



OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION
 Student Transportation
 Old Capitol Building
 PO BOX 47200
 Olympia WA 98504-7200
 Phone: (360) 725-6120 TTY: (360) 664-3631
<http://www.k12.wa.us/transportation>

VERIFICATION OF RIDERSHIP DATA SUBMITTED

School Year 2018–19

Fall Report Period

School District or ESD Name: _____ Date Completed: _____

Name of individual verifying completion of reports: _____

For the 2018–19 school year, the following data is being submitted for the Fall transportation reporting requirements. Each school district should retain a copy of all documentation for all reports submitted. The due date for the Fall 2018–19 School Year report is October 31, 2018. Submit this form to the Regional Transportation Coordinator (RTC). See OSPI Bulletin 083-18 for RTC contact information.

Student Count Period (Three consecutive school days)

Day One Date _____ Total Student Count Day One _____

Day Two Date _____ Total Student Count Day Two _____

Day Three Date _____ Total Student Count Day Three _____

Total daily student counts should consist of the basic program student count, minus the walk area student count, plus the transit student count, plus the total special program student count.

Eliminate the highest student count day; eliminate the lowest student count day; the remaining count day is the district "Reported Student Count Day" which is: Month _____ Day _____, Year _____.

The following reports are submitted using the Student Transportation Allocation Reporting System (STARS) online reporting system. Please see the Detailed Guidance for instructions on completing the report requirements.

- ☐ 1. Student Count Report (The STARS Grand Total should match the student count from the Reported Student Count Day (above)).
- ☐ 2. School Bus Route and Bus Stop Location Report (check one)
 - ☐ Route changes were made since the previous report period and have been checked for accuracy.
 - OR
 - ☐ No Route changes have been made since the last report period.
- ☐ 3. Non-High District Report (only if district is non-high).
- ☐ 4. District Car Mileage Report (estimate for current school year, even if reporting zero miles).
- ☐ 5. Prior School Year Annual School Bus Mileage Report (2017–18 School Year data)
- ☐ 6. Prior School Year Annual McKinney-Vento Homeless Transportation Report (2017–18 School Year data)
- ☐ 7. Prior School Year Annual School Transportation Fuel Report (2017–18 School Year data)

The following report is submitted using the 1799 Online School Bus Driver Database. For additional instructions, see OSPI Bulletin 083-18.

- ☐ 8. Annual School Bus Driver Compliance Verification Report.

TRANSPORTATION ADMINISTRATOR'S NAME _____

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STUDENT COUNT FORM 2018–19 School Year (optional)

ASSIGNED DRIVER'S NAME	DISTRICT BUS NUMBER	STATE BUS NUMBER	DISTRICT ROUTE NUMBER	STATE ROUTE NUMBER	DATE

Counts and verification signatures must be completed in ink by the school bus driver.

Route Type (Check all that apply)	
Basic	
Special Education	
Bilingual	
Gifted	
Homeless	
Early Ed	

DESTINATION 1		DESTINATION 2		DESTINATION 3	
School Name	COUNT	School Name	COUNT	School Name	COUNT
BASIC STUDENT COUNT		BASIC STUDENT COUNT		BASIC STUDENT COUNT	
S/E STUDENT COUNT		S/E STUDENT COUNT		S/E STUDENT COUNT	
BILINGUAL STUDENT COUNT		BILINGUAL STUDENT COUNT		BILINGUAL STUDENT COUNT	
GIFTED STUDENT COUNT		GIFTED STUDENT COUNT		GIFTED STUDENT COUNT	
HOMELESS STUDENT COUNT		HOMELESS STUDENT COUNT		HOMELESS STUDENT COUNT	
EARLY ED STUDENT COUNT		EARLY ED STUDENT COUNT		EARLY ED STUDENT COUNT	

Number of bus stops in walk area (this route)

Walk Area Stops student count		Walk Area Stops student count		Walk Area Stops student count	
(transfer from back)		(transfer from back)		(transfer from back)	
TOTALS (OFFICE USE)					

Supervisor: Initial here if all stops are in walk area: _____

Driver: If all route stops are within the designated walk area, enter the student count at the destination(s) and in the Walk Area Stops student count box. Do not count students at individual stops if all stops are in the walk area.

I verify that the information provided is true and accurate to the best of my ability:

 Print Driver Name

 Driver Signature

 Date

Do not submit this form to OSPI.

STUDENT COUNT FORM – WALK AREA TRANSPORTATION

Counts and verification signatures must be completed in ink by the school bus driver.

Use this side of the form to record any home-to-school transportation provided within the established walk area.

Do not count students at school bus stops except within the walk area.

[illegible]

WAC 392-141-330

School bus driver daily logs.

Districts shall require drivers to maintain a daily route log that includes the school bus driver's name, bus number, route number, destinations and student counts by destination, pretrip and posttrip verification, with the date and school bus driver's signature. These daily route logs shall be completed in ink and shall be maintained in the district files in accordance with the district record retention schedule. Electronic data collection systems or files may be used for any of this information.

Daily route logs are required to be completed at least once each week. If a district does not require daily route logs on a daily basis, the district must ensure that during each report period a daily log is collected on at least one additional weekday corresponding to each of the days of the count period.

[Statutory Authority: RCW **28A.150.290**. WSR 15-11-075, § 392-141-330, filed 5/19/15, effective 6/19/15; WSR 11-15-007, § 392-141-330, filed 7/7/11, effective 8/7/11.]

WAC 392-141-310**Definitions.**

The definitions in this section apply throughout this chapter unless the context clearly requires otherwise:

- (1) "Superintendent" means the superintendent of public instruction.
- (2) "District" means either a school district or an educational service district.
- (3) "Charter school" means a public school operating under the provisions of chapter

28A.710 RCW.

(4) The definition of "school" includes learning centers or other agencies where educational services are provided.

(5) "Eligible student" means any student served by a district or charter school transportation program either by bus, district car, or individual arrangements meeting one or more of the following criteria:

(a) A student whose route stop is outside the walk area of the student's enrollment school site; or

(b) A student whose disability is defined by RCW **28A.155.020** and who is either not ambulatory or not capable of protecting his or her own welfare while traveling to or from school.

Districts determine which students are provided with transportation services; however, only eligible students qualify for funding under the operations allocation.

(6) "To and from transportation" means all transportation between route stops and schools both before and after the school day. To and from transportation includes transportation between home and school and transportation between schools, commonly referred to as shuttles. Transportation not authorized for state allocations under this definition includes, but is not limited to, transportation for students participating in nonacademic extended day programs, field trips, and extracurricular activities.

(7) "Home to school transportation" means all student transportation between route stops and schools both before and after the school day. Home to school transportation does not include transportation between schools.

(8) "Basic program transportation" means students transported between home and school for their basic education. Basic program transportation includes those students who qualify under RCW **28A.155.020** for special services and are capable of protecting his or her own welfare while traveling to or from school and those students who are enrolled in gifted or bilingual programs or homeless students that do not require specialized transportation. Also included in basic program transportation is transportation required to comply with the school choice provisions of the Elementary and Secondary Education Act (ESEA).

(9) "Special program transportation" means home to school transportation for one of the following specialized programs:

(a) Special education programs provided for by chapter **28A.155** RCW and where transportation as a related service is included on the student's individual education plan or where transportation is required under the provisions of Section 504 of the Rehabilitation Act of 1973; or

(b) Students who require special transportation to a bilingual program in a centralized location; or

(c) Students who require special transportation to a gifted program in a centralized location; or

(d) Students who require special transportation to their school of origin as required by the provisions of the McKinney-Vento Homeless Assistance Act or the foster care provisions in the ESEA Section 1112 (c)(5)(B); or

(e) Students who require special transportation to a district operated head start, district operated early childhood education assistance program, or other district operated early education program.

(10) "Private party contract" means the provision of home to school transportation service using a private provider (not in a school bus). Private party contracts shall require criminal background checks of drivers and other adults with unsupervised access to students and assurances that any students transported be provided with child safety restraint systems that are age and weight appropriate. Vehicles used must meet school bus specifications established in chapter **392-143** WAC if they have a manufacturer's design capacity of greater than ten passengers, including the driver. However, a vehicle manufactured to meet the federal specifications of a multifunction school activity bus may be used.

(11) "In lieu transportation" means a contract to provide home to school transportation with a parent, guardian or adult student, including transportation on rural roads to access a school bus stop.

(12) "Count period" is the three consecutive school day window used for establishing the reported student count on home to school routes.

(13) The school year is divided into three "report periods," as follows: September - October, November - January, and February - April. These report periods are also referred to respectively as the fall, winter and spring reports. The count period must not fall within five school days of the end of the report period.

(14) "Combined student count" is the total number of basic program or special program eligible student riders reported during each report period. The combined student counts for the determination of funding consist of the prorated basic program and special program student counts from the prior year's spring report and the current year's fall and winter reports. The prior school year's fall, winter and spring student counts are used for the determination of the efficiency rating. The combined student counts are prorated based on the number of months in the respective report period. For a charter school in the first year of operation, the current year fall count shall be used as the prior year spring count to determine the combined student count.

(15) "Average distance to school" means the average of the distances from each school bus stop measured by the shortest road path to the assigned student's school of enrollment.

(16) "Prorated average distance" is calculated by taking the average distance to school weighted by the number of months in the corresponding report period. The prorated average distance used in calculating district allocation consists of the prorated average distance from the prior year's spring report and the current year's fall and winter reports. The prior school year's fall, winter and spring average distances are used for the determination of the efficiency rating.

(17) "Prorated number of destinations" is calculated by taking the number of learning centers a school district provides with home-to-school transportation service weighted by the number of months in the corresponding report period. The prorated number of destinations used in calculating district allocation consists of the prorated number of destinations from the prior year's spring report and the current year's fall and winter reports. The prior school year's

fall, winter, and spring number of destinations are used for the determination of the efficiency rating.

(18) "Land area" is the area of the school district in square miles, excluding water and public lands, as determined by the superintendent. For educational service districts, the land area value will be determined by the superintendent from the contiguous area provided with transportation service.

(19) "Roadway miles" refers to the number of public roadway miles within the land area of the school district, as determined by the superintendent. For educational service districts, the roadway mile value will be determined by the superintendent from the roadway miles within the contiguous area provided with transportation service.

(20) "Walk area" is defined as the area around a school where the shortest safe walking route to school is less than one mile.

(21) "District car route" means to and from school transportation where a district motor pool vehicle (not a school bus) is used to transport an eligible student or students. Any regularly scheduled home to school transportation in a district car is required to be driven by an authorized school bus driver.

(22) "District car allocation" is calculated by multiplying the total annual district car route mileage by the rate of reimbursement per mile that is authorized for state employees for the use of private motor vehicles in connection with state business in effect on September 1st of each year.

(23) A "low ridership district" is defined as a district with an annual student count less than two hundred eighteen students.

(24) A "nonhigh" district is defined as a district meeting the eligibility requirements for a nonhigh district as established by the superintendent of public instruction's school apportionment and financial services section.

(25) A "transportation cooperative" is defined as two or more districts sharing transportation operations administrative functions. An interdistrict agreement for the provision of maintenance services on school buses does not constitute a transportation cooperative for the purposes of this chapter, regardless if the agreement qualifies as a transportation cooperative under the provisions of chapter 392-346 WAC, unless shared operations administrative functions are also included in the interdistrict agreement. A transportation cooperative has the option of reporting as a single entity.

(26) "Alternate funding system" means an additional funding system as provided in RCW 28A.160.191, defined by OSPI to adjust the allocation for low enrollment school districts, nonhigh school districts, school districts participating in interdistrict transportation cooperatives, and educational service districts operating special transportation services.

(27) "Prior year expenditures" means the total of school district transportation operations costs for to-and-from transportation for the prior school year. All revenue reported in transportation except for the state allocation for transportation operations is deducted from reported costs, including in lieu of depreciation allocations under the provisions of WAC 392-142-245 for districts contracting transportation services. Any adjustments as a result of audits or other adjustments to prior year costs shall not be included unless those adjustments are correcting the actual cost of transportation operations for the prior year. The basis for the prior year expenditures shall be the district financial statement. School districts are only required to report adjustments not reflected in the annual financial statement.

(28) "Expected allocation" means the initial amount of funding resulting from the regression analysis calculation.

(29) "Adjusted allocation" means the expected allocation plus any alternate funding system, calendar, or legislative adjustments.

(30) For a district, "actual allocation" means the lesser of the prior year expenditures including adjustments by the legislature or the adjusted allocation. For a charter school, the actual allocation is a final amount to be allocated for transportation services using the process described in this chapter, plus any funding provided under chapter 392-142 WAC.

(31) "Efficiency evaluation" refers to the statistical evaluation of efficiency of a school district's transportation operation using linear programming of the data required by the funding formula and the number of buses used on home-to-school routes. Each school district is separately compared to an individualized statistical model of a district having similar site characteristics. The efficiency evaluation is expressed as a percentage efficiency rating.

(32) A district's "transportation funding percentage" is calculated by dividing the district's actual allocation by the district's prior year expenditures.

(33) The "state median percent funded" is determined by calculating each district's transportation funding percentage and taking the median value by sorting the total number of reporting districts in descending order and selecting the middle value. If there is an even number of districts, the bottom value in the top half shall be used.

[Statutory Authority: RCW 28A.150.290. WSR 16-22-073, § 392-141-310, filed 11/1/16, effective 12/2/16; WSR 16-05-062, § 392-141-310, filed 2/12/16, effective 3/14/16; WSR 15-11-075, § 392-141-310, filed 5/19/15, effective 6/19/15; WSR 13-17-110, § 392-141-310, filed 8/21/13, effective 9/21/13; WSR 11-15-007, § 392-141-310, filed 7/7/11, effective 8/7/11.]

WAC 392-141-320**Reporting requirements.**

(1) Reports shall be submitted by each district or charter school to the superintendent no later than the last business day in October, the first business day in February, and the first business day in May. These reports shall reflect to the extent practical the planned student transportation program for the entire report period and which is in operation during the ridership count period. The superintendent shall have the authority to make modifications or adjustments in accordance with the intent of RCW 28A.160.150. Each district or charter school shall submit the data required on a timely basis as a condition to the continuing receipt of student transportation allocations.

(2) In each report period, districts shall report such operational data and descriptions, as required by the superintendent to determine the operations allocation for each district, including:

- (a) School bus route information;
 - (b) Student count information; and
 - (c) An update to the estimated total car mileage for the current school year.
- (3) For the fall report, districts shall report to the superintendent as required:

(a) An annual school bus mileage report including the total to and from school bus miles for the previous school year, and other categories as requested;

(b) An annual report of each type of fuel purchased for student transportation service for the previous school year, including quantity and cost. This report shall be considered part of the district's annual financial statement for the purposes of RCW 28A.160.170(2); and

(c) An annual report as required by RCW 28A.300.540 of the number of students transported to their school of origin as required by the McKinney-Vento Homeless Assistance Act and the foster care provisions in the ESEA Section 1112 (c)(5)(B) for the previous school year, and the total mileage and additional cost of such transportation. These costs may include, but are not limited to:

(i) Transportation service that serves only student(s) under McKinney-Vento and the foster care provisions in the ESEA Section 1112 (c)(5)(B). Districts may determine costs based upon route mileage and an average per mile cost for operation of the bus or vehicle. Driver time may be taken from actual driver costs records if such records are maintained, or may be determined using an average driver costs factor.

(ii) Incremental revisions in route at the start or end of a route to accommodate McKinney-Vento and foster care transportation, if separately identified, may be included based upon route mileage and an average per mile cost for operation of the bus or vehicle.

(iii) Costs for public transportation or other contracted services for transporting McKinney-Vento and foster care student(s).

(iv) Nondriver transportation staff positions whose job duties are predominately overseeing or routing services to McKinney-Vento and foster care students. If the position duties encompass other non-McKinney-Vento and foster care areas, then only the costs directly related to McKinney-Vento and foster care transportation shall be included and such costs shall be determined using federal time and effort reporting procedures.

No indirect or allocated costs may be included in this reporting.

(4) In each report period, charter schools shall report student counts.

WAC 392-141-340

Determination of the walk area.

(1) Each district or charter school shall determine the walk area for each school building or learning center where students are enrolled, attend class and transportation is provided. The district or charter school is required to use a process to determine the walk area that involves as many of the following groups as possible: Parents, school administrators, law enforcement representatives, traffic engineers, public health or walking advocates and other interested parties. Hazardous conditions requiring transportation service will be documented and will include all roadways, environmental and social conditions included in the evaluation process. The process will be consistent with the one described in *School Walk and Bike Routes: A Guide for Planning and Improving Walk and Bike to School Options for Students* published by the Washington state department of transportation.

(2) The process will identify preferred walking routes from each neighborhood to each elementary school as required by RCW 28A.160.160(5). Walk areas will be reviewed as conditions change or every two years.

(3) Districts and charter schools are allowed to provide transportation service within the walk area, but basic program students who are provided transportation from school bus stops within the walk area are not eligible for funding. It is the responsibility of each district or charter school to ensure that noneligible students who are provided with transportation service within the walk area are correctly reported during the count period.

(4) A district or charter school is not required to document the process used to determine that transportation will not be provided from an area. Districts and charter schools are only required to document the process used to make a decision to transport within one road mile of a school if such transportation is provided due to hazardous conditions and those students are reported for funding.

[Statutory Authority: RCW 28A.150.290. WSR 15-11-075, § 392-141-340, filed 5/19/15, effective 6/19/15; WSR 11-15-007, § 392-141-340, filed 7/7/11, effective 8/7/11.]

WAC 392-141-430

Charter school recordkeeping requirements.

All data and forms necessary to develop the charter school's student transportation report shall be maintained in accordance with the charter school's record retention schedule and shall include the following:

- (1) Any school bus route logs or school bus driver daily logs for each count period;
 - (2) All documentation used to calculate the combined student count for each report period;
- and
- (3) All documentation used to calculate the number of students boarding the bus at bus stops within the walk area of their school of enrollment.

Charter schools shall not promote or publicize specific count periods or utilize incentive programs that provide tangible gifts to reward ridership during specific time periods.

[Statutory Authority: RCW **28A.150.290**. WSR 15-11-075, § 392-141-430, filed 5/19/15, effective 6/19/15.]

WAC 392-141-375

Funding calculation for charter schools.

For a charter school, the per-student allocation for student transportation is calculated using the actual allocation for the previous school year for the district in which the charter school is located, divided by the district's prior year's combined student count. This per-student amount is provided to the charter school based on the charter school's current year combined student count.

[Statutory Authority: RCW **28A.150.290**. WSR 15-11-075, § 392-141-375, filed 5/19/15, effective 6/19/15.]