

Texas Education Agency

School Transportation Allotment Handbook

Effective School Year 2011–2012

The Texas Education Code (TEC) authorizes the board of trustees of each school district, county unit system, charter school, or other local education agency (hereinafter, “district”) to establish and operate (or alternatively contract with a mass transit authority, commercial transportation company, or county juvenile board) to provide an economical public school transportation system and provides for the allotment of state Foundation School Program (FSP) funds (hereinafter, “transportation allotment”) for eligible student transportation (hereinafter, “route services”). The code further authorizes the commissioner of education to prescribe a uniform system of forms, reports, and records to fulfill reporting and record-keeping requirements necessary for the Texas Education Agency (TEA) to appropriately administer these transportation allotments. This handbook is intended to serve as an administrator’s reference manual or resource guide for relevant statutory citations, regulations, and corresponding agency policy standards that determine those route services that are eligible for transportation allotments.

Instructions for reporting of student transportation are contained in the *Instructions for Completing the School Transportation Route Services Report* and the *Instructions for Completing the Student Transportation Operations Report*, available on the TEA School Transportation Funding web page at http://www.tea.state.tx.us/index2.aspx?id=2147484107&menu_id=645. Both annual reports must be submitted via the web-based FSP System, accessed via the TEA Secure Environment (TEASE) login page at <https://seguin.tea.state.tx.us/apps/logon.asp>. For further assistance, please contact the agency’s School Transportation Unit by phone at (512) 463-9238, by fax at (512) 305-9165, or by email at schtrans@tea.state.tx.us.

Notice of Significant Change (Effective With School Year 2011–2012)

The TEC, §42.155(l), as added by House Bill 3506, 82nd Texas Legislature, authorizes a school district to provide a bus pass or card for another transportation system to each student who is eligible to use the regular transportation system of the district but for whom the regular transportation system is not a feasible method of providing transportation. Refer to the *Bus Pass/Bus Card Reimbursement Policy and Procedures* on the School Transportation Funding web page for instructions and application procedures.

Student Rider and Route Service Eligibility

I. Student Rider Eligibility

The following rider eligibility criteria apply only to transportation funding eligibility and may not be the same criteria that your local school board applies in determining to which students it will or will not provide transportation. The decision to provide student transportation to students other than special program students who require specialized transportation is made by each school board. The *School Transportation Allotment Handbook* and applicable statutes outline the student transportation provided by a school board that is eligible for a state transportation allotment.

- A. Eligible Regular Program Students: These are regular and special education students who do not require specialized transportation services as described in subsection I.B and who meet the following criteria for transportation allotment purposes [TEC, §42.155(b)(1), (d), and (k) and §34.007(b)(2)].

1. Home-to-School/School-to-Home Eligible Student: To be eligible for funding, a student rider **must**:

- a. **actually be served** at an established stop located at or near the student’s residence, grandparent’s home, or state-recognized child care facility (CCF) on a route or a segment of a route. Students meeting one of the criteria in following subsection I.A.1.b but not actually transported are not eligible students for transportation allotment purposes.
- b. meet one of the following requirements:
- (1) legally reside **two or more** miles from his or her assigned campus of regular attendance (hereinafter, home campus) as measured along the **shortest** route that may be traveled on **public** roads (hereinafter, a student meeting this requirement is referred to as a “two-or-more-mile student”); **or**
 - (2) legally reside in a school-board-designated **hazardous traffic area within two miles** of the student’s home campus as determined by school board policy (hereinafter, a student meeting this requirement is referred to as a “hazardous-traffic-area student”) (see subsection I.A.3 for hazardous-traffic-area policy requirements); **or**
 - (3) be transported to or from (1) a parent-designated grandparent’s home or (2) a state-recognized (Department of Family and Protective Services–licensed, –certified, or –registered) and parent-designated CCF. The grandparent’s home or designated CCF location must be an approved stop on an approved route in accordance with school board policy, **and** the location of the grandparent’s home or CCF must meet the criteria in preceding subsection I.A.1.b(1) or I.A.1.b(2) [TEC, §42.155(k)]; **or**
 - (4) be a student who is categorized as an “above-grade” student (a student whose grade level your school district does not provide). If your school district does not provide education for all grade levels and transports an above-grade student

residing in your district to a neighboring school district that your district's school board has made an agreement with to accept its above-grade students, that transportation is eligible for funding (above-grade students transported to a neighboring district are **not** classified as interdistrict voluntary transfer students); **or**

- (5) be a homeless child or youth who has been identified by your district's homeless coordinator as meeting the criteria established in Public Law 107-110, Title X, Part C, §725(2), titled the McKinney-Vento Homeless Education Assistance Improvement Act (also the No Child Left Behind [NCLB] Act, Title X, Part C) **and** is being transported back to the school of origin/last campus attended. The location where the homeless student is residing at the time that the student is classified as homeless must be a location that is two or more miles from the campus to which the student is being transported (school of origin/last campus attended) or be in a school-board-designated hazardous traffic area within two miles of the campus. Homeless students transported back to the school of origin/last campus attended in a neighboring district are **not** classified as interdistrict voluntary transfer students. Direct questions regarding classification of a student as homeless to the Texas Homeless Education Office (THEO) (<http://www.utdanacenter.org/theo/>).

Student rider eligibility must be determined in accordance with the following:

- All distance measurements should be made in a reasonably accurate and consistent manner using the shortest route that may be traveled on publicly maintained (**not** private) roads between an established prominent landmark at the respective student's home campus (entrance to the campus or student drop-off/pickup point) and the student's legal residence (nearest property line, driveway, or front-door entrance). However, your local district policy regarding student rider eligibility criteria may be more restrictive, such as establishing a two-mile radius or a longer walking distance from the student's campus. A radius measurement may not be used for purposes of determining whether or not a fee may legally be charged for transporting students to and from school as authorized under the TEC, §11.158(a)(14).
 - Where one-way streets, no-through streets, prohibited turns, or other comparable traffic restrictions exist along the route to or from the school, the distance measured from home to school could differ significantly from the distance measured from school to home. In such instances, the **longer** of the two distance measurements may be used to establish student rider eligibility for transportation allotment purposes.
2. Curriculum/Academic Eligible Students: These are students transported during the school day between the students' home campus and another campus/instructional site to attend **required academic instruction** for a course the students are enrolled in that is not available at the students' home campus. Eligible transportation does **not** include extra-/cocurricular school activity trips; transportation for other noninstructional purposes such as field trips, athletics practice, sporting events, school club meetings, band/cheer competitions, or animal shows or competitions; or between-campus transportation for meals.

3. To establish funding eligibility for the transportation of hazardous-traffic-area students, your district's school board must adopt a local policy that meets the criteria established in the TEC, §42.155(d), as described below. A copy of the policy and any subsequent changes to the policy must be submitted to the TEA School Transportation Unit to establish eligibility for service that may be provided as a result of the policy. The board policy may be in any written format, but must be an official board action. Eligibility is effective as of the date of board adoption of the policy. Eligibility is not retroactive to the beginning of a school year if the policy is adopted after the school year begins. The policy must:
 - a. define the hazardous traffic conditions that are applicable to the district and exist within two miles of its campuses **and**
 - b. identify the specific hazardous traffic areas within the district that contain the hazardous traffic conditions that the board has defined (i.e., the specific hazardous traffic areas eligible for route service).
- B. Eligible Special Program Students: Eligible special program students are those students **with** a disability who require specialized transportation services to access their academic programs and certain other related services [TEC, §§29.001–29.005 and 42.155(b)(2) and (g)]. (Specialized transportation is transportation that is provided separate from regular program students.) Eligible special program students include “eligible special needs students” and “eligible other health impaired students.”
1. An “eligible special needs student” is a special education student:
 - a. who is eligible under the TEC, §29.003, and Part B (Public Law 101-476) and Part H (Public Law 102-119) of the Individuals with Disabilities Education Act of 1990 and subsequent amendments; **and**
 - b. who would be unable to attend school and benefit from his or her special education program of instruction (including extended school year [ESY] programs and community-based transitional life skills training) or developmental, corrective, and other supplementary supportive services without the provision of special transportation as a necessary related service, as determined on an individual (case-by-case) basis; **and**
 - c. for whom the requirement for special transportation is properly documented by a duly authorized admission, review, and dismissal (ARD) committee in the student's individualized education program (IEP) as a required related service to be provided by the district.
 2. An “eligible other health impaired student” is a regular or special education student:
 - a. who is eligible under Section 504 of the Federal Rehabilitation Act of 1973 and subsequent amendments; **and**
 - b. who would be unable to attend school and benefit from his or her academic program of instruction without the provision of special transportation as a necessary related service, as determined on an individual (case-by-case) basis; **and**

- c. for whom the requirement for special transportation is properly documented by the district in the student's 504 Accommodations Plan.
 - 3. Special education students who **do not** require specialized transportation to participate in their education programs are considered regular program students for transportation purposes and must meet the eligibility criteria outlined in preceding subsection I.A for regular program students.
- C. Eligible Career and Technical Education (CTE) Program Students: These are students enrolled in and attending an approved CTE course that is **not** available at their home campus, which makes it necessary for them to be transported between the home campus and the location where the CTE course is taught **during** their regular school day [TEC, §§29.181–29.185 and 42.155(f)].
- 1. CTE courses are coded as such in the Public Education Information Management System (PEIMS). District administrators must confirm that a course is an approved PEIMS coded CTE curriculum course before reporting any transportation provided as eligible for funding. The CTE course must be:
 - a. unavailable at the student's home campus where the student receives general academic instruction **and**
 - b. offered during the school day, with student attendance at the alternate campus/site for only **part** of the student's regular academic school day (see subsection II.B.3 for additional eligibility requirements).
 - 2. Both regular and special subprogram students are eligible for transportation necessary to attend an approved CTE course and return to their home campus. If regular and special subprogram students are transported together, eligibility must be classified as regular or special, not both.
 - a. Eligible Regular Subprogram Student: This is a student without a qualifying disability or impairment that would require special transportation.
 - b. Eligible Special Subprogram Student: This is a student with a qualifying disability or impairment that requires special transportation.
 - 3. Special needs students attending special education or vocational-related courses such as community-based instruction (CBI) or community-based learning (CBL) are **not** eligible CTE students.
- D. Eligible Private Program Students: Eligible **private** program students are those students meeting the following criteria for regular and special subprogram students. Eligibility must be determined on an individual (case-by-case) basis and **must be approved only in extreme hardship cases**. Eligibility is not based on parental choice. The fact that district-operated route services are not provided or convenient does not constitute an extreme hardship that justifies private program eligibility [TEC, §42.155(e) and (g)].
- 1. Eligible Regular Subprogram Student: This is a student without a qualifying disability or impairment (special need) who:

- a. resides in a geographically isolated area two or more miles from the nearest available school bus route (as measured along the shortest route that may be traveled on public or private roads) **and**
 - b. lives two or more miles from his or her home campus (as measured along the **shortest** route that may be traveled on **public** roads).
2. Eligible Special Subprogram Student: This is a student with a qualifying disability or impairment (special need) and for whom it has been determined that an extreme hardship exists. Eligibility may be established by a student’s IEP if transportation is included as a required related service **and** the ARD committee determines that parent or parent-designated agent transportation is in the best interest of the student in completion of his or her education program **and** this determination is included in the IEP.

II. Route Service Eligibility

- A. **General Provisions:** [TEC, §§12.106(b), 12.109, 25.035, 25.039, 25.040, 29.203(e), 34.002–34.004, 34.007, 34.011, and 42.155; Texas Transportation Code (TTC), §§521.022, 541.201, 545.2535, 545.352, 545.412, 547.102, 547.701, and 547.7015; and 37 Texas Administrative Code (TAC), Chapter 14] Instructions for reporting eligible route service in the FSP System are contained in the *Instructions for Completing the School Transportation Route Services Report*, available on the School Transportation Funding web page at http://www.tea.state.tx.us/index2.aspx?id=2147484107&menu_id=645.

1. Vehicle Requirements:

- a. Except for private program route services (see subsection II.B.4), vehicles authorized for use in transporting students on routes must be owned, leased, or rented by a district or its approved contractor and must be operated by fully qualified drivers employed by the district or its contractor in accordance with all applicable statutes and regulations (see following subsections II.A.1.b and c and II.A.2).
- b. Except for contracted route services provided by a “mass transit authority motor bus,” **only** a “school bus” that complies with **all** applicable rules and regulations (federal and state safety and equipment standards and specifications) may be used on a route serving **10 or more** students. In addition, students must **not** be required or allowed to stand on a school bus that is in motion.
- c. “Passenger cars” (defined by the TTC, §541.201, as motor vehicles designed or rated by the manufacturer to accommodate **10 or fewer** passengers, **including the driver**) may be used **only** on routes serving **9 or fewer** students, provided the number of passengers in the vehicle does **not** exceed the manufacturer’s designed seating capacity of the vehicle and each passenger is properly secured by a safety belt or an appropriate child safety seat restraint system. Child safety seat restraint systems are currently required for children younger than five years of age and fewer than 36 inches in height. Children younger than 17 years of age but not required to be in a child safety seat restraint

system must be buckled into the vehicle with a safety belt [TTC, §545.412 and §545.413].

2. **Vehicle Operators:** The operator (driver) of a school bus transporting students must meet **all** prescribed standards and qualifications (rules) adopted by the Department of Public Safety for a school bus operator. The operator of a passenger car transporting students is required to hold a valid driver's license, but is **not** required by law or regulation to meet other requirements prescribed for a school bus operator.
3. **Missed Instructional Day and Staff Development Day Waivers:** Except for **private** program routes, instructional days that were missed (no student attendance); were officially waived by the TEA State Waivers Unit because of bad weather, other health or safety issues, or staff development training; and occurred **during** the student school year may be included in the total number of days a **home-to-school/school to home route** is eligible for funding. The missed instructional or staff development day must have been for a school day that occurred between the first and last day of student attendance. In-service training days that occurred before the first day of student attendance or after the last day of student attendance are not eligible waiver days for staff development. One hundred eighty days of route eligibility is not automatic. Days of eligibility equal actual days of route operation plus waived missed instructional and staff development days, not to exceed 180 days **except** for special education students whose education programs include ESY services along the same route for the entire period. Missed instructional and staff development days must have occurred during the time a route was in operation.
4. **Texas School for the Deaf:** The transportation allotment for the Texas School for the Deaf must be determined in accordance with subsection II.B.2.
5. **Eligible Rider Rosters:** A route that provides service to eligible regular, special, CTE, and private program students as defined in subsection I must have an official roster of eligible riders while the route is in operation. The roster must be accurately maintained by the district or its designated contractor. A roster must be developed at the time the route begins operation and kept updated as changes occur. A roster must **not** include names of students who are not eligible riders, for example, students who are interdistrict voluntary transfer students or less-than-two-mile students who do not reside in a board-designated hazardous traffic area. Each roster must include the following:
 - a. the assigned route identification number or name (as shown on the official route description) **and**
 - b. each eligible rider's name and grade level or home campus.

Note: For **regular** program home-to-school/school-to-home subprogram routes, if the route provides service to two-or-more-mile students and hazardous-traffic-area students, the roster must clearly differentiate between the two types of eligible riders, indicating which students are hazardous-traffic-area students. (This requirement is **not** applicable to curriculum/academic route service that occurs between campuses or instructional sites during the school day.)

6. Official Counts of Eligible Riders: Official counts of eligible riders must be conducted during at least two months of the regular school year on all regular program **home-to-school/school to-home** routes. All counts used in determining reported average daily ridership must be made and recorded in an accurate and consistent manner. Your district may conduct the counts used for determining average daily ridership in either the morning or afternoon on any school day during a month. If a count is conducted in both the morning and afternoon on the same route and on the same day, the counts must be documented separately. Your district must use the higher of the two counts to determine average daily ridership. Morning and afternoon counts may **not** be combined or averaged together to determine average daily ridership on a count day.

Each record of an official count of eligible riders must include all the required elements of an eligible rider roster in preceding subsection II.A.5 and **must also include the following**:

- a. the date and time of day the count was taken (a.m., p.m., or midday if the route was transportation provided at midday to half-day prekindergarten program students),
- b. whether the student was present or not at the time of the count, and
- c. the date and signature of the driver or other assigned school official who actually performed the count.

Note: Any format may be used as long as the required information listed above is recorded.

7. Route Descriptions: All routes that provide service to **eligible** regular, special, CTE, and private program students as defined in subsection I must have an official turn-by-turn route description for each route while the route is in operation. Route descriptions must be accurately maintained by your district or its designated contractor. Route descriptions must be developed at the time the route begins operation and kept updated as needed. Each route description must:
 - a. be assigned a unique identification number or name. No two routes in the district should have the same number or name. (It is recommended that routes **not** be given the identity of the bus number that is normally used on the route. Buses sometimes are used for more than one route or are moved between routes during a school year because they are undergoing extended maintenance or are being retired from the fleet.)
 - b. begin and end at the location the school bus or passenger car vehicle is parked and represent the **actual daily mileage** required to transport eligible students. This requirement is applicable to both home-to-school/school-to-home subprogram routes and during-the-school-day curriculum/academic subprogram routes.
 - c. include only verified mileage for serving eligible student riders between their home campus and residences/bus stops for home-to-school/school-to-home transportation or between campuses or other designated sites for during-the-school-day curriculum/academic transportation (see subsections II.B and II.C for program and subprogram requirements).

- d. be measured and recorded by turn-by-turn segment to the nearest tenth of a mile and reflect the total daily mileage required to transport eligible students.

Note: Whether measurements are made using a cumulative method (vehicle parked location begin point is zero with each segment turn by turn being a cumulative total thereafter) **or** each segment is measured individually with all segments being totaled, if a route segment is less than a tenth of a mile, the segment measurement should **not** be rounded up.

- e. reflect the actual route service as it is routinely provided to the route's eligible riders. When significant changes occur in route mileage (up or down), a new route description should be developed and measured, and the old route description should be filed for later end-of-school-year reporting purposes, along with ridership records and the number of school days the route was in operation.
- f. have distance measurements used in determining eligible route mileage made in an accurate and consistent manner using a reliable measuring device. Although there is no prescribed method for determining these measurements, a state audit of reported mileage data would most likely include a random review of route descriptions using a properly calibrated vehicle odometer or trip odometer.
- g. **not** include transportation provided to ineligible students, for example, interdistrict voluntary transfer students or less-than-two-mile students who do not reside in a board-designated hazardous traffic area.

Note: Any format may be used to document route descriptions as long as required information is recorded in the route descriptions.

B. Route Service Eligibility by Program Type: [TEC, §42.155] The following program requirements are in addition to the general provisions in preceding subsection II.A.

- 1. Regular Program: Regular program service is route service provided to eligible regular program students (see subsection I.A for regular program student eligibility requirements).

Eligible route service must be documented and reported according to the following applicable subprogram types. Student transportation provided for purposes other than the following listed subprograms is not eligible for funding.

- a. Home-to-School/School-to-Home Subprogram Routes: These routes provide basic to-school and from-school route service for general academic instruction/programs. Eligible route mileage is restricted to that required to transport **two-or-more-mile** or **hazardous-traffic-area** students between their residences (or established route stops) and their district home campuses (see subsection I.A for regular program student eligibility requirements). Only home-to-school/school-to-home subprogram two-or-more-mile average daily ridership and mileage is used for determining effective "linear density" (see subsection III.B for explanation). Home-to-school /school-to-home subprogram ridership is to be reported as the average of the highest two official counts of eligible riders that were conducted during the school year. Average daily ridership must be determined **separately** for two-or-more mile **and** combined two-or-more-mile

plus hazardous-traffic-area students. Route eligible rider rosters and official counts of eligible riders must include each eligible student rider's eligibility status (two-or-more-mile or hazardous-traffic-area student) and clearly indicate which students were actually transported on the official count days. Students may not be included as part of reported average daily ridership on more than one home-to-school/school-to-home subprogram route.

Note: Your district is not required to report all eligible service and may choose to not report a route or a segment of a route if it adversely affects linear density. If a route or segment of a route is not reported for this purpose, then neither the mileage nor the ridership for the route or segment of the route should be included. Also, any interdistrict transfer student who is served on an otherwise eligible route or ineligible extension of an eligible route must **not** be included in the reported daily ridership.

- b. Curriculum/Academic Subprogram Routes: These routes are exclusively for transportation provided **during the school day** for students to attend **required** academic courses or instruction (e.g., bilingual, gifted/talented, parenting, or prekindergarten courses/instruction) that the students are enrolled in that is not available at the students' assigned campus of regular attendance. Eligible route mileage is the mileage required to transport the students from the home campus to the other campus/instructional site and return the students to their home campus. Route descriptions for curriculum/academic subprogram routes begin and end at the location the bus/passenger car is parked. Hazardous-traffic-area service is not applicable for this subprogram. **Combined two-or-more-mile and hazardous-traffic-area service will be the same as only two-or-more-mile service.** Eligible rider rosters must be developed and maintained for each eligible route, but student counts of eligible riders are not required.
2. Special Program: Special program route service is route service provided to eligible special program students requiring special transportation as a related service (separate from eligible regular program students). Eligibility is based on individual student requirements and is applicable to the regular school year and ESY. See subsection I.B for student eligibility requirements.

Eligible route service must be documented and reported according to the following applicable subprogram types:

- a. Home-to-School/School-to-Home Subprogram: These routes provide basic to-school and from-school transportation **during the regular school year**. All other eligible, during-the-school-day transportation for academic or nonacademic support services should be reported as auxiliary/ESY subprogram. When special needs students have IEPs requiring provision of ESY transportation services, separate route descriptions must be developed and reported for those days a route was in operation. Ensure these routes are reported in the auxiliary/ESY subprogram.
- b. Auxiliary/ESY Subprogram: These routes are for transportation provided to eligible special program students who require special transportation during the school day for (1) prescribed educational purposes, including CBI transitional life skills training; (2) certain noninstructional support services, such as developmental, corrective, or other

supplementary services, including health exams, diagnostic testing, counseling, and therapy, as documented in and required by the student's IEP; and (3) ESY (summer school) transportation. ESY route service should **not** be reported in the home-to-school/school-to-home subprogram. Eligibility exists only for the days of transportation provided. **Do not include mileage for school-activity-related travel provided exclusively for nonacademic purposes, such as attending or participating in an extracurricular or cocurricular activity or event.**

3. CTE Program: Eligible route service is restricted to **during-the-school-day** transportation provided to regular or special subprogram students to attend a CTE course or CTE instruction **that is not available at the students' home campus**. Eligible service is between the home campus and (1) another secondary public school campus or work-based instructional site inside or outside the sending district; (2) a campus in a neighboring school district with which a cooperative agreement exists; or (3) a state-regulated public or private postsecondary educational institution or proprietary trade or technical school under a contract for CTE instruction. Home-to-school/school-to-home transportation is **not** eligible CTE route service. See subsection I.C for student eligibility requirements.

Eligible route service must be reported according to the following applicable subprogram types:

- a. Regular Subprogram: Provided for regular and special education students **without** a qualifying disability or impairment that would require special transportation.
 - b. Special Subprogram: Provided for regular or special education students **with** a qualifying disability or impairment that requires special transportation (see subsection I.B for student eligibility requirements).
4. Private Program: Eligible **private** program route service is restricted to privately owned vehicle transportation (provided by a parent or designated agent of the parent) or commercial transportation (provided by a motor bus company or other common carrier) for **only** those students who meet the eligibility requirements for private program students specified in I.D [TEC, §42.155(e) and (g)].

Eligible **private** program route services must be reported according to the following applicable subprogram types:

- a. Regular Subprogram: Provided for regular and special education students without a qualifying disability or impairment that would require special transportation. Eligibility exists only for the days of actual transportation provided.
 - b. Special Subprogram: Provided for regular or special education students with a qualifying disability or impairment that requires special transportation (see subsection I.B for student eligibility requirements). Eligibility exists only for the days of actual transportation provided.
- C. Ineligible Transportation: Except as approved by the commissioner, the transportation of students for the following purposes is **not** eligible for transportation funding:

1. Transportation of **regular** education students to attend summer school or an extended year program.
2. Transportation of **regular or special** education students to or from nonacademic school-related activities (extra-/cocurricular events or field trips).
3. Transportation provided to students who have **voluntarily transferred** to or from another school district (interdistrict transfers). Note that students classified as **above-grade** students (those whose grades are not taught in their resident school district) are not considered interdistrict voluntary transfer students.
4. Transportation provided solely for the purpose of transporting students to or from the federal Head Start or Even Start program.

III. Program Allotments

A. General Provisions:

1. Program allotments are determined in accordance with §42.155 of the TEC and Section 1 (Texas Education Agency) of Article III of the General Appropriations Act. Current program rates are outlined in following subsection III.B. Transportation allotments **must** be used for providing student transportation services.
2. The total annual allotment for each applicable program type is the sum of the eligible total annual mileage for **all** applicable subprograms multiplied by the assigned allotment-per-mile rate for the program.
3. The assigned allotment-per-mile rate for regular and special program route service is determined on the basis of the district's cost per mile for providing regular and special program transportation for the preceding school year, **not** to exceed the amount set by legislative appropriation.
4. For a district belonging to a county transportation system (such as Dallas County Schools or Bowie County Schools) or a transportation cooperative (with a designated fiscal agent district under a shared services agreement), the allotment-per-mile rate is determined on the basis of aggregated mileage, ridership, and cost data reported for providing route services to the various member districts for the preceding school year.

B. Program Allotment-per-Mile Rates and Allotments:

1. **Regular Program:** The assigned allotment-per-mile rate for the school year is determined using your district's preceding school year's effective linear density and cost per mile. Effective linear density is calculated by dividing the total average daily ridership for only-two-or-more-mile students and the home-to-school/school-to-home subprogram by the total eligible annual miles traveled to serve them. The effective linear density is compared to the legislative linear density groupings to determine a rate per mile. The "average daily" ridership is annualized by multiplying by 180 before dividing by the annual mileage. For

purposes of calculating linear density, 180 days is used for all districts no matter the number of actual days of school that your district was eligible for during the school year.

Example: School year 2010–2011 average daily ridership is 225, and annual mileage is 52,122: $(225 \times 180 \div 52,122 = 0.777)$. In this example, 0.777 is the effective linear density that is compared to the legislative linear density groups. The effective rate per mile for the school year 2011–2012 regular program would be \$0.88 (see table in III.B.1.b), provided the school year 2010–2011 cost per mile for the regular program was higher.

If your district has not previously had regular program service and a resulting cost per mile for services provided, the district's initial assigned allotment per mile rate will be \$0.97.

Note: A charter school has its transportation allotment determined on the same basis as a school district.

- a. The total annual allotment for transporting hazardous-traffic-area students must **not** exceed 10 percent of the total annual allotment for transporting two-or-more-mile students. The FSP System automatically determines the maximum program allotment based on a comparison of program total mileage for only-two-or-more-mile and combined two-or-more-mile and hazardous-traffic-area service.

Example: Your district has an only-two-or-more-mile service total of 52,122 miles and a combined two-or-more-mile and hazardous-traffic-area service total of 62,575 miles. The maximum mileage that is eligible for funding and that the program allotment will be calculated on is 57,334 $(52,122 \times 1.1)$ since the 10 percent limit was exceeded.

- b. The allotment-per-mile rate for each linear density grouping is as follows:

Linear Density Grouping	Allotment per Mile of Approved Route
2.400 or above	\$1.43
1.650 to 2.399	\$1.25
1.150 to 1.649	\$1.11
0.900 to 1.149	\$0.97
0.650 to 0.899	\$0.88
0.400 to 0.649	\$0.79
Up to 0.399	\$0.68

2. Special Program: The maximum allotment-per-mile rate is \$1.08 per mile. The program allotment-per-mile rate is the lesser of the legislative maximum rate or your district's preceding school year's cost per mile for the special program.
3. Private Program: The allotment per mile rate is \$0.25 per mile, not to exceed a maximum of \$816 per eligible student rider (for **both** regular and special subprogram students) as provided in the TEC, §42.155(e) and (g). The amount granted by your district to reimburse parents or their agents must **not** exceed their actual cost. However, federal law requires that the transportation of special subprogram students be provided at **no** actual cost to the student/parent; therefore, the rate per mile that parents/parents' agents are reimbursed

may exceed the allotment amount your district is eligible to receive. It is recommended that your district's school board execute a written contract with parents or their designated agents that stipulates the terms of reimbursement and requires the parents or their designated agents to maintain proof of adequate liability insurance coverage for transporting persons for compensation. If transportation is provided by an agent of the parent, a signed statement of parental authorization should also be required and kept on file.

4. CTE Program: Although not addressed in the General Appropriations Act, the TEC and established agency policy provide for the following allotment-per-mile rate. The CTE program allotment-per-mile rate is your district's "official extracurricular travel per mile rate as set by the board of trustees and approved by the agency" (see the TEC, §42.155[f]). This rate is interpreted to be the effective cost per mile for **regular** program transportation (as derived from reported total cost and mileage data for the preceding school year), with no prescribed maximum allotment rate or amount set by legislative appropriation.

IV. Annual Reporting Requirements

Each school district requesting a transportation allotment must properly complete and submit the following **annual** reports to the agency following the end of each school year. The School Transportation Route Services Report and Student Transportation Operations Report must be submitted via the web-based FSP System, accessed via the TEASE login page at <https://seguin.tea.state.tx.us/apps/logon.asp>. A link to the TEASE login page may also be found on the TEA Foundation School Program (FSP) web page at http://www.tea.state.tx.us/index2.aspx?id=7721&menu_id=645.

- A. School Transportation Route Services Report: This report is used to report eligible mileage and ridership data for the **completed school year**. The report is to be filed after the end of the school year and no later than **July 1**. The FSP System opens on June 1 for entering report data. See subsection I for student rider eligibility requirements and subsection II for route service eligibility requirements. Instructions for completing the report are posted on the School Transportation Funding web page at http://www.tea.state.tx.us/index2.aspx?id=2147484107&menu_id=645.
- B. Student Transportation Operations Report: This report is used to report all costs and all mileage incurred by your district for the **completed school year**. The report is to be filed after the end of the school year and no later than **December 1**. The FSP System opens on October 1 for entering report data. Instructions for completing the report are posted on the School Transportation Funding web page at http://www.tea.state.tx.us/index2.aspx?id=2147484107&menu_id=645.