

CHAPTER 9
ACTIVITY REPORTING
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CHAPTER 9

ACTIVITY REPORTING

1. PURPOSE. The purpose of the CHP 100E, Monthly Activity Report, School Pupil and Farm Labor Safety (refer to Annex A, CHP 100E, Monthly Activity Report – School Pupil and Farm Labor Safety – Activity, of this chapter), is to provide data for evaluation, budgeting, and other management purposes relating to the School Pupil and Farm Labor Transportation Safety Program (School Bus Program).

2. REPORTING REQUIREMENTS. The CHP 100E is an electronic (.pdf) form and is accessible in the Forms directory.
 - a. Primary School Bus Officer/Coordinator. The primary School Bus Officer/Coordinator (SBO/C) shall, on a monthly basis, record all activity and time expended on the CHP 100E.

 - b. Alternate School Bus Officer/Coordinator Activity Reporting. The alternate SBO/C shall record, on a monthly basis (if applicable), all activity and time expended during the month on their own CHP 100E.

 - c. Negative Reporting Requirements. If there is no activity during the month, the primary SBO/C shall submit a Negative Report.
 - (1) Instructions for completing a Negative Report. The SBO/C shall complete the top (personal information) portion of the CHP 100E. The words “Negative Report” shall be entered in the “Reviewer” box. No date(s) or activity hours shall be entered when completing a Negative Report. (Refer to Annex B, CHP 100E, Monthly Activity Report – School Pupil and Farm Labor Safety – Negative Report, of this chapter.)

 - (2) Alternate SBO/C. The alternate SBO/C is **not required** to complete a negative report for non-activity.

 - d. Entries and Final CHP 100E. A blank CHP 100E may be printed, and entries made manually (handwritten) for daily entry purposes; however, the final report shall be completed and submitted through channels electronically (refer to paragraph 3. of this chapter).

3. SUBMISSION OF CHP 100E, REVIEW, AND DISTRIBUTION. The CHP 100E is due the month following the month of activity. (For example, if activity occurs in the month of April, the activity for April shall be submitted in May.) Submission, review, and distribution timelines for the CHP 100E are as follows:

a. Submission to Area Supervisor. The SBO/C shall submit a completed CHP 100E to an Area supervisor for review and approval **by the fifth working day** of the month following the month of activity. Upon approval, the supervisor shall initial the CHP 100E.

NOTE: If the SBO/C submits a "Negative Report", the Area supervisor shall approve the report by initialing the report. (Refer to Annex B of this chapter.)

b. Submission to Division. Upon approval by an Area supervisor, the completed CHP 100E shall be electronically submitted to the Division coordinator **by the tenth working day** of the month following the month of activity.

c. Submission of CHP 100E to Research and Planning Section. The Division coordinator shall compile all Area reports respective to their Division and submit the reports electronically to Research and Planning Section's Statewide School Bus Program Coordinator **by the 15th working day** of the month following the month of activity.

4. PROCESSING THE CHP 100E. Upon receipt of the Divisions' reports, Research and Planning Section shall compile, review, and forward all CHP 100E reports to Information Management Division's Support Services Section (SSS). The SSS will enter the data, generate, and publish an annual report for dissemination to field Division commands.

5. RETENTION. The original CHP 100E shall be retained in the Area file for one year.

6. INSTRUCTIONS FOR COMPLETING THE CHP 100E. (Refer to Annex A of this chapter.)

- a. Name. Print last name first, followed by initials.
- b. Identification Number. Enter departmental identification number.
- c. Month and Year. Enter the month and year of the report period.
- d. Command. Enter the command name.
- e. Location Code. Enter the Area location code.

f. Dates Worked. Enter only the date for each day worked. **Do not enter dates of non-activity (e.g., days off, vacation, sick leave)**. If this information is required by the Area, enter it on page 2 of the form.

g. Duty Hours. Enter the number of duty hours expended each day in the appropriate shaded boxes. The entries shall be made to the nearest ten minutes and entered as a decimal (not as a fraction). (Refer to Annex A of this chapter.)

(1) Portions of an Hour. Portions of an hour shall be entered as follows: 1 for 10 minutes, .2 for 20 minutes, .3 for 30 minutes, etc. (Refer to Annex A of this chapter.)

(2) Full Hour Increments. Full hour increments shall be entered as whole numbers (the electronic version of the CHP 100E will automatically convert the whole number into a decimal; e.g., 1 into 1.0; 2 into 2.0; 3 into 3.0, etc.). The entries made on each row will be automatically calculated and totaled. The totals for each row will appear in the "Monthly Totals" column to the far right of the form. (Refer to Annex A of this chapter.)

h. Activity Units. Activity units represent the number of activities performed **or** applicants assisted during an activity day. Record the number of Activity Units by entering whole numbers into the **white** box next to the appropriate activity category. (Refer to Annex A of this chapter.)

i. Numbered Categories. On the CHP 100E, the activity categories are numbered 1 through 39. Instructions for each numbered activity category is as follows:

(1) School Bus Certification Hours. Enter the number of hours spent on the certification of applicants for a school bus, youth bus, school pupil activity bus (SPAB), general public paratransit vehicle (GPPV), farm labor vehicle (FLV), and vehicle for developmentally disabled persons (VDDP).

(2) School Bus Applicants. Enter the number of applicants assisted for a school bus driver certificate.

(a) This includes applicants applying to have a certificate restriction removed or added (upgrade or downgrade) or requesting a duplicate or corrected certificate.

(b) Processing includes interviewing, determining basic eligibility, fingerprinting, record keeping, extending temporary certificate expiration dates, and all other tasks related to processing applicants for issuance of a certificate exclusive of the written and driving tests (written and driving tests have their own categories). (Refer to paragraphs 6.i.(8) through 6.i.13 of this chapter.)

- (3) School Pupil Activity Bus Applicants. Enter the number of applicants assisted for SPAB driver certification. (Refer to paragraphs 6.i.(2)(a) and 6.i.(2)(b) above for “assistance and processing” clarification.)
- (4) Farm Labor Vehicle Applicants. Enter the number of applicants assisted for FLV driver certification. (Refer to paragraphs 6.i.(2)(a) and 6.i.(2)(b) above for “assistance and processing” clarification.)
- (5) Youth Bus Applicants. Enter the number of applicants assisted for youth bus driver certification. (Refer to paragraphs 6.i.(2)(a) and 6.i.(2)(b) above for “assistance and processing” clarification.)
- (6) General Public Paratransit Vehicle Applicants. Enter the number of applicants assisted for GPPV driver certification. (Refer to paragraphs 6.i.(2)(a) and 6.i.(2)(b) above for “assistance and processing” clarification.)
- (7) Vehicle for Developmentally Disabled Persons Applicants. Enter the number of applicants assisted for VDDP driver certification. (Refer to paragraphs 6.i.(2)(a) and 6.i.(2)(b) above for “assistance and processing” clarification.)
- (8) Written Tests. Enter the number of school bus, youth bus, GPPV, SPAB, and FLV, written tests (include first aid tests and all retests) given each day.
- (9) Written Tests Failed. Enter the number of written tests (including first aid tests and all retests) failed each day, by school bus, youth bus, GPPV, SPAB, and FLV drivers/applicants.
- (10) Pre-trip Tests. Enter the number of school bus, youth bus, GPPV, SPAB and FLV, pre-trip tests (including any retests) given each day.
- (11) Pre-trips Failed. Enter the number of school bus, youth bus, GPPV, SPAB, and FLV pre-trip tests given each day resulting in a failure.
- (12) Driving Tests. Enter the number of school bus, youth bus, GPPV, SPAB, and FLV driving tests and driving retests given each day.
- (13) Driving Tests Failed. Enter the number of school bus, youth bus, GPPV, SPAB, and FLV, driving tests (including retests) given each day resulting in a failure.
- (14) Applicants Disqualified. Enter the number of school bus, youth bus, GPPV, SPAB, FLV, and VDDP applicants disqualified each day. A disqualified applicant is anyone who does not meet the minimum requirements listed on page 2 of the CHP 295, Special Certificate Application.

(15) Certificates Issued. Enter the number of school bus, youth bus, GPPV, SPAB, FLV, and VDDP temporary certificates issued each day. This includes issuance of a duplicate or corrected special driver certificate.

(16) Fingerprint Hours. Enter the number of hours spent each day fingerprinting or assisting applicants with the BCIA 8016, Request for Live Scan Service, form. This does not include time spent processing or interviewing applicants.

(17) Applicants Fingerprinted. Enter the number of school bus, youth bus, GPPV, SPAB, and VDDP applicants fingerprinted each day via an electronic fingerprinting system at the CHP location. Do not include the number of applicants who go to a public law enforcement agency, a school district, or a county office of education utilizing an electronic fingerprinting system with a terminal managed by the Department of Justice.

(18) Complaint Hours. Enter the number of hours spent investigating and preparing documentation regarding complaints against drivers of a school bus, youth bus, GPPV, SPAB, FLV, or VDDP; instructor/delegated behind-the-wheel trainer; school district, private school, or carrier; and any unsafe school bus stop or route. School bus coordinators shall report time spent on either screening or assisting in the investigation of a complaint only.

(19) Complaints Investigated. Enter the number of complaints investigated.

(20) Complaint Actions. Enter the number of written or verbal warnings or citations issued, complaints filed with the local district attorney, and/or any closing actions performed in connection with a complaint investigation.

(21) Complaint Certificate Actions. Enter the number of certificate actions recommended to the Department of Motor Vehicles (DMV) as a result of a complaint investigation.

(22) Enforcement Hours. Enter the number of hours spent on activities related to program enforcement, DMV certificate actions, patrol, and/or enforcement actions against drivers of a school bus, youth bus, GPPV, SPAB, FLV, or VDDP; carriers, and the public. Coordinators may make entries in this category but are limited to the types of activities in which they can participate.

(23) Program Enforcement. Enter the number of program enforcement activities conducted each day. Program enforcement activities include attendance in court, DMV hearings, vehicle reinspections and road patrol for the specific purpose of enforcing school pupil and farm labor transportation safety laws and regulations. This category is to be used to record those enforcement-related activities that did not result in a citation, or a written or verbal warning.

(24) Carrier Inspections. Enter the number of carriers for which a records inspection was conducted, pursuant to Title 13, California Code of Regulations (13 CCR), 1234.

(25) Enforcement Actions. Enter the number of enforcement actions conducted each day. Enforcement actions are those actions that resulted in a citation, or a written or verbal warning. A standard warning notice (CHP 295B, Failure to Stop for School Bus) sent as a result of a driver failing to stop for the flashing red lights on a school bus pursuant to Section 22454 of the California Vehicle Code (CVC) is to be entered on this line as an enforcement action.

(26) Enforcement Certificate Actions. Enter the number of certificate actions recommended to DMV as a result of an enforcement action (not as a result of a complaint investigation).

(27) Accident Hours. Enter the number of hours spent investigating, reviewing and preparing recommendations to DMV involving only school bus, youth bus, GPPV, and SPAB collision reports.

(28) Accidents. Enter the number of school bus, youth bus, GPPV, and SPAB collisions that were investigated or reviewed each day.

(29) Accident Certificate Actions. Enter the number of certificate actions recommended to the DMV resulting from a collision investigation.

(30) School Bus Stop Hours. Enter the number of hours spent inspecting, and/or approving school bus stops, pursuant to 13 CCR 1238(c). This also includes the annual review of approved school bus stops, reported potential unsafe stops, and exemptions from the use of the flashing red light signal system.

(31) Stops Inspected. Enter the number of stops inspected that require California Highway Patrol approval.

(32) Stops Approved. Enter the number of new and/or existing school bus stops, that were reviewed/inspected, pursuant to 13 CCR 1238(c), and exemptions from the use of the flashing red light signal system, pursuant to Section 22112 CVC.

(33) Information/Assistance Hours. Enter the amount of time spent answering questions and giving information and assistance to the public concerning the School Bus Program. Individuals seeking information concerning the driver certification process, but not yet applicants, are reported in this category.

(34) Number of Persons Assisted. Enter the total number of persons receiving information and assistance each day.

(35) Public Affairs Hours. Enter the number of hours spent assisting with, participating in, and representing the Department at activities established by the school bus industry or public to promote school bus safety. These activities include preparing, conducting, and/or attending safety presentations, meetings, school bus rodeos, and presenting safe driving awards.

(36) Public Programs. Enter the number of safety presentations, meetings, rodeos, and/or award presentations attended each day.

(37) Department Training Hours. Enter the number of hours spent conducting or receiving training related to the School Bus Program. This includes attending the SBO/C training course and attendance at Division school bus meetings.

(38) Administration Hours. Enter the number of hours spent conducting administrative activities related to the School Bus Program. These activities include file management and maintenance, and preparing the CHP 100E monthly. This category should be used only when no other category is appropriate. The SBO/Cs should make an appropriate entry or comment describing the administrative activity performed on the back side of the CHP 100E when using this category.

(39) Program Reports. Only one program report is completed (per SBO/C per month). This is reflected by the number "1" in activity box 39 on the CHP 100E. The "1" is permanently inscribed on the form and cannot be changed or deleted.

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**ANNEX A
CHP 100E, MONTHLY ACTIVITY REPORT
SCHOOL PUPIL AND FARM LABOR SAFETY - ACTIVITY**

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL		MONTHLY ACTIVITY REPORT				MONTHLY REPORT		MONTHLY TOTALS	
CHP 100E (Rev 8-12) OPI 081		SCHOOL Pupil and Farm Labor Safety				MONTHLY REPORT		MONTHLY TOTALS	
DATES WORKED		7	13	23	31	NAME	ISS. NUMBER	MONTH/YEAR	LOCATION CODE
1. SB CERTIFICATION HOURS	3.0	6.0				Bovina, J.	A10296	Apr 2013	
2. School Bus Applicants	1					ISSUANCE	RPS	061	
3. SPMB Applicants	1					CRIS YOUNG			
4. Farm Labor Applicants	1								
5. Youth Bus Applicants	1								
6. GPPV Applicants	1								
7. VDCP Applicants	1								
8. Written Tests	1	2							
9. Written Failed	1								
10. Pre-Trip Tests	1	1							
11. Pre-Trip Failed	1								
12. Drive Tests	1								
13. Drive Tests Failed									
14. Applicants Disqualified	1								
15. Certificates Issued	0.2	0.5							
16. FINGERPRINT HOURS	1	3							
17. Applicants Fingerprinted	1								
18. COMPLAINT HOURS									
19. Complaints Investigated									
20. Complaint Actions									
21. Complaint Certificate Actions									
22. ENFORCEMENT HOURS									
23. Program Enforcement									
24. Carrier Inspections									
25. Enforcement Actions									
26. Enforcement Cert. Actions									
27. ACCIDENT HOURS		1.5							
28. Accidents									
29. Accident Certificate Actions		2							
30. SCHOOL BUS STOP HOURS				3.0					
31. Stops Inspected				2					
32. Stops Approved				1					
33. INFOMARSHAL HOURS									
34. Number of Persons Analyzed									
35. PUBLIC AFFAIRS HOURS									
36. Public Programs									
37. DEPART. TRAINING HOURS									
38. ADMINISTRATION HOURS		1.0							
39. Program Report		1							
<small>CHP 100E (Rev 8-12) OPI 081 (Page 1 of 3)</small>									

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**ANNEX B
CHP 100E, MONTHLY ACTIVITY REPORT
SCHOOL PUPIL AND FARM LABOR SAFETY - NEGATIVE REPORT**

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA-HIGHWAY PATROL MONTHLY ACTIVITY REPORT School Pupil and Farm Labor Safety CHP100E (Rev 8-13) OPI 051		NAME MARTINSON, T. TRAINING NEGATIVE REPORT - JB	IC NUMBER 11111 COMMAND MONTEREY	MONTH/YEAR April 2013 LOCATION CODE 730
DATES WORKED				
1. SB CERTIFICATION HOURS				MONTHLY TOTALS
2. School Bus Applicants				
3. SPAB Applicants				
4. Farm Labor Applicants				
5. Youth Bus Applicants				
6. GPPV Applicants				
7. VCDP Applicants				
8. Witness Tests				
9. Witness Failed				
10. Pre-Trip Tests				
11. Pre-Trip Failed				
12. Dive Tests				
13. Dive Tests Failed				
14. Applicants Dequalified				
15. Certificates Issued				
16. FINGERPRINT HOURS				
17. Applicants Fingerprinted				
18. COMPLAINT HOURS				
19. Complaints Investigated				
20. Complaint Actions				
21. Complaint Certificate Actions				
22. ENFORCEMENT HOURS				
23. Program Enforcement				
24. Center Inspections				
25. Enforcement Actions				
26. Enforcement Cert. Actions				
27. ACCIDENT HOURS				
28. Accidents				
29. Accident Certificate Actions				
30. SCHOOL BUS STOP HOURS				
31. Stops Inspected				
32. Stops Approved				
33. INFORMASIST HOURS				
34. Number of Persons Assisted				
35. PUBLIC AFFAIRS HOURS				
36. Public Programs				
37. DEPART. TRAINING HOURS				
38. ADMINISTRATION HOURS				
39. Program Report				

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