

Appendix A.8

Look-up List Reports

The T.O.M. Employee Management Software has many user defined lookup lists. Each of these lists can be printed out by clicking the Print button on the lists maintenance screen. Below are all of the lookup lists that you can get a printed report of:

- Absence Codes
- Accidents – Accident Types
- Accidents – Contributing Factors
- Accidents – Reasons In-Use Codes
- Accidents – Injury Codes
- Accidents – Damage Codes
- Reminders Categories
- Reminder Types
- Training Codes
- Vehicles
- Employee Types
- Employee Statuses
- Ethnicity Codes
- Vehicle Types
- Divisions
- Departments
- Shifts

Absence Codes

DEER VALLEY UNIFIED SCHOOL DIST			
Absence Code List			
Demo Report			
Absence Code	Description	Max Hours	Active
PERSONAL	PERSONAL LEAVE	0.00	<input checked="" type="checkbox"/>
SICK	SICK LEAVE	0.00	<input checked="" type="checkbox"/>
UNEXCUSED	UNEXCUSED LEAVE	0.00	<input checked="" type="checkbox"/>
Total Count:		3	



Accidents – Accident Types

CRASHED

Accidents – Contributing Factors

DEER VALLEY UNIFIED SCHOOL DIST		
Contributing Factor List		
Demo Report		
Contributing Factor	Description	Active
D_BACKINGUP	DRIVER ERROR - BACKING BUS	<input checked="" type="checkbox"/>
D_CENTERLINE	DRIVER ERROR - DROVE LEFT OF CENTER	<input checked="" type="checkbox"/>
D_OTHER	DRIVER ERROR - OTHER	<input checked="" type="checkbox"/>
D_PASSING	DRIVER ERROR - IMPROPER OVERTAKING	<input checked="" type="checkbox"/>
D_SIGNAL	DRIVER ERROR - DISREGARDED SIGNAL	<input checked="" type="checkbox"/>
D_SPEEDING	DRIVER ERROR - SPEED	<input checked="" type="checkbox"/>
D_STOPSIGN	DRIVER ERROR - PASSED STOP SIGN	<input checked="" type="checkbox"/>
D_TOOCLOSE	DRIVER ERROR - FOLLOWED TOO CLOSELY	<input checked="" type="checkbox"/>
D_TURN	DRIVER ERROR - MADE IMPROPER TURN	<input checked="" type="checkbox"/>
D_YIELD	DRIVER ERROR - FAILED TO YIELD RIGHT-OF-WAY	<input checked="" type="checkbox"/>
OTHER	OTHER CONTRIBUTING CIRCUMSTANCE	<input checked="" type="checkbox"/>
RW_OBSTRUCT	ROADWAY - VIEW OBSTRUCTED BY OBJECT(S)	<input checked="" type="checkbox"/>
RW_OTHER	ROADWAY - OTHER	<input checked="" type="checkbox"/>
RW_SIGNAL	ROADWAY - INOPERATIVE TRAFFIC SIGNAL	<input checked="" type="checkbox"/>
RW_SLIPPERY	ROADWAY - SLIPPERY	<input checked="" type="checkbox"/>
RW_SURFACE	ROADWAY - DEFECTIVE SURFACE (POTHOLES)	<input checked="" type="checkbox"/>
VD_BRAKES	VEHICLE DEFECT - BRAKES	<input checked="" type="checkbox"/>
VD_LIGHTS	VEHICLE DEFECT - LIGHTS	<input checked="" type="checkbox"/>
VD_OTHER	VEHICLE DEFECT - OTHER	<input checked="" type="checkbox"/>
VD_STEERING	VEHICLE DEFECT - STEERING	<input checked="" type="checkbox"/>
VD_TIRES	VEHICLE DEFECT - TIRES	<input checked="" type="checkbox"/>
W_DUST	WEATHER - DUST	<input checked="" type="checkbox"/>
W_FOG	WEATHER - FOG	<input checked="" type="checkbox"/>
W_OTHER	WEATHER - OTHER	<input checked="" type="checkbox"/>
W_RAINING	WEATHER - RAINING	<input checked="" type="checkbox"/>
W_SLEETING	WEATHER - SLEETING	<input checked="" type="checkbox"/>
W_SMOG/SMOKE	WEATHER - SMOG/SMOKE	<input checked="" type="checkbox"/>
W_SNOWING	WEATHER - SNOWING	<input checked="" type="checkbox"/>
Total Count:		28

Accidents – Reasons In-Use Codes

DEER VALLEY UNIFIED SCHOOL DIST		
In Use For List		
Demo Report		
In Use For	Description	Active
ATHLETIC	ATHLETIC RUNS	<input checked="" type="checkbox"/>
FIELDTRIP	FIELD/ACTIVITY TRIP (SCHOOL RELATED)	<input checked="" type="checkbox"/>
OTHER	OTHER USE	<input checked="" type="checkbox"/>
ROUTE	REGULAR TRANSIT RUN	<input checked="" type="checkbox"/>
SPED	SPECIAL EDUCATION USE	<input checked="" type="checkbox"/>
Total Count:		5



Accidents – Injury Codes

DEER VALLEY UNIFIED SCHOOL DIST		
Injury Code List		
Demo Report		
Injury Code	Description	Active
FATALITY	ACCIDENT RESULTED IN FATALITY	<input checked="" type="checkbox"/>
MINOR	ACCIDENT RESULTED IN MINOR INJURY	<input checked="" type="checkbox"/>
MODERATE	ACCIDENT RESULTED IN MODERATE INJURY	<input checked="" type="checkbox"/>
NONE	ACCIDENT DID NOT RESULT IN INJURY	<input checked="" type="checkbox"/>
SERIOUS	ACCIDENT RESULTED IN SERIOUS INJURY	<input checked="" type="checkbox"/>
Total Count:		5

Accidents – Damage Codes

DEER VALLEY UNIFIED SCHOOL DIST		
Damage Code List		
Demo Report		
Damage Code	Description	Active
LESS	DAMAGE LESS THAN \$1,000.00	<input checked="" type="checkbox"/>
MORE	DAMAGE MORE THAN OR EQUAL TO \$1,000.00	<input checked="" type="checkbox"/>
NONE	NO PROPERTY DAMAGE	<input checked="" type="checkbox"/>
Total Count:		3

Reminders Categories

DEER VALLEY UNIFIED SCHOOL DIST		
Reminder Category List		
Demo Report		
Reminder Category	Description	Active
EVALUATION	PERFORMANCE REVIEWS AND EVALUATIONS	<input checked="" type="checkbox"/>
LICENSE/CERT	LICENSE AND CERTIFICATION REQUIREMENTS	<input checked="" type="checkbox"/>
TRAINING	EMPLOYEE'S TRAINING REQUIREMENTS	<input checked="" type="checkbox"/>
Total Count:		3



Reminder Types

Demo Report				
Reminder Type	Description			Active
ANNUAL	ANNUAL REVIEW			<input checked="" type="checkbox"/>
Due Every (days):	365	Warning Period	15	Next Reminder Type: ANNUAL
BTW	BEHIND THE WHEEL TRAINING			<input checked="" type="checkbox"/>
Due Every (days):	0	Warning Period	30	Next Reminder Type:
CERTIFICATION	DRIVER CERTIFICATION			<input checked="" type="checkbox"/>
Due Every (days):	1825	Warning Period	30	Next Reminder Type: CERTIFICATION
CLASSROOM	CLASSROOM TRAINING			<input checked="" type="checkbox"/>
Due Every (days):	0	Warning Period	30	Next Reminder Type:
CPR	RED CROSS CPR CERTIFICATION			<input checked="" type="checkbox"/>
Due Every (days):	0	Warning Period	30	Next Reminder Type:
DRUG	DRUG SCREENING			<input checked="" type="checkbox"/>
Due Every (days):	365	Warning Period	30	Next Reminder Type: DRUG
FIRSTAID	RED CROSS FIRST AID CERTIFICATION			<input checked="" type="checkbox"/>
Due Every (days):	0	Warning Period	30	Next Reminder Type:
INSERVICE	IN-SERVICE TRAINING			<input checked="" type="checkbox"/>
Due Every (days):	0	Warning Period	30	Next Reminder Type:
LICENSE	LICENSE RENEWAL			<input checked="" type="checkbox"/>
Due Every (days):		Warning Period	30	Next Reminder Type:
PHYSICAL	PHYSICAL EXAMINATION			<input checked="" type="checkbox"/>
Due Every (days):	0	Warning Period	30	Next Reminder Type:
PROBATION	PROBATIONARY REVIEW			<input checked="" type="checkbox"/>
Due Every (days):	0	Warning Period	5	Next Reminder Type:
REFRESHER	RENEWAL TRAINING			<input checked="" type="checkbox"/>
Due Every (days):	730	Warning Period	15	Next Reminder Type: REFRESHER
Total Count:		12		



Training Codes

The sample report below shows a partial listing of the available training codes:

DEER VALLEY UNIFIED SCHOOL DIST			
Training Code List			
Demo Report			
Training Category	Training Code	Description	Active
BRAKE	AS	ANTI SKID	<input checked="" type="checkbox"/>
BRAKE	DAS	DUAL AIR	<input checked="" type="checkbox"/>
BRAKE	H	HYDRAULIC	<input checked="" type="checkbox"/>
BTW	1	BASIC VEHICLE FAMILIARIZATION	<input checked="" type="checkbox"/>
BTW	2	PRECISION TRAINING IN VEHICLE MOVE	<input checked="" type="checkbox"/>
BTW	3	TRANSMISSION CONTROL/SHIFTING	<input checked="" type="checkbox"/>
BTW	4	DEFENSIVE DRIVING	<input checked="" type="checkbox"/>
BTW	5	PASSENGER LOAD/UNLOAD	<input checked="" type="checkbox"/>
BTW	6	EMERGENCY PROCEDURES	<input checked="" type="checkbox"/>
EQUIPMENT	2SAX	TWO SPEED AXLE	<input checked="" type="checkbox"/>
EQUIPMENT	8LIGHT	8-LIGHT SYSTEM	<input checked="" type="checkbox"/>
EQUIPMENT	C42	CONVENTIAL TO 42 PASSENGERS	<input checked="" type="checkbox"/>
EQUIPMENT	C42+	CONVENTIAL OVER 42 PASSENGERS	<input checked="" type="checkbox"/>
EQUIPMENT	CHAINS	TIRE CHAINS	<input checked="" type="checkbox"/>
EQUIPMENT	CNG	NATURAL GAS	<input checked="" type="checkbox"/>
EQUIPMENT	ELEC	ELECTRIC	<input checked="" type="checkbox"/>
EQUIPMENT	METH	METHANOL	<input checked="" type="checkbox"/>
EQUIPMENT	TA	AUTOMATIC TRANSMISSION	<input checked="" type="checkbox"/>
EQUIPMENT	TS	STANDARD TRANSMISSION	<input checked="" type="checkbox"/>
EQUIPMENT	V	VAN TO 16 PASSENGERS	<input checked="" type="checkbox"/>



Vehicles

The sample report below shows a partial listing of the available vehicle codes:

DEER VALLEY UNIFIED SCHOOL DIST						
Demo Report						
Vehicle Roster						
Vehicle # / Make	Description / Fuel Type	Year / Total Miles	Vehicle Type / STRG COMP	W / C	License / A / C	Active
0	FIND YOUR OWN VEHICLE	0	1 - TRANSIT			<input checked="" type="checkbox"/>
	9/15/04	0				
1	84 PASS	1986	13 - TRANSIT W/STORAGE COMPARTMENTS		ED-165C	<input checked="" type="checkbox"/>
BLUEBIRD	D	2/19/04	100000	YES	NO	
10	84 PASS	1988	1 - TRANSIT		ED-234A	<input checked="" type="checkbox"/>
B-BIRD	D	6/4/04	50000	NO	NO	
100	15/2 PASS	1997	4 - MED. WHEEL CHAIR		G-534BS	<input checked="" type="checkbox"/>
BLUEBIRD-Mini	D	12/14/98	0	NO	2	YES
101	15/2 PASS	1997	4 - MED. WHEEL CHAIR		G-528BS	<input checked="" type="checkbox"/>
BLUEBIRD-Mini	G	12/16/98	0	NO	2	YES
102	84 PASS RE	1997	1 - TRANSIT		G-530BS	<input checked="" type="checkbox"/>
BLUEBIRD	C	5/6/04	10	NO	NO	

Employee Types

DEER VALLEY UNIFIED SCHOOL DIST		
Employee Type List		
Demo Report		
Employee Type	Description	Active
A	BUS AIDE	<input checked="" type="checkbox"/>
A(R)	Retired Aide	<input checked="" type="checkbox"/>
A(S)	BUS AIDE SUB	<input checked="" type="checkbox"/>
AD	Assistant Director	<input checked="" type="checkbox"/>
C	CAR DRIVER	<input checked="" type="checkbox"/>
D	BUS DRIVER	<input checked="" type="checkbox"/>
D(C)	CASUAL BUS DRIVER	<input checked="" type="checkbox"/>
D(LS)	DRIVER LEAD SUPERVISOR	<input checked="" type="checkbox"/>
D(N)	Driver not registered for trip	<input checked="" type="checkbox"/>
D(R)	BUS DRIVER RETIRED	<input checked="" type="checkbox"/>
D(S)	SUB BUS DRIVER	<input checked="" type="checkbox"/>
DIR	DIRECTOR	<input checked="" type="checkbox"/>
DT	DRIVER TRAINER	<input checked="" type="checkbox"/>
G(I)	MECHANIC	<input checked="" type="checkbox"/>
G(L)	GARAGE LEAD	<input checked="" type="checkbox"/>
G(P)	GARAGE PARTS ATTENDENT	<input checked="" type="checkbox"/>
O	TRANSPORTATION OFFICE STAFF	<input checked="" type="checkbox"/>
OL	ON LEAVE	<input checked="" type="checkbox"/>
V	VAN DRIVER	<input checked="" type="checkbox"/>
Total Count:		19



Employee Statuses

DEER VALLEY UNIFIED SCHOOL DIST		
Employee Status List		
Demo Report		
Employee Status	Description	Active
PROBATION	Employee is on Probation	<input checked="" type="checkbox"/>
RESIGNED	Employee Resignation Accepted	<input checked="" type="checkbox"/>
TERMINATED	Employee was Terminated	<input checked="" type="checkbox"/>
Total Count:		3

Ethnicity Codes

DEER VALLEY UNIFIED SCHOOL DIST		
Ethnicity Code List		
Demo Report		
Ethnicity Code	Description	Active
A	ASIAN	<input checked="" type="checkbox"/>
AI	AMERICAN INDIAN	<input checked="" type="checkbox"/>
B	BLACK OR AFRICAN AMERICAN	<input checked="" type="checkbox"/>
H	HISPANIC OR LATINO	<input checked="" type="checkbox"/>
W	WHITE	<input checked="" type="checkbox"/>
Total Count:		5

Vehicle Types

DEER VALLEY UNIFIED SCHOOL DIST		
Vehicle Type List		
Demo Report		
Vehicle Type	Description	Active
10	MED TRANSIT	<input checked="" type="checkbox"/>
11	MED. CONVENTIONAL	<input checked="" type="checkbox"/>
7	TRUCK	<input checked="" type="checkbox"/>
8	CAR	<input checked="" type="checkbox"/>
9	MEDIUM WHEELCHAIR	<input checked="" type="checkbox"/>
1	TRANSIT	<input checked="" type="checkbox"/>
12	W/C VAN	<input checked="" type="checkbox"/>
13	TRANSIT W/STORAGE COMPARTMENTS	<input checked="" type="checkbox"/>
2	VAN	<input checked="" type="checkbox"/>
3	LG. WHEELCHAIR	<input checked="" type="checkbox"/>
4	MED. WHEELCHAIR	<input checked="" type="checkbox"/>
5	SM. WHEELCHAIR-VAN CONVER.	<input checked="" type="checkbox"/>
6	CONVENTIONAL	<input checked="" type="checkbox"/>
Total Count:		13



Divisions

DEER VALLEY UNIFIED SCHOOL DIST		
Division List		
Demo Report		
Division	Description	Active
Region I	Northeast Area - Barry Goldwater	<input checked="" type="checkbox"/>
Region II	Central Area - Deer Valley High	<input checked="" type="checkbox"/>
Region III	Northwest Area - Mountain Ridge High	<input checked="" type="checkbox"/>
Region IV	Special Education	<input checked="" type="checkbox"/>
Total Count:		4

Departments

DEER VALLEY UNIFIED SCHOOL DIST		
Department List		
Demo Report		
Department	Description	Active
MAINTENANCE	Maintenance Personnel	<input checked="" type="checkbox"/>
TRANSPORTATION	Transportation Personnel	<input checked="" type="checkbox"/>
Total Count:		2

Shifts

DEER VALLEY UNIFIED SCHOOL DIST				
Shift List				
Demo Report				
Shift	Beginning Time	Ending Time	Description	Active
AM	7:00 AM	11:00 AM	Morning	<input checked="" type="checkbox"/>
MID	12:00 PM	1:00 PM	Mid Day	<input checked="" type="checkbox"/>
PM	2:00 PM	5:00 PM	PM	<input checked="" type="checkbox"/>
Total Count:		3		