

BALTIMORE COUNTY, BOARD OF EDUCATION

DIVISION OF ADMINISTRATION AND SPECIAL SERVICES,  
Transportation

■

**1. TRANSPORTATION REPORTS**

**Size: Letter size**  
**Dates: 1949 - -**  
**Quantity: 1 file drawer**  
**File Arrangement: Chronological**  
**Audit: Within State Department of Education**

Reports are made periodical to the Board and to the State Department of Education on all phases of school transportation. For this purpose State forms are prepared and frequently revised for the use of the County Boards:

- T1 - Requests for Approval of Changes in Public School Transportation Contracts**
- T1-A Estimated Cost of Transporting Public School Pupils at Public Expense**
- T2-F & R Data for Calculating School Bus Contracts Costs**
- T2-A Transportation of Public School Pupils on Buses under contract**
- T2-B Transportation of Public School Pupils by Contract other than Bus**
- T2-C Insurance on Contract Transportation**

- T3 Actual Expenditures for Pupil Transportation provided by Contract Services
- T3-A Transportation of Public School Pupils on County-owned Buses
- T3-B Transportation of Public School Pupils by County-owned Automobiles, Panel Bodies, Horses, and other
- T3-C Insurance of County-owned Transportation Facilities
- T3-D County-owned Buses and Automobiles
- T3-E Mileage of County-owned Public School Vehicles
- T4-A List of Contractors and Drivers of Public School Buses
- T5 Purchases of Publicly-owned Buses
- T5-A Transportation of Public School Pupils on Public conveyances
- T6-A Non-Public School Pupils Transported at Public Expense
- T6-A, F & R Summary of Actual Expenditures for Pupil Transportation

The above reports are retained for five years by the State Department of Education or until audited within the Department, whichever is later, and then destroyed. The following recommendation takes into consideration an adequate retention period in which transportation studies, budget analysis, and special reports might reasonably be required at the county level and applies equally to copies in the files of all Divisions of the Board.

RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY.

## 2. COUNTY DRIVER'S PERSONNEL FOLDERS

Size: Letter-size  
 Dates: 1944 - -  
 Quantity: 3 file drawers  
 File Arrangement: Alphabetical by name of driver

The drivers' folders contain all or some of the following papers:

Applications  
 Assigned Bus Routes

(continued)

Correspondence between the Board and the Bus Driver  
 Payroll Changes (yellow)  
 Payroll Information Sheets (blue)  
 Physical Examination Reports  
 Physical Examination Certificates  
 Record of Chauffeur's License Numbers  
 Special Payments (Special Trips, form #3)  
 Supervisory Reports  
 Termination Record

RECOMMENDATION: RETAIN FOR FIVE YEARS AFTER TERMINATION OF SERVICE,  
 THEN COMBINE WITH PERSONNEL FOLDERS IN THE PAYROLL  
 DIVISION.

3. COUNTY-OWNED SCHOOL BUS PAYROLL CARDS

Size: 6" x 9" cards  
 Dates: 1950 - -  
 Quantity: 1 card tray  
 File Arrangement: Alphabetical by name of driver

The Payroll cards contain space for monthly payrolls, September through June, giving the name of the driver, the month, the salary by month, payments for special work, and space for explanations of payments or changes in salary and totals. New cards are prepared annually and the obsolete cards are retired to the non-current section of the file.

RECOMMENDATION: RETAIN WHILE CURRENT AND FOR THREE YEARS THEREAFTER,  
 AND THEN DESTROY.

4. CONTRACT BUS DRIVERS' PERSONNEL FILE

Size: Letter-size  
 Dates: 1953 - -  
 Quantity: 2 file drawers  
 File Arrangement: Alphabetical by name of contractor

The Contract Bus Drivers' File contains:

Assigned routes and time schedules  
 Bus driver's physical examinations  
 Correspondence relating to drivers and routes  
 Payroll changes (yellow)  
 Payroll information sheets (blue)  
 Supervisory Reports

RECOMMENDATION: RETAIN FOR DURATION OF THE CONTRACT AND FOR THREE  
 YEARS THEREAFTER, AND THEN DESTROY.

5. CONTRACT SCHOOL BUS PAYROLL CARD

Size: 6" x 9" cards  
 Dates: 1950 - -  
 Quantity: 1 card tray  
 File Arrangement: Alphabetical by name of contractor

The contract payroll cards give the name of the contractor and bus numbers, the payments made with space for corrections and totals. New cards are prepared annually and the obsolete cards are transferred to the non-current section of the file.

RECOMMENDATION: RETAIN NON-CURRENT CARDS FOR THREE YEARS AND THEN DESTROY.

6. SCHOOL BUS PAYROLL CALCULATION CARDS (CONTRACT PAYROLL)

Size: 6" x 9" cards  
 Dates: 1953 - -  
 Quantity: 1 card tray  
 File Arrangement: Alphabetically and numerically by S.D.E. Number

The annual Payroll Calculation Cards give the school year and the name of the contractor, the SDE number, the salary according to the SDE number, bus data covering the year and make, purchase date and price, the bus capacity and size of tires, allowances, driver's salary and operation charges payable by the Board, the total by month and year, and the total daily mileage. This form is prepared from the blue mimeographed form, Record of Buses Under Contract (to Board of Education).

RECOMMENDATION: RETAIN FOR THE LIFE OF THE BUS WHILE UNDER CONTRACT AND FOR THREE YEARS THEREAFTER, AND THEN DESTROY.

7. COUNTY-OWNED BUS USE RECORD

Size: 8 1/2" x 11"  
 Dates: 1955 - -  
 Quantity: 4 binders  
 File Arrangement: By county area and then by bus number

The Bus Use Record is a monthly operational report giving the year, the make of the bus, the capacity, the name of the driver, the monthly speedometer reading and the total mileage for the month, the amount of gas consumed and the mileage per gallon, the amount of oil used, added or changed, anti-freeze added, and a space for comments.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

8. COUNTY-OWNED BUS CARD INDEX

Size: 4" x 6" cards  
 Dates: 1953 - -  
 Quantity: 1 card drawer  
 File Arrangement: Alphabetical or numerical arrangement  
 according to the study underway

This is a ready reference file for office use giving the bus number, license and serial number, capacity, tire size, daily mileage and total mileage as of September 1, the driver's salary, amount of garage rent, to whom paid and the location of the garage, the name of the drivers and the dates of changes, the name of the route or route number, and the school served.

RECOMMENDATION: RETAIN WHILE CURRENT AND FOR THREE YEARS THEREAFTER,  
 AND THEN DESTROY.

9. BUS INSPECTION CARDS

Form No.: G-209  
 Size: 5" x 9" cards  
 Dates: 1951 - -  
 Quantity: 2 card trays, 2 bundles  
 File Arrangement: By bus license-tag number  
 Disposable Amount - 2 cubic feet

The Bus Inspection Cards are Department of Motor Vehicles forms which are prepared in triplicate three times a year; the original is forwarded to the Department of Motor Vehicles and is later returned, one copy is retained in the Transportation files, one copy is sent to the garage and is returned, the original and the two copies are then refiled in the Bus Inspection Card File. The card gives the name of the owner and the address, the name of the chauffeur, the license number; thirty-three inspection points are listed with three columns to be punched--1, 2, & 3, to show the degree of the condition of the points inspected. The Maintenance Orders are prepared from the Bus Inspection Cards and are found in the Bus History File.

RECOMMENDATION: RETAIN FOR THREE YEARS, AND THEN DESTROY.

10. BUS HISTORY FILE (COUNTY-OWNED)

Size: Letter size  
 Dates: 1955 - -  
 Quantity: 2½ file drawers  
 File Arrangement: Numerically by bus number

This file is a record of county-owned buses, one folder for each bus, containing all or some of the following papers:

Duplicate invoices of all repairs, etc.  
 Record of date of sale and name of purchaser  
 Repair and maintenance charges  
 Work or purchase orders copies

**RECOMMENDATION: RETAIN WHILE BUS IS COUNTY-OWNED AND FOR THREE YEARS THEREAFTER, AND THEN DESTROY.**

**11. STAFF CAR AND TRUCK HISTORY FILE**

Size: Letter-size  
 Dates: 1953 - -  
 Quantity: 1 file drawer  
 File Arrangement: Numerical by car or truck number

This file contains duplicate copies of work orders, paid repair and maintenance invoices. The operators of staff cars and trucks submit monthly a "log envelope" which shows the month and year, the tag number and assigned vehicle number, the name of the employee to whom the vehicle is assigned, the speedometer readings for the month, which encloses copies of all invoices. The total mileage, average miles per gallon, and the amount of oil used and lubrication dates are calculated from this data.

**RECOMMENDATION: RETAIN WHILE COUNTY-OWNED AND FOR THREE YEARS THEREAFTER, AND THEN DESTROY.**

**12. BIDS FOR PURCHASE AND SALE OF EQUIPMENT**

Size: Letter size  
 Dates: 1956 - -  
 Quantity: 2 file drawers, 3 cartons  
 File Arrangement: Chronological

The Bid File contains the following papers:

Copy of the advertisement for the bid  
 Proposal and specification sheets  
 Bids  
 Acceptances  
 Work sheets  
 Correspondence relating to bids and purchases  
 Printed brochures

**A. RECOMMENDATION: RETAIN SPECIFICATIONS AND PAPERS RELATING TO SUCCESSFUL BIDDERS FOR TEN YEARS, THEN DESTROY.**

**B. RECOMMENDATION: RETAIN ALL OTHER PAPERS FOR THREE YEARS AND THEN DESTROY.**

**13. RECORD OF BUSES UNDER CONTRACT**

Size: Letter size  
 Dates: 1954 - -  
 Quantity: 3 file drawers, 2 bundles  
 File Arrangement: By year and name of contractor

The mimeographed forms (blue) in this file are prepared annually by the contractor for the Board and give the name and address of the contractor, telephone number, the school district number, bus license number, the year, make of chassis and body, the purchase price and the date of purchase, the bus capacity, tire size, the name of the school served, the name of the route and daily mileage, the location of the overnight parking area, the name and address of the driver, date of birth and date of employment, the chauffeur license number and expiration date and the name of the doctor who examined the driver and the date of the examination. This form is the basis for preparation of the School Bus Payroll Calculation Cards.

RECOMMENDATION: RETAIN FOR DURATION OF THE CONTRACT AND FOR THREE YEARS THEREAFTER, AND THEN DESTROY.

**14. SCHOOL FILES**

Size: Letter size  
 Dates: 1954 - -  
 Quantity: 3 file drawers, 2 traufiles  
 File Arrangement: Chronological and alphabetical by school  
 Disposable Amount: 4 cubic feet

This file, a record of bus routes, is composed of mimeographed forms giving the name of the driver, the route and time schedule; a monthly report prepared by each school giving the name of the driver, the school, the number and name of the route and the bus number if county-owned, the dates upon which the bus was late or did not operate, and the highest number of pupils carried during the month; supporting papers, maps of routes; AM and PM schedules and stops, a school by school list of bus drivers and contractors with addresses and telephone numbers and general correspondence relating to transportation of pupils.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

**15. BUDGET DATA FILE**

Size: Letter-size  
 Dates: 1949 - -  
 Quantity: 1 file drawer  
 File Arrangement: By subject

The Budget File is a record of anticipated transportation needs and actual expenditures, arranged under the following subjects:

**Anticipated Needs (Blue file)**

Pupil Transportation (Forms BD-3, AF & R)  
 Bus Route Changes  
 Work Papers

**Actual Expenditures (Yellow File)**

Summary of Actual Expenditures for Pupil Transportation (T6--A & F & R)  
 Actual Expenditures for Pupil Transportation Provided for Publicly-Owned Busses (T4-A & F)  
 List of Handicapped Children Transported and Cost Per Child  
 Actual Expenditures for Pupil Transportation Provided by Contract Services (T3-A & F)  
 Explanation of payment to bus drivers

**RECOMMENDATION: RETAIN FOR TEN YEARS AND THEN DESTROY.**

**16. GENERAL FILE**

Size: Letter size  
 Dates: 1954 - -  
 Quantity: 3 file drawers  
 File Arrangement: By subject

The General File contains correspondence and papers under the following headings:

Accident Reports  
 Applications - Contractors - Contracts  
 Applications and Recommendations - Bus Drivers  
 Crossing Guards  
 Central Garage  
 Department of Motor Vehicles  
 Garage Facilities  
 Inclement Weather Information  
 Parking Facilities  
 Police  
 Pool Cars  
 Railroad Crossings  
 Roads Engineer  
 Safety Committee  
 School Zones  
 Shelters  
 Sidewalk Needs  
 Staff Cars  
 State Department of Education  
 Traveling Teachers  
 Reading File

**RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.**