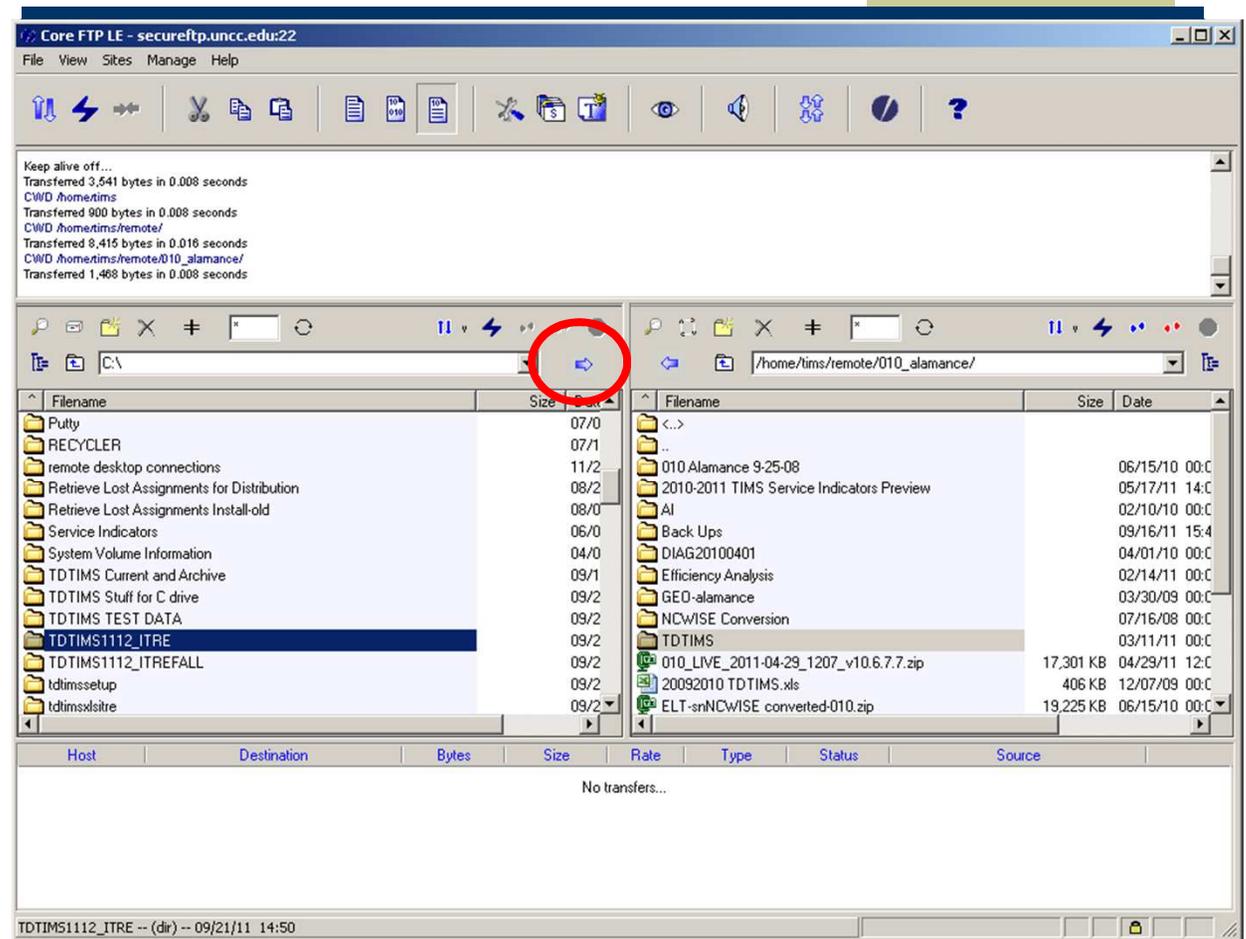
- ◆ **You must use CORE FTP to transmit your data.**



Core FTP Lite.

Transferring the Data via CORE FTP

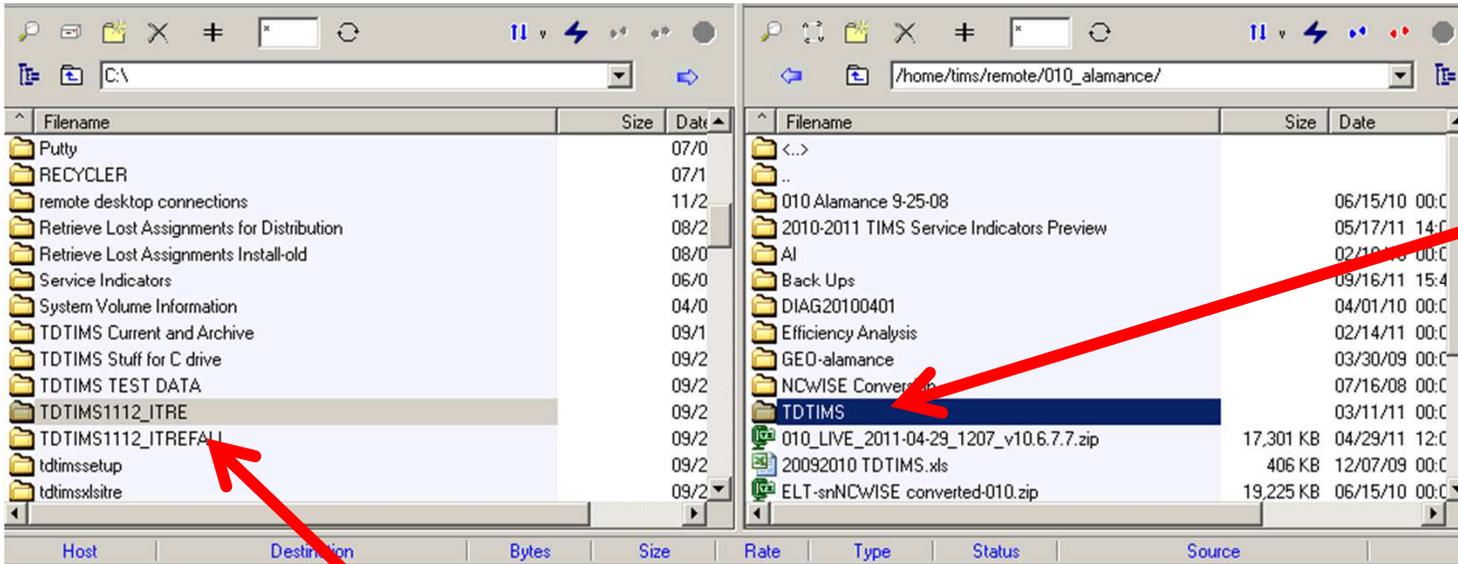
- ◆ Once the file containing all the reports and data files exist on your computer, open CORE FTP and connect to begin transfer of the data.





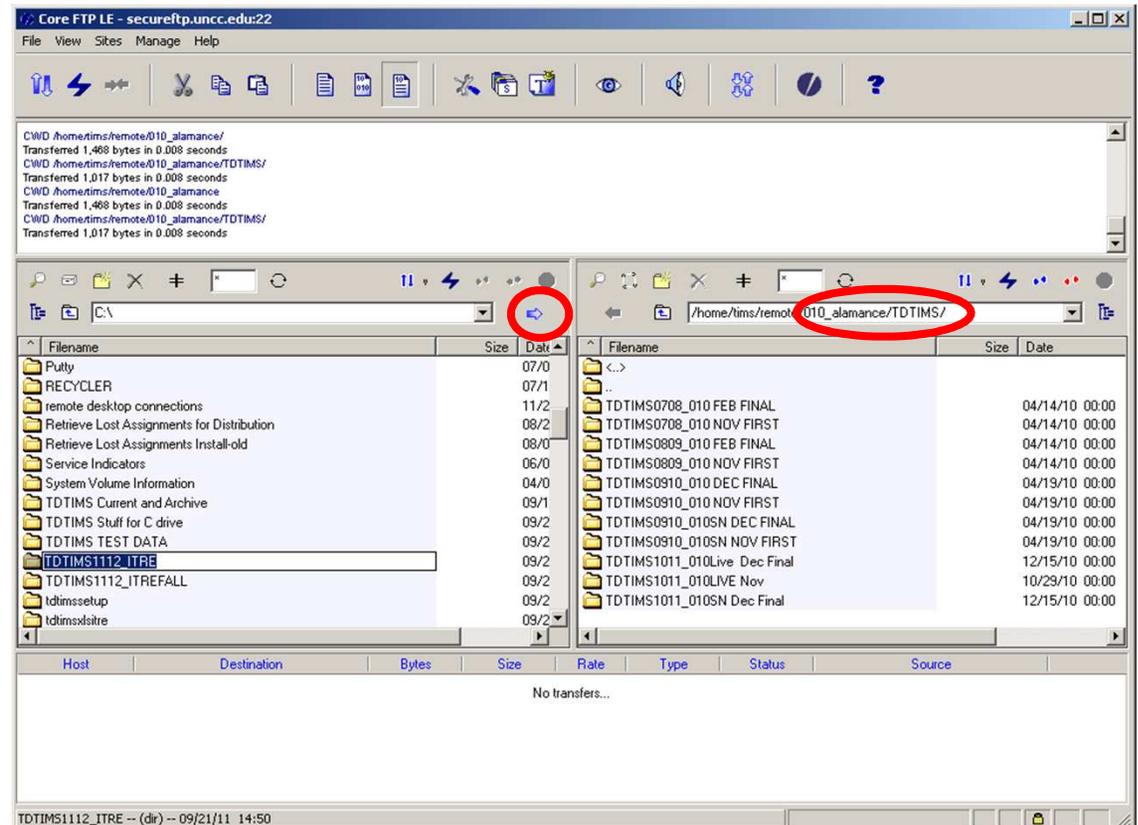
Transferring the Data via CORE FTP

- ◆ Once you connect to CORE FTP you will see a TDTIMS folder on the right side of the window. Double click on this folder to open it.
- ◆ Then highlight the TDTIMS1314_### folder on the left side of the screen and transfer it to the TDTIMS folder on the right side of the screen.



Double click on this folder to open it.

You may have one or two folders to transfer over.





Submit your Reports



- ◆ Sign and fax the audit sheet to your Project Leader
 - ITRE: 919-515-7924
 - UNCC: 704-687-5327
- ◆ Mail the original, signed audit sheet to
 - Derek Graham
 - 6319 Mail Service Center
 - Raleigh, NC 27699-6319
- ◆ Once you have uploaded your reports to the CoreFTP site, please notify your project leaders via email.

Any Questions?

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