

# Danny Sanchez

## *School Transportation Reporting/Funding Points of Contact*

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# Student Transportation – State Reporting

- ❑ *Vehicle Standards if Student Transportation is Provided*
- ❑ *Rider Eligibility Requirements*
- ❑ *Route Service Eligibility Requirements*
- ❑ *Annual Reports that are required*
  - **Route Services**
  - **Operations**
- ❑ *Keys to Accurate Reporting*
- ❑ *FSP Transportation Module Orientation*

# Transportation Allotment Handbook

## Significant Changes

### Effective SY 2010-2011

1. All intradistrict (within district) home-to-school or school-to-home transportation is eligible for funding, provided students meet eligibility requirements. Home-to-school or school-to-home transportation of students who attend magnet schools/campuses is eligible. School-to-home transportation of students who stay after school for tutorials or other after school programs is also eligible. Transportation provided to interdistrict voluntary transfer students remains ineligible.
2. All transportation provided during the school day to students from their assigned campus of regular attendance (home campus) to another campus or instructional site to attend required academic instruction for a course that is not available at the students' home campus is eligible. Transportation provided to or from extra-/co-curricular school activities and for other non-instructional purposes, such as field trips, athletics practice, sporting events, school club meetings, band/cheer competitions, or animal shows or competitions, remain ineligible. Between-campus transportation for meals also remains ineligible.
3. Route descriptions now must begin and end at the location the school bus or district passenger car is parked and must represent the total daily mileage required to transport eligible students.
4. An official count day may be any school day during a month instead of the previously designated first Wednesday of the month.

# Transportation Allotment Handbook

## Significant Changes

### Effective SY 2010-2011

5. Counts of eligible riders are only required for regular program home-to-school or school-to-home routes. Counts on these routes must be conducted during at least two months of the school year. **Eligible rider rosters are still required for all routes.**
6. In addition to days the route was actually driven, the following types of days are eligible days for funding for home-to-school/school-to-home routes, as long as the days a) were approved by the TEA Waiver Unit, b) occurred between the first and last day of student attendance, and c) occurred during the time the route was in operation:
  - Missed instructional days due to bad weather or health or safety issues and
  - Staff development training days during which training was conducted and no school classes were held
7. The number of regular program subprograms are reduced to two and the subprograms for both regular and special are renamed.
  - **Regular:** Home-to-School / School-to-Home Curriculum / Academic
  - **Special:** Home-to-School / School-to-Home Auxiliary / Extended School Year
8. Effective September 1, 2011, adjustments to a school district's or charter school's transportation data may be requested no later than three years following August 31 of the state fiscal year for which the adjustments are sought.

**--- Which students ---**



**< Can >**

**< Must >**

**< Can't >**

**Be Transported???**



**Only Special Needs Students whose IEP requires special transportation must be provided transportation.**

# ***Statutory Requirements when School Transportation is Provided by School Boards***

- **Vehicles Authorized (TEC Chap 34)**
  - ***Vehicles That May Be Used on Routes***
    - **10 or More Students**
      - **School Bus (Must meet Federal and Texas specifications)**
      - **Mass Transit Authority Motor Buses (When contracting with an MTA)**
    - **Fewer than 10 Students**
      - **School Bus**
      - **Passenger Cars (10 or less capacity including driver)**

# ***Statutory Requirements when School Transportation is Provided by School Boards***

- ***Vehicles That May Be Used on School Activities Other than on Routes***
  - **School Buses or Motor Buses (15 or more students)**
  - **Passenger Cars or Passenger Vans (fewer than 15 students)**
    - **Must not exceed capacity of vehicle and must be belted**

**NOTE: Passenger Vans are vehicles with 11-15 capacity including driver and may NOT be used to transport students except on school activity trips)**

# ***Rider Eligibility Requirements Related to State Funding***

- **Regular Students**
  - **2 or more mile**
    - **Measured shortest distance along public roads between campus and student residence (using a 2 mile radius is also allowed)**
  - **Designated Hazardous Traffic Areas within 2 miles of a campus**
    - **As determined by school board policy**
  - **Child Care Facility/ Grandparent's Home**
    - **Effective Sep 1, 2007 you must allow a parent to designate a CCF or Grandparent residence IF the location is an approved stop on an approved route**
    - **Location must still meet 2 or More Mile or Designated Hazardous Area requirements**
  - **Homeless as determined by District Homeless Coordinator**
    - **There is no difference in homeless students and other students unless they are transported separately back to school of origin/last school attended which is not the campus they would attend based on the address of where the student is temporarily living. Funding eligibility for the distance from residence to the school attending must still meet 2 or More Mile or Designated Hazardous Traffic Area requirements**

# ***Rider Eligibility Requirements Related to State Funding***

- **Special (Needs) Students**
  - **Must transport in accordance with IEP**
  - **May be to/from CCF or Grandparent's in accordance with IEP or District Policy**
  - **Homeless in accordance with IEP and/or District Homeless Coordinator**
  
- **Career & Technology Students**
  - **To/from an approved C&T curriculum course which is not taught/available at the students attendance campus**
  - **Regular or Special**
  - **Part day attendance only**

# ***Rider Eligibility Requirements Related to State Funding***

- **Private Program:**
  - **Criteria in TEC 42.155 (e) & (g)**
    - **Regular:**
      - **Geographically isolated area and must be two or more miles from any route**
      - **Two or more miles from student's campus measured on public roads**
      - **Extreme hardship cases, from isolated areas**
    - **Special**
      - **Extreme hardship cases only**
  - \*\*\* **Transport by a parent should be in Student's IEP if it's considered as a required related service and in the best interest of the student**

# ***Route Service Eligibility Related to State Funding***

- **Two or More Mile Service**
- **Hazardous Area Service: Board Policy on Hazardous Traffic Conditions and Areas for Hazardous area service eligibility is required.**
- **Transportation home for students who miss their normal bus due to participation in an afternoon after school program such as tutoring, band or sports practice is eligible. Does not include nights and weekends.**
- **Curriculum/Academic: Transportation during the school day between the student's home campus and another campus/instructional site to attend required academic instruction for a course the student is enrolled in that is not available at the student's home campus. Transportation provided does not include extra/co-curricular school activity trips and for other non-instructional purposes such as field trips, athletics practice, sporting events, school club meetings, band/cheer competitions, animal shows or competitions, or between-campus transportation for meals.**
- **Extended School Year (Summer School) (Only eligible for students with disabilities whose IEP requires attendance and that transportation to/from must be provided)**
- **Extra/Co-Curricular School Activities (Not eligible for Regular or Special)**
- **DAEP/JJAEP – (Mandatory expulsions are not eligible)**
- **Headstart is a federal program. If a school district provides transportation to students solely for the purpose of Headstart, the transportation is NOT eligible for state funding.**

# Annual Reports

- **Route Services Report (School Year)**

- \*\*Due by August 1 after end of school year\*\*

- Eligible Mileage and Ridership

- **Operations Report (School Year +)**

- (Recommend Aug 1 – July 31)

- Do not overlap two school years
  - \*\*Due by Dec 1\*\*
  - **Actual** Cost and **Actual** Mileage data for Student Transportation
  - Vehicle Summary & Miscellaneous

# Keys to Accurate Reporting

## **Transportation Route Services Report:**

1. **Accurate Route Descriptions**
  - Turn by turn to nearest tenth of a mile
  - Begin and end where the bus/passenger car is parked and cover the entire school day
  - Consistently run the same way every day
    - If the entire route is not run consistently the same daily, report the amount that was averaged over the school year
  - Update routes during the year when significant changes occur
  
2. **Eligible Rider Rosters for all routes; Official Counts of Eligible Riders for Regular Home-to-School/School-to-Home routes**
  - Route Identity (Name or Number)
  - Month of Count and whether count was taken AM, Midday, or PM
  - Student's Name/Grade/Distinctive indication of 2 Or More Mile or Hazardous Area student
  - Signature and Date of person actually conducting the count

## **Student Transportation Operations Report:**

1. **Actual Mileage (Odometer/Hub-o-meter Readings)**
  - Must take readings at the Beginning/End of the school year for all student transportation related vehicles to determine/document total mileage for Regular and Special transportation
  - Must have method for determining mileage by category during the year (track route mileage daily or track school activity trips as they occur)
  
2. **Actual Cost Data By Program**

***DON'T WAIT UNTIL REPORT TIME TO MAKE SURE YOU HAVE DONE THESE !!!!!!!!!***

# Route Services Report

**\*\*Due by August 1 after end of school year\*\***  
**Eligible Mileage and Ridership**

- **Regular Program** *(Rate is Linear Density Group rate or the previous school year's cost per mile, whichever is less)*

Eligible Subprograms are:

- **Home-to-School/School-to-Home** – This subprogram is for reporting all home to school and school to home service provided to eligible two-or-more-mile and hazardous area students during the regular school year. Data reported for only-two-or-more-mile service will be used to determine linear density and the corresponding regular program allotment rate for the next school year. **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 doing so would adversely affect linear density. If a route or segment of a route is not reported for this reason, 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 may not be included in the reported daily ridership.
- **Curriculum/Academic** - This subprogram is for reporting transportation provided during the school day for a student to attend required academic courses/ instruction (e.g., bilingual, gifted/talented, parenting, or prekindergarten courses/ instruction) that the student is enrolled in but that is not available at the student's assigned campus of regular attendance. Hazardous traffic area service is not applicable to these routes; therefore, combined two or more mile and hazardous traffic area service mileage and ridership will be the same as only two or more mile service mileage and ridership for this subprogram. Eligible rider rosters must be developed and maintained for each eligible route, but student counts of eligible riders are not required.

# Route Services Report

**\*\*Due by August 1 after end of school year\*\***  
**Eligible Mileage and Ridership**

□ **Special Program** (Rate is \$1.08 or the previous school year's cost per mile, whichever is less)

❖ Special Needs students whose IEP requires that special transportation be provided as a related service.

Eligible Subprograms are:

- **Home-to-School/School-to-Home** - basic home to school transportation during the **regular** school year
- **Auxiliary/Extended School Year** – transportation provided during the school day for:
  - (1) Prescribed educational purposes to include community based instruction/learning and certain non-instructional 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
  - (2) ESY (summer school) transportation provided to eligible special needs students. 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.

# Route Services Report

**\*\*Due by August 1 after end of school year\*\***  
**Eligible Mileage and Ridership**

**Career & Technology Program** (Rate is the previous school year's cost per mile for Regular Program)

❖ Transportation provided to students during the school day to attend a C&T class (PEIMS coded) and return to home campus. Attendance at alternate site must be for only the C&T class, not general academics also.

Eligible Subprograms are:

- Regular
- Special

**Private Program** (Rate is \$.25 per mile or \$816 per student, whichever is less).

❖ Students must meet the criteria in TEC 42.155 (e) and (g)

Eligible Subprograms are:

- Regular
- Special

## PROGRAM ALLOTMENT RATES

The Texas legislature establishes transportation allotment rates in the General Appropriations Act.

1. **Regular Program:** The assigned allotment per mile rate for the school year is determined using the district's preceding school year's linear density and cost per mile. Linear density is calculated using the total average daily ridership for Only Two-or-More-Mile students, Home-to-School/School-to-Home Subprogram, divided by the total eligible annual miles traveled to serve them. The linear density is applied to the legislative linear density groupings to determine a rate per mile. The "average daily" ridership is annualized by multiplying times 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 the district was eligible for during the school year. The maximum mileage rate is the LD rate or preceding school year cost per mile whichever is less. Additional mileage incurred as a result of transporting Regular program hazardous-area students is funded at the same rate as two-or-more-mile route services, but the total mileage for providing hazardous-area route services shall not exceed 10 per cent (.10) of the total only two-or-more-mile route service.

<u>Linear Density Groupings</u>	
<u>Grouping</u>	<u>Allotment Per Mile</u>
2.400 or above	\$ 1.43
1.650 to 2.399	1.25
1.150 to 1.649	1.11
.900 to 1.149	.97
.650 to .899	.88
.400 to .649	.79
up to .399	.68

2. **Special Program:** The maximum mileage rate is \$1.08 per mile or prior year cost per mile whichever is less.

3. **Private Program:** Shall be \$0.25 per mile or a maximum of \$816 per eligible student rider (for *both* regular and special needs students)

4. Although not addressed in the General Appropriations Act, the TEC and established agency policy provide for the following allotment per mile rate:

- **Career and Technology Program:** is the respective district's "official extracurricular travel per mile rate as set by their board of trustees and approved by the agency." This rate is interpreted to be the cost per mile for *regular* program transportation (as derived from reported total cost and mileage data for the preceding year's Operations Report), with no prescribed maximum allotment rate or amount set by legislative appropriation.

## Eligible Rider Rosters

- All routes that provide service to eligible Regular, Special, Career and Technology and Private Program students must have an official roster of eligible riders while the route is in operation.
- Rosters are to be developed/prepared at the time the route begins operation and kept updated as needed.
- Rosters are not to include names of students that are not eligible riders but allowed to ride on the route, e.g. students that are inter-district voluntary transfer students, less than two mile students that do not reside in a board designated hazardous traffic area.
- Each roster shall include:
  - a. The assigned route identification number or name (as shown on the official route description)
  - b. Each eligible rider's name and grade level or campus of regular attendance.
  - c. For Regular Program routes, if both Two or More Mile students and Hazardous Area students are on the same route, the roster must clearly differentiate between the two types of eligible riders, e.g. indicate which students are hazardous area eligible. (This is not applicable to Curriculum/Academic subprogram routes because they are not eligible as home to school)

## Official Counts of Eligible Riders

- Counts are only required on Regular Program, Home-to-School/School-to-Home routes.
- Counts of eligible riders must be conducted during at least two months of the school year.
- A count day may be any school day during a month. The two counts used for determining average daily ridership must be from two different months. If more than one count is conducted in a month, only one of the conducted counts may be used for the purpose of determining average daily ridership.
- All counts used in determining average daily ridership shall be made in an accurate and consistent manner. Counts are by individual student name.
- If counts are conducted on a count day in both the A.M. and P.M., they must be documented separately (different forms).
- Each record of an official count of eligible riders shall include all the required elements of an Eligible Rider Roster and must also include:
  - a. The date and time of day the count was taken, (A.M., P.M., or Mid-day).
  - b. Whether the student was present or not at the time of the count.
  - c. The completed count must be signed and dated by the driver or other assigned school official who actually conducted and recorded the count. A count record that was not signed and dated is not an official count and may not be used for determining average daily ridership.

**ELIGIBLE RIDER ROSTER/OFFICIAL HEADCOUNT RECORD  
(REGULAR PROGRAM - HOME TO SCHOOL/SCHOOL TO HOME)**

DISTRICT NAME & CDN: ANYWHERE\_ISD / 222333 SCHOOL YEAR: 2010-2011

SCHOOL MONTH & DATE OF COUNT: OCT / 14

ROUTE IDENTITY: ELEM 1 A.M.  P.M.  MIDDAY (PRE/KINDER)

(PLACE X IN APPROPRIATE BOX)

	Student Name	Haz (✓)	Campus or Grade Level	Student Count A=Absent P=Present		Student Name	Haz (✓)	Campus or Grade Level	Student Count A=Absent P=Present
1	Aranda, Michael	<input type="checkbox"/>	3 <sup>rd</sup>	A		34	<input type="checkbox"/>		
2	Brown, David	<input checked="" type="checkbox"/>	4 <sup>th</sup>	P		35	<input type="checkbox"/>		
3	Crockett, Lisa	<input type="checkbox"/>	3 <sup>rd</sup>	P		36	<input type="checkbox"/>		
4	Davila, Erica	<input checked="" type="checkbox"/>	2 <sup>nd</sup>	P		37	<input type="checkbox"/>		
5	Hughes, Danny	<input type="checkbox"/>	4 <sup>th</sup>	P		38	<input type="checkbox"/>		
6		<input type="checkbox"/>				39	<input type="checkbox"/>		
7		<input type="checkbox"/>				40	<input type="checkbox"/>		
8		<input type="checkbox"/>				41	<input type="checkbox"/>		
9		<input type="checkbox"/>				42	<input type="checkbox"/>		
10		<input type="checkbox"/>				43	<input type="checkbox"/>		
11		<input type="checkbox"/>				44	<input type="checkbox"/>		
12		<input type="checkbox"/>				45	<input type="checkbox"/>		
13		<input type="checkbox"/>				46	<input type="checkbox"/>		
14		<input type="checkbox"/>				47	<input type="checkbox"/>		
15		<input type="checkbox"/>				48	<input type="checkbox"/>		
16		<input type="checkbox"/>				49	<input type="checkbox"/>		
17		<input type="checkbox"/>				50	<input type="checkbox"/>		
18		<input type="checkbox"/>				51	<input type="checkbox"/>		
19		<input type="checkbox"/>				52	<input type="checkbox"/>		
20		<input type="checkbox"/>				53	<input type="checkbox"/>		
21		<input type="checkbox"/>				54	<input type="checkbox"/>		
22		<input type="checkbox"/>				55	<input type="checkbox"/>		
23		<input type="checkbox"/>				56	<input type="checkbox"/>		
24		<input type="checkbox"/>				57	<input type="checkbox"/>		
25		<input type="checkbox"/>				58	<input type="checkbox"/>		
26		<input type="checkbox"/>				59	<input type="checkbox"/>		
27		<input type="checkbox"/>				60	<input type="checkbox"/>		
28		<input type="checkbox"/>				61	<input type="checkbox"/>		
29		<input type="checkbox"/>				62	<input type="checkbox"/>		
30		<input type="checkbox"/>				63	<input type="checkbox"/>		
31		<input type="checkbox"/>				64	<input type="checkbox"/>		
32		<input type="checkbox"/>				65	<input type="checkbox"/>		
33		<input type="checkbox"/>				66	<input type="checkbox"/>		
Column A Count Subtotal (2+/Comb):				2 / 14	Column B Count Subtotal (2+/Comb):				0 / 0
Signature & Date of Count: <u>David Driver</u>					Date: <u>10-14-10</u>				
					Total Column A & B:				2 / 14

Student Names,  
Eligibility (2+ or Haz),  
Campus or Grade

Present or Absent

- Column and Page Totals
- Driver's Signature/Date
- Page Number

- Route Identity,  
- Date  
- Whether A.M. or P.M count  
  
Additional Info:  
SY, District Name/CDN, Program Type

This template is available for download on the School Trans website.

This is an example of an Eligible Rider Roster that is designed to also be used for conducting/recording official counts. All required information/data is included.

## ***Route Descriptions***

Each route description shall:

- 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 are sometimes 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 the eligible students. This 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 eligible student riders (see subsections B and C of this section for program and subprogram requirements).
  
- d. Cover the entire school day. To be measured and recorded by turn by turn segments to the nearest tenth of a mile and to 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, all segments should be totaled. If a route segment is less than a tenth of a mile, the segment measurement should not be rounded up.

## ***Route Descriptions (Continued)***

**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, inter-district voluntary transfer students or less than two mile students that 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 contained and recorded in the route description maintained by the district.**

# Route Description Example 1: Route Description Designed to ONLY Transport Two or More Mile Eligible Students

*Example*  
*Only Two-or-More-Mile*

**Turn-By-Turn Route Description**  
**SY 2010 / 2011**

District or Charter/CDN: Anywhere ISD / 000-000 Program : Regular-Home to School

Route Identity: Elem MS 1

Type of Route: (v in Box) AM/PM:  AM (only)  PM (only)  Midday (Pre/Kinder)

Depart Bus Park (Location where Bus/Car is parked) and proceed as follows:

Turn	▼	Right	▼	on <u>Brown Blvd.</u>	and proceed	<u>0.6</u>	miles to	<u>Orange St.</u>
Turn	▼	Right	▼	on <u>Orange St.</u>	and proceed	<u>1.8</u>	miles to	<u>Bus Stop 1</u>
Continue	▼			on <u>Orange St.</u>	and proceed	<u>0.3</u>	miles to	<u>Hwy. 123</u>
Turn	▼	Left	▼	on <u>Hwy. 123</u>	and proceed	<u>1.1</u>	miles to	<u>Bus Stop 2</u>
Continue	▼			on <u>Hwy. 123</u>	and proceed	<u>2.4</u>	miles to	<u>Bus Stop 3</u>
Continue	▼			on <u>Hwy. 123</u>	and proceed	<u>0.9</u>	miles to	<u>Ector Road</u>
Turn	▼	Right	▼	on <u>Ector Road</u>	and proceed	<u>1.5</u>	miles to	<u>Bus Stop 4</u>
Continue	▼			on <u>Ector Road</u>	and proceed	<u>2.2</u>	miles to	<u>Bus Stop 5</u>
Continue	▼			on <u>Ector Road</u>	and proceed	<u>0.3</u>	miles to	<u>Green Road</u>
Turn	▼	Right	▼	on <u>Green Road</u>	and proceed	<u>1.4</u>	miles to	<u>Bus Stop 6</u>
Continue	▼			on <u>Green Road</u>	and proceed	<u>0.5</u>	miles to	<u>Brown Blvd.</u>
Turn	▼	Left	▼	on <u>Brown Blvd.</u>	and proceed	<u>6.0</u>	miles to	<u>Campus St.</u>
Turn	▼	Right	▼	on <u>Campus St.</u>	and proceed	<u>0.1</u>	miles to	<u>ISD Elementary School</u>
Continue	▼			on <u>Campus St.</u>	and proceed	<u>0.3</u>	miles to	<u>ISD Middle School</u>
Turn	▼	Around	▼	on <u>Campus St.</u>	and proceed	<u>0.4</u>	miles to	<u>Brown Blvd.</u>
Turn	▼	Right	▼	on <u>Brown Blvd.</u>	and proceed	<u>1.2</u>	miles to	<u>Bus Park</u>
End	▼			<b>A.M. Route</b>				
Depart	▼			<u>Bus Park</u>	and proceed	<u>0.0</u>	miles to	<u>Brown Blvd.</u>
Turn	▼	Right	▼	on <u>Brown Blvd.</u>	and proceed	<u>1.2</u>	miles to	<u>Campus St.</u>
Turn	▼	Left	▼	on <u>Campus St.</u>	and proceed	<u>0.1</u>	miles to	<u>ISD Elementary School</u>
Continue	▼			on <u>Campus St.</u>	and proceed	<u>0.3</u>	miles to	<u>ISD Middle School</u>
Turn	▼	Around	▼	on <u>Campus St.</u>	and proceed	<u>0.4</u>	miles to	<u>Brown Blvd.</u>
Turn	▼	Left	▼	on <u>Brown Blvd.</u>	and proceed	<u>6.0</u>	miles to	<u>Green Road</u>
Turn	▼	Right	▼	on <u>Green Road</u>	and proceed	<u>0.5</u>	miles to	<u>Bus Stop 6</u>
Continue	▼			on <u>Green Road</u>	and proceed	<u>1.4</u>	miles to	<u>Ector Road</u>
Turn	▼	Right	▼	on <u>Ector Road</u>	and proceed	<u>0.3</u>	miles to	<u>Bus Stop 5</u>
Continue	▼			on <u>Ector Road</u>	and proceed	<u>2.2</u>	miles to	<u>Bus Stop 4</u>
Continue	▼			on <u>Ector Road</u>	and proceed	<u>1.5</u>	miles to	<u>Hwy. 123</u>
Turn	▼	Left	▼	on <u>Hwy. 123</u>	and proceed	<u>0.9</u>	miles to	<u>Bus Stop 3</u>
Continue	▼			on <u>Hwy. 123</u>	and proceed	<u>2.4</u>	miles to	<u>Bus Stop 2</u>

Total Route Mileage Pg. 1: 38.2

6/11/2010

Page: 1 of 2 Pages

\*\*Template available on TEA School Transportation website\*\*

# Route Description Example 1 (Continued)

## Route Description Designed to *ONLY* Transport Two or More Mile Eligible Students

*Example*  
*Only Two-or-More-Mile*  
*Turn-By-Turn Route Description*  
*SY 2010 / 2011*

District or Charter/CDN: Anywhere ISD / 000-000 Program : Regular-Home to School

Route Identity: Elem MS 1 (Continuation Sheet)

Type of Route: (✓ in Box) AM/PM:  AM (only)  PM (only)  Midday (Pre/Kinder)

Depart Bus Park (Location where Bus/Car is parked) and proceed as follows:

Continue	▼		on	<u>Hwy. 123</u>	and proceed	<u>1.1</u>	miles to	<u>Orange St.</u>	
Turn	▼	Right	▼	on	<u>Orange St.</u>	and proceed	<u>0.3</u>	miles to	<u>Bus Stop 1</u>
Continue	▼		on	<u>Orange St.</u>	and proceed	<u>1.8</u>	miles to	<u>Brown Blvd.</u>	
Turn	▼	Left	▼	on	<u>Brown Blvd.</u>	and proceed	<u>1.2</u>	miles to	<u>Bus Park</u>
End	▼	<u>P.M. Route</u>							

Note: When measuring a route if the trip odometer does not change tenths, record zero tenths and record at the next turn.

Total Route Mileage pg 2: 4.4  
Total Route Mileage pg 1 and 2: 42.6

## Route Description Example 2:

# A Combined Route Description Designed to Transport *both* Two or More Mile *and* Hazardous Area Eligible Students

*Example*

*Combined Two-or-More Mile and Hazardous Area*

*Turn-By-Turn Route Description*

SY 2010 / 2011

District or Charter/CDN: Anywhere ISD / 000-000 Program : Regular-Home to School  
 Route Identity: Elem MS 1  
 Type of Route: (v in Box) AM/PM:  AM (only):  PM (only):  Midday (Pre/Kinder):   
 Depart Bus Park (Location where Bus/Car is parked) and proceed as follows:

Turn	▼	Right	▼	on <u>Brown Blvd.</u>	and proceed	<u>0.6</u>	miles to	<u>Orange St.</u>
Turn	▼	Right	▼	on <u>Orange St.</u>	and proceed	<u>0.2</u>	miles to	<u>Haz Bus Stop 1</u>
Continue	▼			on <u>Orange St.</u>	and proceed	<u>0.1</u>	miles to	<u>Blue St.</u>
Turn	▼	Left	▼	on <u>Blue St.</u>	and proceed	<u>0.5</u>	miles to	<u>Yellow St.</u>
Turn	▼	Right	▼	on <u>Yellow St.</u>	and proceed	<u>0.2</u>	miles to	<u>Haz Bus Stop 2</u>
Continue	▼			on <u>Yellow St.</u>	and proceed	<u>0.1</u>	miles to	<u>Gold St.</u>
Turn	▼	Right	▼	on <u>Gold St.</u>	and proceed	<u>0.5</u>	miles to	<u>Orange St.</u>
Turn	▼	Left	▼	on <u>Orange St.</u>	and proceed	<u>1.2</u>	miles to	<u>Bus Stop 1</u>
Continue	▼			on <u>Orange St.</u>	and proceed	<u>0.3</u>	miles to	<u>Hwy. 123</u>
Turn	▼	Left	▼	on <u>Hwy. 123</u>	and proceed	<u>1.1</u>	miles to	<u>Bus Stop 2</u>
Continue	▼			on <u>Hwy. 123</u>	and proceed	<u>2.4</u>	miles to	<u>Bus Stop 3</u>
Continue	▼			on <u>Hwy. 123</u>	and proceed	<u>0.9</u>	miles to	<u>Ector Road</u>
Turn	▼	Right	▼	on <u>Ector Road</u>	and proceed	<u>1.5</u>	miles to	<u>Bus Stop 4</u>
Continue	▼			on <u>Ector Road</u>	and proceed	<u>2.2</u>	miles to	<u>Bus Stop 5</u>
Continue	▼			on <u>Ector Road</u>	and proceed	<u>0.3</u>	miles to	<u>Green Road</u>
Turn	▼	Left	▼	on <u>Green Road</u>	and proceed	<u>1.4</u>	miles to	<u>Bus Stop 6</u>
Continue	▼			on <u>Green Road</u>	and proceed	<u>0.5</u>	miles to	<u>Brown Blvd.</u>
Turn	▼	Left	▼	on <u>Brown Blvd.</u>	and proceed	<u>5.7</u>	miles to	<u>Community Ln.</u>
Turn	▼	Right	▼	on <u>Community Ln.</u>	and proceed	<u>0.1</u>	miles to	<u>Haz Bus Stop 3</u>
Continue	▼			on <u>Community Ln.</u>	and proceed	<u>0.2</u>	miles to	<u>Hall St.</u>
Turn	▼	Left	▼	on <u>Hall St.</u>	and proceed	<u>0.2</u>	miles to	<u>Honor St.</u>
Turn	▼	Left	▼	on <u>Honor St.</u>	and proceed	<u>0.3</u>	miles to	<u>Brown Blvd.</u>
Turn	▼	Right	▼	on <u>Brown Blvd.</u>	and proceed	<u>0.1</u>	miles to	<u>Campus St.</u>
Turn	▼	Right	▼	on <u>Campus St.</u>	and proceed	<u>0.1</u>	miles to	<u>ISD Elementary School</u>
Continue	▼			on <u>Campus St.</u>	and proceed	<u>0.3</u>	miles to	<u>ISD Middle School</u>
Turn	▼	Around	▼	on <u>Campus St.</u>	and proceed	<u>0.4</u>	miles to	<u>Brown Blvd.</u>
Turn	▼	Right	▼	on <u>Brown Blvd.</u>	and proceed	<u>1.2</u>	miles to	<u>Bus Park</u>
End	▼			on <u>A.M. Route</u>				
Depart	▼			on <u>Bus Park</u>	and proceed	<u>1.2</u>	miles to	<u>Campus St.</u>
Turn	▼	Left	▼	on <u>Campus St.</u>	and proceed	<u>0.1</u>	miles to	<u>ISD Elementary School</u>

Total Route Mileage Pg. 1: 23.9

## Route Description Example 2: (Continued)

### A Combined Route Description Designed to Transport *both* Two or More Mile and Hazardous Area Eligible Students

*Example*  
**Combined Two-or-More Mile and Hazardous Area**  
**Turn-By-Turn Route Description**  
**SY 2010 / 2011**

District or Charter/CDN: Anywhere ISD / 000-000 Program : Regular-Home to School

Route Identity: Elem MS 1 (Continuation Sheet)  
 Type of Route:  (√ in Box) AM/PM:  AM (only)  PM (only)  Midday (Pre/Kinder)   
 Depart Bus Park (Location where Bus/Car is parked) and proceed as follows:

Continue	▼		on	Campus St.	and proceed	0.3	miles to	ISD Middle School
Turn	▼	Around	▼	on	Campus St.	and proceed	0.1	miles to
Turn	▼	Left	▼	on	Brown Blvd.	and proceed	0.1	miles to
Turn	▼	Left	▼	on	Honor St.	and proceed	0.3	miles to
Turn	▼	Left	▼	on	Hall St.	and proceed	0.2	miles to
Turn	▼	Right	▼	on	Community Ln.	and proceed	0.2	miles to
Continue	▼		on	Community Ln.	and proceed	0.1	miles to	Brown Blvd.
Turn	▼	Left	▼	on	Brown Blvd.	and proceed	5.7	miles to
Turn	▼	Right	▼	on	Green Road	and proceed	0.5	miles to
Continue	▼		on	Green Road	and proceed	1.4	miles to	Ector Road
Turn	▼	Right	▼	on	Ector Road	and proceed	0.3	miles to
Continue	▼		on	Ector Road	and proceed	2.2	miles to	Bus Stop 4
Continue	▼		on	Ector Road	and proceed	1.5	miles to	Hwy. 123
Turn	▼	Left	▼	on	Hwy. 123	and proceed	0.9	miles to
Continue	▼		on	Hwy. 123	and proceed	2.4	miles to	Bus Stop 2
Continue	▼		on	Hwy. 123	and proceed	1.1	miles to	Orange St.
Turn	▼	Right	▼	on	Orange St.	and proceed	0.1	miles to
Continue	▼		on	Orange St.	and proceed	1.2	miles to	Gold St.
Turn	▼	Right	▼	on	Gold St.	and proceed	0.5	miles to
Turn	▼	Left	▼	on	Yellow St.	and proceed	0.1	miles to
Continue	▼		on	Yellow St.	and proceed	0.2	miles to	Blue St.
Turn	▼	Left	▼	on	Blue St.	and proceed	0.5	miles to
Turn	▼	Right	▼	on	Orange St.	and proceed	0.1	miles to
Continue	▼		on	Orange St.	and proceed	0.2	miles to	Brown Blvd.
Turn	▼	Left	▼	on	Brown Blvd.	and proceed	0.6	miles to
End	▼			<b>P.M. Route</b>				

Note: When measuring a route if the trip odometer does not change tenths, record zero tenths and record at the next turn.

Total Route Mileage pg 2: 23.9  
 Total Route Mileage pg 1 and 2: 44.7

Only Two or More Mile Mileage = 42.6. (See Only Two or More Mile Route Description)  
 Haz Mileage = 2.1 miles. (44.7 - 42.6)

6/11/2010

Page: 2 of 2 Pages

\*\*Template available on TEA School Transportation website\*\*

# Operations Report

12 months, Aug 1 through July 31 recommended

Don't Overlap School Years

- Actual Cost Data for Student Transportation
  - Regular
  - Special
  
- Actual Mileage for Student Transportation Vehicles per odometer/hub-o-meter
  - Route Related Service (includes Career and Tech) (This is NOT mileage from the Route Services Report)
    - Includes eligible and ineligible miles driven during regular and summer sessions
  - Extra/Co-curricular (field trips, sports, band, etc)
  - Non School Organization (Support to other than district entities, e.g. Lions Club)
  - Other Use (mileage put on school buses for vehicle maintenance, driver testing and training, safety inspections)
  
- Vehicle Summary
  - **Student** Transportation vehicle information
  - Miscellaneous
    - Contractor Information (includes if transportation is provided by another district)

# Considerations

- **The School Year defined for the purposes of reporting student transportation might not be the same as the district's Fiscal Year; therefore, you must have procedures in place so that your accounting department is able to provide the information needed to complete the Operations Report.**

## **Example:**

**A school district's fiscal year must either be September 1 through August 31 or July 1 through June 30 based on statute. Currently, student attendance may not begin before August 1. Those school districts that have chosen July 1 through June 30 and are not on a year round calendar will normally not overlap school years since summer school/EYS normally ends prior to June 30 and school bus maintenance/driver training does not begin again until after July 1. Others that choose September 1 through August 31 as their fiscal year must capture student transportation cost and mileage for the period August 1 through July 31 to ensure all student transportation data is captured but two school years are not overlapped. Though a school year and student transportation related operations may begin or end in the middle of a month it is recommended that dates are established that encompass a full 12 month period.**

# What Costs Should Be Included?

- Include only those costs that were related to student transportation during the school year in vehicles owned/leased by the district or used by a commercial contractor on behalf of the district.
- Do not include any costs for transportation provided by rented, chartered or privately owned vehicles (including monies paid to parents to provide private program transportation).
- Other than the above, be sure to include all student transportation costs whether the service was eligible for state funding or not.
- Using a percentage of total cost as allocated to Special Program should only be done as a last resort. Only Object Codes 6200 and 6300 lend themselves to this method because all other expenses involve either specific persons (6100 Salaries and Benefits) or specific capital expense items such as buses (6400 Annual Depreciation, 6500 Annual Interest on Debt Service). Every effort should be made to report actual cost for each category before using a percentage method.

# **6100 Salaries and Benefits**

- **Report the total amount of salaries and benefits paid to employees working exclusively with student transportation.**
- **If employees work in student transportation but also in another position in the district, report only the portion of the employee's salaries and benefits that was applicable to student transportation.**
- **Do not include on-behalf payments made to TRS.**

# 6200 Purchased and Contracted Services

- Used to record expenditures for services rendered to the school district by firms, individuals and other organizations. (Do not include any costs for transportation provided by rented, chartered or privately owned vehicles)
- Includes utilities, lease or rental of equipment or facilities and contracts for professional services related to student transportation.
- If facilities or equipment are used for both student transportation and other uses, include only the percentage/portion of the cost attributable to student transportation.

# 6300 Supplies and Materials

- **Used to report expenditures for supplies and materials necessary to maintain and/or operate vehicles, equipment, grounds and facilities, furniture, computers, etc.**
- **Report only that portion of supplies and materials that are related to student transportation.**
- **Example: If the district purchases fuel or other supplies for vehicles that are not used to transport students, those costs should not be reported.**

# 6300 Supplies and Materials

## (continued)

- Supplies and materials are often not tracked by Regular and Special program purpose usage, e.g. fuel, tires, etc.
- Since supplies and materials are often bought in bulk, expenses may have to be apportioned between Regular and Special. If you cannot determine specific cost data for 6300, you can calculate a percentage based on program mileage. Divide total mileage for Special by the total mileage driven for both Regular and Special.

- Example:

Total Miles Spec.:	125,555
Total Miles Reg.:	<u>354,234</u>
Total:	479,789

$$125,555 \div 479,789 = 26.1\%$$

- Use the 26.1% times your total cost for supplies and materials to determine an amount for Special. Subtract that amount from the total and what is left is Regular.

- **6300 Total Cost: \$ 147,892: Spec. = \$38,599; Reg. = \$109,293**

# 6400 Annual Depreciation/Other Operating Costs

- Report the annual depreciation on purchases of fixed/capital assets including vehicles, facilities and major equipment related to student transportation. School districts are required to depreciate capital assets. The annual depreciation amount of capital assets is determined based on established depreciation schedules of those assets based on the purchase cost of the item minus its expected salvage value divided by its estimated useful life.
- Other Operating Costs include student transportation related employee travel, registration and membership fees (e.g. TAPT), subscriptions, bus insurance, etc. Report only the portion related to student transportation.

# 6500 Debt Service

- Report only the annual interest expense on loans or leases or lease purchase agreements for student transportation related items. If the item being financed/leased is used for student transportation and other purposes, report only the percentage attributable to student transportation.
- The principal part of payments made during the school year should not be included.

# It's Ops Report Time

## What documents/data/info do I need?



*Don't be this guy. Be prepared.*

### (1) Odometer reading records (beginning and end of year) for determining total actual mileage.

- Breakdown mileage by Regular and Special
- If buses weren't mixed use, your task is fairly simple
- If buses were mixed use, you have to know how much of total mileage was for Reg. or Spec.
- If passenger type cars/11-15 pass. vans were used for student transportation, include only the mileage that was student transportation. Do not include any administrative mileage (11-15 pass. vans would be only the Extra/Co-curricular mileage)

### (2) Records to be able to breakout actual mileage by reporting categories

#### Categories

- Route Related Service - Transportation of students to and from school for academic or instructional/educational purposes. This is NOT mileage from the Route Services Report.
- Extracurricular/Co-curricular Service - Transportation of students for school-related activities or events (field trips, sports, clubs, band, etc.)
- Service for Non-School Organizations - Transportation of groups other than school-related organizations.
- Other Use - Incidental operation of student transportation vehicles (for vehicle inspection and maintenance/repair, fueling, driver training and licensing examinations, etc.) Zero miles is not realistic.

❖ *There are a number of methods that you can use to determine your actual mileage by category. What you do will depend on how many buses you have and how you use them. You have to find what works best for your district. Methods can range from log books kept in the buses/vehicles for documenting all trips and mileage to only documenting Extra/Co-Curricular by event as it occurs.*

- **An easy method is documenting Extra/Co-curricular (School Activities)**

- **By Log Book use:**

- **Advantages:** Always in vehicle, records of all trips are all together by vehicle
    - **Disadvantages:** No one but driver is involved to make sure record is kept, lose the log book and you've lost all records

- **By using trip sheets that can be initiated by a dispatcher:**

- **Advantages:** Prepared ahead of time as trips are assigned; can be used for more than just documentation for Ops report, i.e. mileage/hours for doing charge outs to other Depts.; when completed and filed all records are in one place when needed
    - **Disadvantages:** More individual documents to ensure are not lost
    - **Only minimal data needed if just used for documenting E/C mileage: Bus #, Purpose of trip, Date/Time, Out/In odometer readings**



**I've got Total Odometer Miles for Reg & Spec, E/C mileage and how much mileage was driven for maintenance and driver training. What next?**

**Determine how much of total mileage was Route Related**

**Example:**

	<u>Regular</u>	<u>Special</u>
<b>Total Actual Miles</b>	124,367	32,428
<b>E/C Miles</b>	- 33,418	- 1,312
<b>Balance</b>	90,949	31,116
<b>Non-School Org Miles</b>	- 0	- 0
<b>Balance</b>	90,949	31,116
<b>Other Use Miles</b>	- 2654	- 231
<b>Route Related Svc</b>	88,295	30,885

An Excel template is available to help organize vehicle mileage data for the Ops Report. Send email to [schtrans@tea.state.tx.us](mailto:schtrans@tea.state.tx.us)

## How to Submit Student Transportation Reports

### ➤ TEASE access to the Foundation School Program (FSP) Payment System

✓ If you have access to another TEASE program, all you need to do is Modify and add FSP. Otherwise, you need to apply for TEASE access followed by FSP access.

✓ Link to TEASE FSP Application: <http://www.tea.state.tx.us/webappaccess/AppsRefSht-TS2.htm>

✓ After you get TEASE FSP access, it is very important to be sure to keep your email address up to date. After you log into TEASE, you can update your email address under Change Info.

✓ When personnel leave the district that had access to TEASE, you need to have them removed.

# TEASE Access to the FSP

Please Log On - Microsoft Internet Explorer provided by Texas Education Agency

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Recycle Bin Mail Print Recycle Bin Sign In

Address <https://sequin.tea.state.tx.us/apps/logon.asp>

Search Web Search This Site Highlight Answers Sign In

 To log on, type your username and password and then click "**Continue**". If you do not wish to log on at this time, click the "**Cancel**" button. Please refer to the [help documentation](#) for more information.

**Welcome! Please Log On.**

**NOTICE:** TEA Web Applications **will not** be available each **Sunday** morning from **6:00AM** to **12:00 Noon** due to routine maintenance. Please do not access your application during this time period: ***you could lose data.***

**IMPORTANT NOTICE:** [Keep your email address up-to-date](#)

**Username**

**Password**

[Did you forget your password?](#)

This is the TEASE Log On screen. Log in using your username and password and then select Foundation School Program (FSP) from your list of authorized applications

**Program Contact:**  
DANNY SANCHEZ  
(512) 463-9266  
danny.sanchez@tea.state.tx.us

**Upcoming Events:**

- 6/1/2012 - Transportation Open Date
- 6/1/2012 - Transportation Route Services Open Date
- 10/1/2012 - Transportation Operations Open Date
- 5/31/2013 - Transportation Route Services Close Date

[More Events](#)

**Announcements:**

**Actions**

- [Enter Contact Information](#)
- [Enter Route Services Information](#)
- [Enter Operations Information](#)
- [Set Up a Shared Service Agreement / County Transportation District](#)

**More About Transportation**

- [School Transportation Allotment Handbook](#)
- [Transportation Funding Web Site](#)

**Training**

- [Transportation online training - not yet available](#)

Once you've launched the application, this screen appears. Put your cursor on PROGRAMS and you get a drop down list to select from. Click on **Transportation**. To exit and log off, click on Exit in the upper right hand corner.

Before you can complete any of the pages in the Transportation module, the district must enter contact information. Enter contact information for your organization by clicking **Enter contact information** under **Actions** on the Welcome page.

1. Type the name, email address, and phone number for the district approver.
2. Type the name, email address, and phone number for the program contact.
3. Click **Save**.

**Please note: If you are Program Contact as well as District Approver, please enter Contact Information twice for submission.**

★ TEXAS EDUCATION AGENCY | TEA Home | TEA Search | TEA Locator | TEA Divisions

**FSP** Development User: transuser

Foundation School Program CAYUGA ISD (001902) County-District Number: 001902 School Year: 2011-2012 Update

District Profile Programs School District State Aid Reports [Exit]

FSP Home > Programs > Transportation

## Transportation

**Program Contact:**  
DANNY SANCHEZ  
(512) 463-9266  
[danny.sanchez@tea.state.tx.us](mailto:danny.sanchez@tea.state.tx.us)

**Upcoming Events:**  
6/1/2012 - Transportation Open Date  
6/1/2012 - Transportation Route Services Open Date  
10/1/2012 - Transportation Operations Open Date  
5/31/2013 - Transportation Route Services Close Date  
[More Events](#)

**Actions**

- [Enter Contact Information](#)
- [Enter Route Services Information](#)
- [Enter Operations Information / Vehicle Summary Data](#)
- [Set Up a Shared Service Agreement / County Transportation District](#)

**More About Transportation**

- [School Transportation Allotment Handbook](#)
- [Transportation Funding Web Site](#)

**Training**

- Transportation online training - not yet available



# Development

User: transuser

Foundation School Program

CAYUGA ISD (001902)

County-District Number: 001902

School Year: 2011-2012

Update

District Profile Programs School District State Aid Reports

[Exit]

FSP Home > Programs > Transportation

## Transportation

### Program Contact:

DANNY SANCHEZ  
(512) 463-9266  
[danny.sanchez@tea.state.tx.us](mailto:danny.sanchez@tea.state.tx.us)

### Actions

- [Enter Contact Information](#)
- [Enter Route Services Information](#)
- [Enter Operations Information](#)
- [Set Up a Shared Service Agreement / County Transportation District](#)

### Upcoming Events:

- 6/1/2012 - Transportation Open Date
- 6/1/2012 - Transportation Route Services Open Date
- 10/1/2012 - Transportation Operations Open Date
- 5/31/2013 - Transportation Route Services Close Date

[More Events](#)

### Announcements:

### More About Transportation

- [School Transportation Allotment Handbook](#)
- [Transportation Funding Web Site](#)

### Training

Transportation online training - not yet available

**After selecting the Transportation Module, this is the screen that comes up that has the annual reports. All navigation is done using the menu on the left side. Don't use the forward and back buttons in Internet Explorer. The welcome screen has email and website information, report due dates and other informational references.**

# Program Selection and Menu Navigation



## Development

User: transuser

Foundation School Program

CAYUGA ISD (001902)

County-District Number: 001902

School Year: 2011-2012

Update

[District Profile](#) | [Programs](#) | [School District State Aid Reports](#)

[Exit]

[FSP Home](#) > [Programs](#) > [Transportation](#)

## Transportation



### Program Contact:

DANNY SANCHEZ  
(512) 463-9266  
[danny.sanchez@tea.state.tx.us](mailto:danny.sanchez@tea.state.tx.us)

### Upcoming Events:

6/1/2012 - Transportation Open Date  
6/1/2012 - Transportation Route Services Open Date  
10/1/2012 - Transportation Operations Open Date  
5/31/2013 - Transportation Route Services Close Date

[More Events](#)

### Announcements:

### Actions

- [Enter Contact Information](#)
- [Enter Route Services Information](#)
- [Enter Operations Information](#)
- [Set Up a Shared Service Agreement / County Transportation District](#)

### More About Transportation

- [School Transportation Allotment Handbook](#)
- [Transportation Funding Web Site](#)

### Training

[Transportation online training - not yet available](#)

Click on the Route Services Information to open.



# Accessing Route Worksheets

For the 2015-2016 reports, screens have been updated to reflect subprogram changes. Route Worksheets remain the same with only the subprogram name being updated.

## Route Services

Routes

Click the sub-program name to enter or change data for that sub-program.

Program	Total Mileage	Total Ridership	Effective Rate	Override Rate	Total Allotment	Status	Last Updated
Regular	37,026	1,703	0.68		\$25,178	Saved	5/9/2013 9:29:04 AM
<a href="#">Home-to-School/School-to-Home Curriculum/Academic</a>	44,280	1,703					
<a href="#">Special</a>	0	0					
Home-to-School/School-to-Home	15,134	13	1.08		\$16,345	Approved	6/29/2012 11:43:26 AM
Auxiliary/Extended School Year	15,134	13					
Career & Technology	0	0	2.4506		\$0	New	
Regular	0	0					
Special	0	0					
Private	0	0	0.25		\$0	New	
Regular	0	0					
Special	0	0					
Total	0	1,716			\$41,523		

Click "Bus Passes" to enter or change data for Bus Passes.

Bus Passes: \$0

**Route Worksheet icons are on the left next to the subprogram name.  
Click on the icon to bring up the worksheet.**

**Route Worksheet, Adding, Saving Routes and the option to download an Excel workbook template import before submitting it for approval. Please see the detailed instructions as shown below, and validations. Same applies to all Subprograms.**

**Route Services Details**

Status: [New](#) Last Updated: 5/18/2016 10:50:04 AM Last Updated By:

**Routes (0)**

**School Year:** 2015-2016      **District:** CAYUGA ISD (001902)      **Override Rate:**  
**Program:** Special      **Sub-program:** Home-to-School/School-to-Home      **Effective Rate:** \$1.08

Route Services File:  No file chosen [Route Services Data Template](#)

**Total Route Mileage**

Route ID	Daily Mileage	Days Operated	Annual Mileage	Avg. Daily Ridership		
<input type="text"/>	<a href="#">Save</a>	<a href="#">Cancel</a>				

District Comments:

Admin Comments:

**Click Cancel return to the main page- It will not cancel the data you entered.**

2. Place the cursor in the first box at the bottom of the page.
3. Complete the following fields as needed, depending upon the type of route service:
  - Type the **Route ID** specified on the turn-by-turn route description and the eligible rider roster, then press Tab to move to the next column.
  - Type the **Daily Mileage** for transporting students between established stops and their assigned campuses, instructional sites, or noninstructional support services. This mileage must be the actual mileage that is consistently traveled on a daily basis, rounded to the nearest tenth of a mile. Press Tab to move to the next column.
  - Type the number of **Days Operated** for the route. This number of days must not include days the route was not operated except if they are missed instructional days or staff development days that are approved by the TEA Waivers Unit (only four home-to-school subprogram routes). Press Tab to move to the next column.
  - Type the **Average Daily Ridership**, using the official counts of eligible riders over the highest two months.
4. Click **Save** to save the entry.
5. To enter the information for the next route, repeat Steps 2 through 4 until all routes are entered.
6. Type comments as needed.
7. Click **Save Comments** to save the comments.

**You now have the option to download an Excel workbook template before submitting it for approval. Please see the following detailed instructions and validations. The same applies to all Subprograms.**

---

**School Year:** 2015-2016      **District:** CAYUGA ISD (001902)      **Override Rate:**  
**Program:** Regular      **Sub-program:** Home-to-School/School-to-Home      **Effective Rate:** \$0.88  
Route Services File:   [Route Services Data Template](#)

Route ID	Daily Mileage	Days Operated	Avg. Daily Ridership	Hazardous Area Daily Mileage	Hazardous Area Avg. Daily Ridership
27	32.0	180	32	3.0	54
26	54.2	178	54	4.0	65
25	32.0	180	26		26

1. Click on Route Services Data Template and an Excel workbook Template will appear (shown above) to enter you information:

- Type the Route ID
- Daily Mileage
- Days Operated
- Average DAILY Ridership
- Hazardous Area Average Daily Ridership
- Save it to your desktop
- Click Browse
- Choose File
- Click Upload to populate into the worksheet

**Please find below the validations during excel data upload process.**

1. If the specified column from the specified row is not a decimal value, the following validation message will be displayed  
**"Could not read Daily Mileage from row 1 as a decimal."**

2. If the specified column from the specified row is not an integer value, the following validation message will be displayed  
**"Could not read Days Operated from row 1 as an integer."**

3. If there is no data in the excel template file, the following validation message will be displayed.  
**"Failed to read routes from the file."**

4. If a district Hazardous flag is set and the user tries to upload the data without Hazardous mileage details in excel, the following validation message will be displayed.  
**"Could not read Hazardous Area Daily Mileage from row 1 as a decimal."**

# Entering Eligible Hazardous Route Data

Route Services Details
?

- Loaded 4 routes from 'Route\_Services\_Data\_Template\_with\_Hazardous\_AfterUpdate.xlsx'.
- Saved 4 new routes.

Status: Saved Last Updated: 5/19/2016 11:23:23 AM Last Updated By: transuser

**Routes (4)**

School Year: 2015-2016      District: CAYUGA ISD (001902)      Override Rate:

Program: Regular      Sub-program: Home-to-School/School-to-Home      Effective Rate: \$0.88

Route Services File:   [Route Services Data Template](#)

Total Route Mileage Including Hazardous Area Service					Hazardous Area Service				Two or More Mile (Only) Service					
Route ID	Daily Mileage	Days Operated	Annual Mileage	Avg. Daily Ridership	Daily Mileage	Days Operated	Annual Mileage	Avg. Daily Ridership	Daily Mileage	Days Operated	Annual Mileage	Avg. Daily Ridership		
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text" value="0"/>			<input type="text" value="0"/>					<input type="button" value="Save"/>	<input type="button" value="Cancel"/>
Blue	56.6	150	8,490.0	56	56.6	150	8,490.0	56	0.0	150	0.0	0	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Green	87.6	180	15,768.0	77	56.6	180	10,188.0	6	31.0	180	5,580.0	71	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Orange	56.3	180	10,134.0	23	30.0	180	5,400.0	10	26.3	180	4,734.0	13	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Yellow	78.0	175	13,650.0	45	0.0	175	0.0	0	78.0	175	13,650.0	45	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
<b>Total</b>	<b>278.5</b>		<b>48,042.0</b>	<b>201</b>	<b>143.2</b>		<b>24,078.0</b>	<b>72</b>	<b>135.3</b>		<b>23,964.0</b>	<b>129</b>		

District Comments:

Admin Comments:

For Regular program **Home-to-School/School-to-Home** subprogram routes, if the route provides **Two or More Mile Service** and **Hazardous Area Service** to students, the roster must clearly differentiate between the two types of eligible riders. For example, if you have all types of service, enter the total **Daily Mileage**, including mileage for **Hazardous Area Service** and **Two or More Mile Service**. Then complete the middle section of the form by recording the **Daily Mileage** for **Hazardous Area Service** (or subtracting **Two or More Mile Service** from **Total Route Mileage** to arrive at the **Hazardous Area Service** amount). Once you enter data into both sections, the system automatically calculates the difference for **Two or More Mile Service**.

(This requirement is not applicable to **Curriculum/Academic Route Services** that occur between campuses or instructional sites during the school day.)

Once you have entered data in the route worksheets, the system automatically calculates and updates the appropriate items on the route worksheet pages or the **Transportation Route Services Regular Program** page for your review.

**Error messages occur when you make invalid entries. For example, you can't leave a route's identity blank. And once you have entered a route, you can't leave other fields for that route blank. If you try to enter data for COMBINED TWO OR MORE MILE AND HAZARDOUS AREA SERVICE that is less than ONLY TWO OR MORE MILE, YOU WILL ALSO GET AN ERROR.**

# Editing Routes

**Route Services Details** ?

Status: [Saved](#) Last Updated: 5/19/2016 11:23:23 AM Last Updated By: transuser

**Routes (4)**

School Year: 2015-2016      District: CAYUGA ISD (001902)      Override Rate:

Program: Regular      Sub-program: Home-to-School/School-to-Home      Effective Rate: \$0.88

Route Services File:   [Route Services Data Template](#)

Total Route Mileage Including Hazardous Area Service					Hazardous Area Service				Two or More Mile (Only) Service					
Route ID	Daily Mileage	Days Operated	Annual Mileage	Avg. Daily Ridership	Daily Mileage	Days Operated	Annual Mileage	Avg. Daily Ridership	Daily Mileage	Days Operated	Annual Mileage	Avg. Daily Ridership		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Save"/>	<input type="button" value="Cancel"/>
Blue	56.6	150	8,490.0	56	56.6	150	8,490.0	56	0.0	150	0.0	0	<input type="button" value="Update"/>	<input type="button" value="Cancel"/>
Green	87.6	180	15,768.0	77	56.6	180	10,188.0	6	31.0	180	5,580.0	71	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Orange	56.3	180	10,134.0	23	30.0	180	5,400.0	10	26.3	180	4,734.0	13	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Yellow	78.0	175	13,650.0	45	0.0	175	0.0	0	78.0	175	13,650.0	45	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

District Comments:

Admin Comments:

## Editing Entries

To edit an entry follow these steps:

1. Click **Edit** next to the entry.
2. Edit the fields as needed.
3. Click **Save** to save the changes.

## Deleting Entries

To delete an entry, follow these steps:

1. Click **Delete** next to the entry.
2. Confirm that you want to delete the entry by clicking **OK**.

# Program Status History

This screen appears and shows the date & time of the last status change and the user ID of the person making the change.

**Route Services Details** ?

Status: Saved Last Updated: 5/9/2013 12:28:19 PM Last Updated By: transuser

Date	Status	Updated by	Comment
5/9/2013 12:28:19 PM	Saved	transuser	Route 11 was used to transport one Special Education Student to a sheltered workshop in a neighboring school district. The route was discontinued when the student passed away last November.
6/29/2012 11:43:26 AM	Approved	dsanche081	
6/26/2012 2:37:58 PM	Submitted	e001902cpu	Route 11 was used to transport one Special Education Student to a sheltered workshop in a neighboring school district. The route was discontinued when the student passed away last November.

				Area Service		Two or More Mile (Only) Service								
	Annual Mileage	Avg. Daily Ridership		Daily Mileage	Days Operated	Annual Mileage	Avg. Daily Ridership							
	0.0	0							<a href="#">Save</a> <a href="#">Cancel</a>					
	0.0	0		65.2	179	11,670.8	48		<a href="#">Edit</a> <a href="#">Delete</a>					
	0.0	0		48.7	179	8,717.3	51		<a href="#">Edit</a> <a href="#">Delete</a>					
3	94.3	179	16,879.7	31	0.0	179	0.0	0	94.3	179	16,879.7	31	<a href="#">Edit</a>	<a href="#">Delete</a>
Green	87.6	180	15,768.0	77	56.6	180	10,188.0	6	31.0	180	5,580.0	71	<a href="#">Edit</a>	<a href="#">Delete</a>
<b>Total</b>	<b>295.8</b>		<b>53,035.8</b>	<b>207</b>	<b>56.6</b>	<b>10,188.0</b>	<b>6</b>		<b>239.2</b>		<b>42,847.8</b>	<b>201</b>		

District Comments: Admin Comments:

Route 11 was used to transport one Special Education Student to a sheltered workshop in a neighboring school district. The route was discontinued when the student passed away last November.

# Determining and Reporting Route Ridership - Regular

Average daily ridership is the average of the highest two month's counts conducted during the school year.

- If counts are conducted in both the A.M. and P.M. on the same route on a count day, they must be documented separately and the higher of the two is used for determining average daily ridership.

**Important: A student may be part of an average daily ridership on only one home-to-school/school-to-home route for the school year.** Care must be taken to not count a student as part of an average daily ridership on more than one route to ensure that linear density is not artificially inflated.

Following are examples of situations in which students might be double-counted and instructions for avoiding double-counting:

1. Your district provided home-to-school/school-to-home route service for students placed in a disciplinary alternative education program (DAEP): Do not include a student as part of the average daily ridership on both the DAEP route and the route the student rode to his or her regular home campus. Since student eligibility criteria are the same for all home-to-school/school-to-home route services, report the average daily ridership for DAEP routes as 1 to ensure students are not double-counted. DAEP routes were formerly reported in the Disciplinary Alternative subprogram.
2. Your district provided mid-day home-to-school/school-to-home transportation to half-day prekindergarten students: If the A.M. prekindergarten students rode to school on a regular route with full-day students and the P.M. prekindergarten students rode home on the same type route, the students may be included as part of average daily ridership on the regular route or the midday route but not both. These routes were formerly reported in the Pre/Kinder subprogram.

## Determining and Reporting Route Ridership - Regular (Con't)

3. Your district has both traditional and **year-round** calendars: Report routes that were for transportation of **only** year-round calendar students that existed while the traditional calendar track was not in session with an average daily ridership of 1 to ensure students are not double-counted. These routes were formerly reported in the Year Round subprogram.
  
4. Your district provided transportation home for students who stayed after school for tutorials or other **after-school programs** and did not ride their regular route bus home: Since student eligibility criteria is the same for all home-to-school/school-to-home route service, the average daily ridership for the routes that transported these students home should be reported as 1 to ensure students are not double-counted. This type of route service was formerly an ineligible route service.
  
5. Your district created, deleted, or changed routes during the school year resulting in partial school year routes: students were reassigned routes and rode on more than one route during the school year: If a route was in operation for only a part of the school year and the students on that route were then assigned to another reported route or routes for the remainder of the school year, ensure you do not include a student as part of an average daily ridership on both routes. The student may be included as part of an average daily ridership on one or the other of the two routes but not both.

**Route Services Details**



Status: [Saved](#) Last Updated: 5/19/2016 12:27:19 PM Last Updated By: transuser

**Routes (8)**

**School Year:** 2015-2016      **District:** CAYUGA ISD (001902)      **Override Rate:**  
**Program:** Regular      **Sub-program:** Home-to-School/School-to-Home      **Effective Rate:** \$0.88  
 Route Services File:   [Route Services Data Template](#)

Total Route Mileage Including Hazardous Area Service					Hazardous Area Service				Two or More Mile (Only) Service					
Route ID	Daily Mileage	Days Operated	Annual Mileage	Avg. Daily Ridership	Daily Mileage	Days Operated	Annual Mileage	Avg. Daily Ridership	Daily Mileage	Days Operated	Annual Mileage	Avg. Daily Ridership		
					0			0					<a href="#">Save</a>	<a href="#">Cancel</a>
1	56.6	150	8,490.0	56	56.6	150	8,490.0	56	0.0	150	0.0	0	<a href="#">Edit</a>	<a href="#">Delete</a>
2	87.6	180	15,768.0	77	56.6	180	10,188.0	6	31.0	180	5,580.0	71	<a href="#">Edit</a>	<a href="#">Delete</a>
3	56.3	180	10,134.0	23	30.0	180	5,400.0	10	26.3	180	4,734.0	13	<a href="#">Edit</a>	<a href="#">Delete</a>
4	78.0	175	13,650.0	45	0.0	175	0.0	0	78.0	175	13,650.0	45	<a href="#">Edit</a>	<a href="#">Delete</a>
DAEP1	51.9	180	9,342.0	1	0.0	180	0.0	0	51.9	180	9,342.0	1	<a href="#">Edit</a>	<a href="#">Delete</a>
DAEP2	60.9	180	10,962.0	1	0.0	180	0.0	0	60.9	180	10,962.0	1	<a href="#">Edit</a>	<a href="#">Delete</a>
DAEP3	35.6	180	6,408.0	1	0.0	180	0.0	0	35.6	180	6,408.0	1	<a href="#">Edit</a>	<a href="#">Delete</a>
OED	23.2	16	371.2	1	0.0	16	0.0	0	23.2	16	371.2	1	<a href="#">Edit</a>	<a href="#">Delete</a>
<b>Total</b>	<b>450.1</b>		<b>75,125.2</b>	<b>205</b>	<b>143.2</b>		<b>24,078.0</b>	<b>72</b>	<b>306.9</b>		<b>51,047.2</b>	<b>133</b>		

District Comments:

Admin Comments:

**Example of reporting DAEP and OED (Optional Extended Day) routes. The students on these routes all rode other home to school/school to home routes during the school year. Report average daily ridership as 1 to prevent reporting students on more than one route.**

# Determining and Reporting Route Ridership - Regular (Con't)

## Example of Ridership on Partial School Year Routes:

**Example:** Rt. 1 and Rt. 5 were combined after 92 school days. Rt. 5a was the route identity given to the new route that continued for 86 school days until the end of the school year. Rt. 1 originally had 20 eligible riders and had an eligible daily mileage of 32.4 miles per day and Rt. 5 had 45 eligible riders and had an eligible daily mileage of 47.3 miles.

- Rt. 1 had two counts for an average daily ridership of 18
- Rt. 5 had two counts for an average daily ridership of 43
- Rt. 5a had an average daily ridership of 61 while in operation (high two counts of 63 and 58) during the remainder of the school year. All of the students on routes 1 and 5 were eligible riders on Rt. 5a; therefore, they can't be reported as part of an average daily ridership on both Rt. 1 and Rt. 5a. The same was applicable to Rt.5 and Rt. 5a. Ridership should be reported as the below.

--Rt. 1 in operation for 92 days with average daily ridership of 18

--Rt. 5 in operation for 92 days with average daily ridership of 42 \*

--Rt. 5a in operation for 86 days with average daily ridership of 1. (\* The FSP will not accept a zero for ridership so 1 is subtracted from the average on Rt. 5 and 1 is entered for Rt. 5a.)

You would enter the route data on the route worksheet like it is on the next page.

# 2015 – 2016 Transportation Route Services Worksheet

## Regular Program – Home-to-School/School-to-Home Subprogram

### Route Services Details ?

Route '1' was successfully added.

Status: Saved

Last Updated: 5/8/2013 1:51:23 PM

Last Updated By: transuser

#### Routes (3)

School Year: 2010-2011      District: CAYUGA ISD (001902)      Override Rate:  
 Program: Regular      Sub-program: Home-to-School/School-to-Home      Effective Rate: \$0.68

#### Total Route Mileage Including Hazardous Area Service

#### Hazardous Area Service

#### Two or More Mile (Only) Service

Route ID	Daily Mileage	Days Operated	Annual Mileage	Avg. Daily Ridership	Daily Mileage	Days Operated	Annual Mileage	Avg. Daily Ridership	Daily Mileage	Days Operated	Annual Mileage	Avg. Daily Ridership		
					0			0					<a href="#">Save</a>	<a href="#">Cancel</a>
1	32.4	92	2,980.8	18	0.0	92	0.0	0	32.4	92	2,980.8	18	<a href="#">Edit</a>	<a href="#">Delete</a>
5	47.3	92	4,351.6	42	0.0	92	0.0	0	47.3	92	4,351.6	42	<a href="#">Edit</a>	<a href="#">Delete</a>
5A	62.8	86	5,400.8	1	0.0	86	0.0	0	62.8	86	5,400.8	1	<a href="#">Edit</a>	<a href="#">Delete</a>
<b>Total</b>	<b>142.5</b>		<b>12,733.2</b>	<b>61</b>	<b>0.0</b>		<b>0.0</b>	<b>0</b>	<b>142.5</b>		<b>12,733.2</b>	<b>61</b>		

**This keeps eligible mileage correct and ensures students are not reported as part of an average daily ridership on more than one route for the school year.**

# Determining and Reporting Route Ridership Special, Career & Tech, and Private Programs

❖ **Special Program:** Ridership does not affect funding. Eligible Rider Rosters are required but counts are not required.

- Ridership for both Home-to-School/School-to-Home and Auxiliary/Extended School Year subprograms should be the number of different students that were transported during the school year. It should not be an average.

**Example.** The district began the school year with 5 Home-to-School/School-to-Home routes that transported 50 students requiring special transportation. This later declined to 46 students and then later increased to 54 students. The district's total ridership for all the routes should reflect 54.

- Auxiliary/Extended School Year is a different subprogram so you are not reporting them twice in the same subprogram.

## Determining and Reporting Route Ridership Special, C&T, Private Programs (Con't)

❖ **Career and Technology Program:** Ridership does not affect funding. Eligible Rider Rosters are required but counts are not required.

- Ridership for both Regular and Special subprograms should be the number of different students that were transported during the school year. It should not be an average.

**Private Program:** Ridership affects funding. Eligible Rider Rosters are required but counts are not required.

- The program allotment is determined based on mileage or ridership with the maximum funding being based on ridership. Ridership for a route is most often one student unless there are siblings being transported by the parent.

## New Changes and Linear Density

Decreased Linear Density could occur as a result of increased eligible mileage but the average daily ridership remains approximately the same as it was for SY 2014-2015. This could happen as a result of more mileage eligible because of route daily mileage measurements beginning and ending where the bus/passenger car is parked.

Two or More Mile (Only) Service		Total Route Mileage Including Hazardous Area Service	
460540	1685	486630	2175

Linear Density Calculation:       $1685 \times 180 = 303300$   
 $303300 \div 460540 = .659$   
 LD Group 3: \$.88

With an increase of 10,000 miles, linear density changes to:

$1685 \times 180 = 303300$   
 $303300 \div 470540 = .645$   
 LD Group 2: \$.79

**Regular Program Home-to-School/School-to-Home Subprogram**

Two or More Mile (Only) Service		Area Service	
Annual Mileage	Average Daily Ridership	Annual Mileage	Average Daily Ridership
235233	1,148	187266	1,212

**LD = 1148 x 180 ÷ 235233 = .878**

**.878 falls between .650 and .899 resulting in an LD rate of \$.88**

**.878 isn't far from .900 which begins the next higher LD group.**

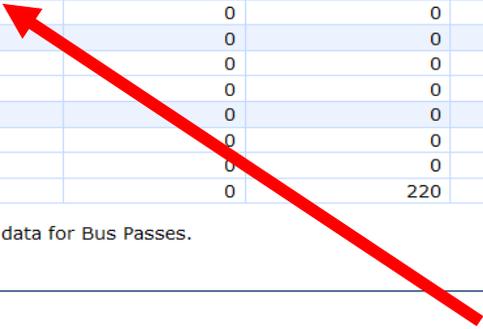
**The district may want to consider not reporting some eligible route services in order to get the LD to .900 or above. [\(LD Worksheet\)](#)**

# Special Program

Routes							
Click the sub-program name to enter or change data for that sub-program.							
Program	Total Mileage	Total Ridership	Effective Rate	Override Rate	Total Allotment	Status	Last Updated
Regular	47,133	207	0.68		\$32,050	Saved	5/9/2013 12:28:19 PM
Home-to-School/School-to-Home	53,036	207					
Curriculum/Academic	0	0					
Special	15,134	13	1.08		\$16,345	Approved	6/29/2012 11:43:26 AM
Home-to-School/School-to-Home	15,134	13					
Auxiliary/Extended School Year	0	0					
Career & Technology	0	0	2.4506		\$0	New	
Regular	0	0					
Special	0	0					
Private	0	0	0.25		\$0	New	
Regular	0	0					
Special	0	0					
Total	0	220			\$48,395		

Click "Bus Passes" to enter or change data for Bus Passes.

Bus Passes: \$0



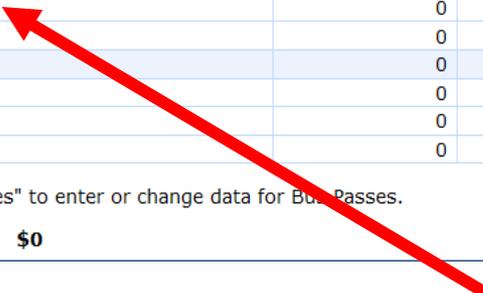
For Home-to-School/School-to-Home and Auxiliary/ESY, enter the eligible mileage and the total number of *different* students transported during the year on the route worksheets. **Auxiliary is during the school day transportation to community-based instruction/learning or transitional life skills training and certain non-instructional support services, such as developmental, corrective, or other supplementary services, including health exams, diagnostic testing, counseling, and therapy. All should be documented in individual student IEPs, as required. Auxiliary is only the actual days operated.**

# Career and Technology Program

Routes							
Click the sub-program name to enter or change data for that sub-program.							
Program	Total Mileage	Total Ridership	Effective Rate	Override Rate	Total Allotment	Status	Last Updated
Regular	47,133	207	0.68		\$32,050	Saved	5/9/2013 12:28:19 PM
Home-to-School/School-to-Home	53,036	207					
Curriculum/Academic	0	0					
Special	15,134	13	1.08		\$16,345	Approved	6/29/2012 11:43:26 AM
Home-to-School/School-to-Home	15,134	13					
Auxiliary/Extended School Year	0	0					
Career & Technology	0	0	2.4506		\$0	New	
Regular	0	0					
Special	0	0					
Private	0	0	0.25		\$0	New	
Regular	0	0					
Special	0	0					
Total	0	220			\$48,395		

Click "Bus Passes" to enter or change data for Bus Passes.

Bus Passes: \$0



Here's the screen for CAREER AND TECHNOLOGY. You have Regular and Special subprograms. Remember that this transportation must be to and from PEIMS coded Career and Tech courses and only for PART of the student's academic day.

Eligible transportation provided is to career and technology education students between their regular attendance zone campus and the location of the career and tech class because it is not available at their campus. It is not home to school transportation. Only PART of the student's academic day can be at a different location. A student that transfers to a magnet school to attend general academic and career and tech classes is NOT eligible for transportation funding. The location of the C&T instruction could be another district campus, an area career and tech coop campus or a state regulated public or private postsecondary institution such as a college campus that the district has contracted with to provide instruction. Transportation provided for Special Needs Community Based Life Skills is NOT career and technology eligible mileage and should be reported under Special Auxiliary, not Career and Tech. The rate is your previous year's Regular Program cost per mile from the Ops Report.

# Private Program

Routes							
Click the sub-program name to enter or change data for that sub-program.							
Program	Total Mileage	Total Ridership	Effective Rate	Override Rate	Total Allotment	Status	Last Updated
Regular	47,133	207	0.68		\$32,050	Saved	5/9/2013 12:28:19 PM
Home-to-School/School-to-Home	53,036	207					
Curriculum/Academic	0	0					
Special	15,134	13	1.08		\$16,345	Approved	6/29/2012 11:43:26 AM
Home-to-School/School-to-Home	15,134	13					
Auxiliary/Extended School Year	0	0					
Career & Technology	0	0	2.4506		\$0	New	
Regular	0	0					
Special	0	0					
Private	0	0	0.25		\$0	New	
Regular	0	0					
Special	0	0					
Total	0	220			\$48,395		

Click "Bus Passes" to enter or change data for Bus Passes.

Bus Passes: **\$0**

## Sample of Route Worksheet

Total Route Mileage						
Route ID	Daily Mileage	Days Operated	Annual Mileage	Avg. Daily Ridership		
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<a href="#">Save</a>	<a href="#">Cancel</a>
P12	2.0	150	300.0	1	<a href="#">Edit</a>	<a href="#">Delete</a>
P13	1.6	74	118.4	1	<a href="#">Edit</a>	<a href="#">Delete</a>
P14	0.8	174	139.2	1	<a href="#">Edit</a>	<a href="#">Delete</a>
<input checked="" type="checkbox"/> P15	0.4	170	68.0	1	<a href="#">Edit</a>	<a href="#">Delete</a>
<b>Total</b>	<b>4.8</b>		<b>625.6</b>	<b>4</b>		

Private Program may be Regular or Special. Report only the days the route was actually in operation. Routes must have route descriptions just like all other routes. In this example, miles X rate was less than the per student amount of \$816.

## Including Comments With First Send Completed Report If you want to make any comments or notes, please enter them here. (Max length of approximately 2000 characters allowed)

District Comments: \*

Miistakenly reported all minivan/passenger cars as Regular. Two were used for Regular and two for Special.

Admin Comments:

Submit to District Approver

Save

Cancel

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FSP 2.2.1771.0

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**When you put a report into SUBMITTED status the first time, you have a choice of including comments or not. If you need to point out anything significant about the data reported, include it at this point. Enter your comments under District Comments field. If none, do not enter Comments.**

# Student Transportation Cost and Mileage Program

## Operations

Status: Approved

Last Updated: 1/30/2013 11:38:10 AM

Last Updated By:

## Cost & Mileage Information

	Cost		Mileage	
	Regular	Special	Regular	Special
6100 - Salaries & Benefits: Payroll [?]	97,977	11,256	Route-Related Service [?] <b>92,328</b>	15,134
6200 - Purchased: Contracted Services/Bus Passes [?]	65,469	7,275	Extracurricular/Cocurricular Services: Field Trips/Sports/Band [?]	342
6300 - Supplies & Materials: Cost of Oil and Fuel [?]	80,480	11,523	Service for Non-School Organization: Boy Scouts/Lions Club [?]	0
6400 - Depreciation/Other Operating Expenses: Cost of Vehicles/Annual Depreciation [?]	65,013	6,623	Other Use: Inspections/Test Driving/Drive Training/Licensing Exam [?]	290
6500 - Debt Service: Interest Loans/Leases [?]	0	0	<b>Total:</b>	<b>109,695</b>
<b>Total:</b>	<b>\$308,939</b>	<b>\$36,677</b>	<b>Cost Per Mile:</b>	<b>\$2.8163</b>
				<b>15,766</b>
				<b>\$2.3263</b>

**Should match the total mileage from your odometer records.**

The route related service mileage for this report DOES NOT come from the Route Service Report. The source for the total mileage on this report is odometer/usage records of the vehicles used for student transportation during the school year. You must have a tracking system to be able to breakdown the total miles into the state categories. It is highly unlikely that the mileage per odometer readings could be the exact same as the mileage eligible for funding on the Route Services Report. If the Ops Report has the same route related mileage as the Route Service Report or if there was considerably less miles actually driven for route service compared to that reported for funding, your report will probably be rejected and you will need to either provide justification for the discrepancy or amend the Route Services Report.

# Student Transportation Vehicle Summary & Misc. Program

## Vehicle Summary

### Number of School Buses by Type

	Regular	Special
A:	<input type="text" value="0"/>	<input type="text" value="2"/>
B:	<input type="text" value="0"/>	<input type="text" value="0"/>
C:	<input type="text" value="12"/>	<input type="text" value="0"/>
D:	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>Total:</b>	<b>12</b>	<b>2</b>

### Number of School Buses by Age

	Regular	Special
<1 to 5 years:	<input type="text" value="6"/>	<input type="text" value="2"/>
6 to 10 years:	<input type="text" value="3"/>	<input type="text" value="0"/>
>10 years and up (to 4/1/77):	<input type="text" value="3"/>	<input type="text" value="0"/>
Built before 4/1/77:	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>Total:</b>	<b>12</b>	<b>2</b>

### Number of Other Student Trans Vehicles

	Regular	Special
Passenger Car: Fewer than 10	<input type="text" value="3"/>	<input type="text" value="0"/>
Passenger Van: Fewer than 15	<input type="text" value="0"/>	<input type="text" value="0"/>
Motor Bus: Capacity 11 to 15	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>Total:</b>	<b>3</b>	<b>0</b>

### Number of School Buses Acquired

	Regular	Special
New:	<input type="text" value="1"/>	<input type="text" value="0"/>
Used:	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>Total:</b>	<b>1</b>	<b>0</b>

Does your district use contracted services?  Yes  No

Contractor Name:

This is the Vehicle Summary and Misc. items screen. There are some validations that will take place here. For example, the total quantity of buses under “No. of school buses by Age” must equal that of the total of “number of school buses by type”. In the Other Student Transportation Vehicle Section, only enter Cars/Vans/Motor buses that were used for student transportation and were included in the costs and mileage section of the report (mini vans should be reported as Passenger Cars). The compliance section regarding Civil Action 5281 should be gone when you do the 2010-2011 Ops report. If the District uses a Commercial Contractor or contracts with another district, check the Contracted box and enter the Contractor’s Name.

# Amending a Report Previously Approved or Rejected

District Comments: \*

Miistakenly reported all minivan/passenger cars as Regular. Two were used for Regular and two for Special.

Admin Comments:

Submit to District Approver

Save

Cancel

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**When you try to send an amended report/program, you are required to enter comments to explain why you are resending a report/program that was previously in Submitted or Rejected status.**

**Then click Submit to TEA and the report will be submitted. Make the explanation as detailed as necessary to ensure it is understood.**

**When you have done this, the TEA Program Administrator will be able to review the changes.**

# View or Print Reports

Foundation School Program CAYUGA ISD (001902) County-District Number: 001902 School Year: 2011-2012 Update

District Profile Programs School District State Aid Reports [Exit]

FSP Home > Programs > Transportation

## Transportation

**Program Contact:**  
DANNY SANCHEZ  
(512) 463-9266  
[danny.sanchez@tea.state.tx.us](mailto:danny.sanchez@tea.state.tx.us)

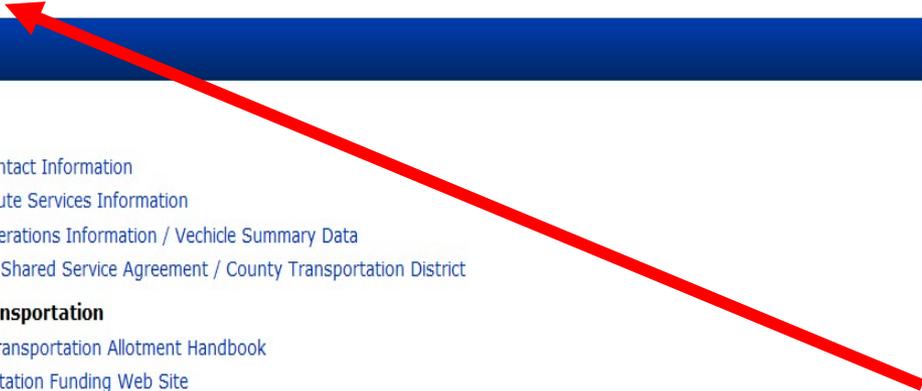
**Upcoming Events:**  
6/1/2012 - Transportation Open Date  
6/1/2012 - Transportation Route Services Open Date  
10/1/2012 - Transportation Operations Open Date  
5/31/2013 - Transportation Route Services Close Date  
[More Events](#)

**Announcements:**

**Actions**  
[Enter Contact Information](#)  
[Enter Route Services Information](#)  
[Enter Operations Information / Vehicle Summary Data](#)  
[Set Up a Shared Service Agreement / County Transportation District](#)

**More About Transportation**  
[School Transportation Allotment Handbook](#)  
[Transportation Funding Web Site](#)

**Training**  
Transportation online training - not yet available



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If a Route Services or Operations report is in a SUBMITTED status, you may view or print the completed report. When you click on the Reports button on the menu on the left, this screen comes up. At the top, you can select the report you want from the pull down menu.

# Selecting a Report

The screenshot shows a web browser window displaying the 'School District State Aid Reports' page. At the top, there is a blue header with the text 'School District State Aid Reports' and a question mark icon. Below the header, a grey box contains a cautionary message: 'This page is designed to allow users to view/print school districts' Summary of Finances or other state aid-related reports. The following caution is advised: Reports generated through this page are current as of the date that appears within the text of the report. District administrators are advised to visit this website once each month to print their Summary of Finances and their Payment Ledger. Districts are also advised to check the correspondence section of the School Finance website at the same time to view information about updates to the Summaries and other state funding related news.'

Below the caution, there is a 'Report:' label followed by a dropdown menu. The dropdown menu is open, showing a list of report options. The first option, 'Select Report', is highlighted in blue. Other options include 'Summary of Finances', 'Statewide Summary of Finances', 'Charter School Statewide Summary', 'Cost of Recapture', 'Payment Ledgers', 'Foundation Payment Schedule', 'Existing Debt Allotment Eligible Debt Service Report', 'Instructional Facilities Allotment Report', 'Tuition Limit Report', 'State Compensatory Education Numbers', 'Pupil Projections', 'Transportation Contracted Services', 'Transportation Vehicle Inventory', 'Transportation Route Services', 'Transportation Operation', 'Transportation Operation Statewide', and 'Transportation Route Services Statewide'. A red horizontal bar is visible behind the dropdown menu.

At the bottom of the browser window, the status bar shows 'Internet | Protected Mode: On', a refresh icon, and a zoom level of '130%'. The page number '68' is visible in the bottom right corner of the overall image.

**After clicking on Reports and selecting a report type, you get this screen. Select the year and enter the CDN or use the pull down list. There are several other reports that can be seen as well. You may view any district's completed report.**