Pupil Transportation
Do’s and Don’ts

Avoiding common claim reporting errors

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Presentation Outline

- Problem Areas and Changes
- Reminders
- Allocation of Costs
- Salary and Benefits
- Depreciation Schedule
- Current Formula Calculation
Categories of Pupil Transportation
- Pupils who reside 1.5 Miles or More from School
- Pupils who reside < 1.5 Miles from School \textit{without} an IDOT hazard
- Pupils who reside < 1.5 Miles from School \textit{with} an IDOT hazard

Line 1 – Headcount of all K-12 Reg Ed public school pupils enrolled for transportation on a regular route during the regular school term.

Line 2 – Headcount of all K-12 Reg Ed non-public school pupils enrolled for transportation on a regular route during the regular school term.
Problem Areas and Changes

- Line 3 – Headcount of Reg Ed Pre-K pupils enrolled for transportation on a **Nonexclusive** regular route (e.g. student riding with sibling) during the regular school term.

- Line 3(e) – Headcount of ALL other Reg Ed Pre-K pupils enrolled for transportation not reported on Line 3d.

- Line 3(f) – Total headcount of ALL Reg Ed Pre-K pupils enrolled for transportation.

- Line 4 – Headcount of ALL Reg Ed K-12 pupils enrolled on a curricular-related field trip but are not enrolled on a regular route.

**IMPORTANT: DO NOT DUPLICATE HEADCOUNT OF ANY PUPIL REPORTED ON LINES 1 – 3.**
Problem Areas and Changes

- Line 5(a) – Prepopulated but requires review. Reflects the total enrolled days for eligible public and nonpublic PreK -12 pupils who reside 1.5 miles or MORE from their school multiplied by the final school calendar plus pupils enrolled on curricular-related field trips.

Calculation:
Line 1a + 2a + 3a * Line 6 + Line 4

IMPORTANT REVIEW CHECK
Verify and change, if necessary, the enrolled days for pupils entered on Lines 1a, 2a and 3a who may have enrolled later or dropped during the school year.
Problem Areas and Changes

- Line 5(b) - Prepopulated but requires review
  Reflects the total enrolled days for eligible public and nonpublic PreK -12 pupils who reside LESS than 1.5 miles from their school without an approved serious safety hazard multiplied by the final school calendar.

  Calculation:
  Line 1b + 2b + 3b * Line 6

- Line 5(c) – Prepopulated but requires review
  Reflects the total enrolled days for eligible public and nonpublic PreK -12 pupils who reside LESS than 1.5 miles from their school with an approved serious safety hazard multiplied by the final school calendar.

  Calculation:
  Line 1c + 2c + 3c * Line 6
Reminders

- **Line 10a – Total Regular Route Miles**
  Enter the total number of miles driven to transport PreK (Nonexclusive Routes) and K-12 pupils on regular routes during the regular school term.
  - Home to School and School to Home;
  - Early morning routes (e.g. Zero Hour);
  - Shuttle miles between schools during the school day;
  - Late runs to transport eligible pupils who are required for disciplinary reasons to serve a detention period either before or after the school day;
Reminders

Line 10a – Total Regular Route Miles
Enter the total number of miles driven to transport PreK (Nonexclusive Routes) and K-12 pupils on regular routes during the regular school term.

- Transporting eligible pupils following voluntary, extracurricular and/or co-curricular activities immediately before or after the school day;
- Driving to repair buses on the road and pick up parts for district-owned pupil transportation vehicles;
- Driving buses to and from inspection lanes.
Reminders

• ANY driver who is transporting pupils (other than parents or legal guardians transporting their OWN pupils) in First Division vehicles **MUST** possess a valid school bus driver permit.

  This includes taxi cab drivers!

• First Division Vehicles – Designed to carry not more than 10 persons total including the driver (e.g. cars, suburbans, mini-vans)
Reminders

- Line 10b – Total Regular Curriculum Related Field Trip Miles
  Enter the total number of miles driven to transport K-12 pupils on curricular related field trips during the regular school term.
  - Detailed documentation must be retained in the district for audit purposes showing how the field trip directly relates to the educational curriculum;
  - The field trip must be part of the school day;
  - On the day of the field trip, the field trip site is the assigned attendance center for all pupils in the class;
  - If parents, students or any organization pays for any part of the transportation costs, the field trip becomes an extracurricular trip;
Reminders

- Line 10b – Total Regular Curriculum Related Field Trip Miles
  Enter the total number of miles driven to transport K-12 pupils on curricular related field trips during the regular school term.

  - If the district requires pupils to perform community service as part of the curriculum, the transportation of pupils to perform such community service within the district is reimbursable.
Reminders

- **Line 12 – Total Special Education Transportation Miles**
  Enter the total number of miles driven to transport special education PreK-12 pupils during the regular and summer term.
  - Special transportation must be approved as a related service on the student’s IEP.
  - Does not include miles for a special education student who does not require special transportation and is transported on a regular route.
  - Detailed records documenting the mileage and rationale for the student must be maintained and available for both regular route and curricular field trip transportation.
Reminders

- **Line 13 – Total Non-reimbursable Miles**
  Enter the total non-reimbursable miles driven to transport K-12 pupils during the regular term.

  - **13a - Miles driven for non-curriculum related field trips**
    - Transporting participants to and from athletic contests or academic contests;
    - Transporting students to and from extracurricular activities or regular education summer school.

    Include miles traveled using the Multifunction School Activity Bus (MFSAB)

  - **13b - Miles driven for EXCLUSIVE Pre-K routes plus the percentage of miles driven for regular Pre-K pupils who are transported with sped pupils on a regular route.**
District owned/operated transportation expenditures must be prorated based on the ratio of miles in each category (i.e. Regular, Sp Ed, Vocational, and/or Non-reimbursable).

Contractual transportation expenditures must be prorated based on the ratio of miles in each transportation category (i.e. Regular, Sp Ed, Vocational, and/or Non-reimbursable) with the following exceptions:

- A contractor that provides only one category of transportation service;

- A contractor that provides multiple types of transportation services, with a contract for each service that was separately executed on or after July 1, 2004, based on the lowest bid amount at least two bids tendered by separate contractors;
Contractual Exceptions (Cont.)

- Contracts with a parent/guardian who provides transportation for their own child/children when a district is required to provide free pupil transportation services;

- Payments to a contractor by a district for costs that are part of a contractual agreement between a cooperative or joint agreement and the contractor;

- Contracts with a taxi/limousine company that provides only one category of transportation service when the district has documentation on file that the taxi driver has the proper licensing/permit (i.e. school bus driver permit).
Contractual Exceptions (Cont.)

- Expenses related to a district contracting with another district for one category of transportation; and

- Contracts with a mass transit entity to provide transportation services under the following circumstances only:
  - The mass transit entity provides buses that meet the requirements of a “school bus” (i.e. yellow, stop arm, proper lighting) exclusively for pupil transportation services (i.e. pupils are not transported at the same time as other fare paying passengers) and when the school districts can guarantee that the mass transit driver has a valid school bus driver permit;

  - If the district had an intergovernmental agreement during the 2000-01 school year.
Direct Costs

- All direct costs (Lines 14a through 14h) must be paid from the Transportation Fund.
  - **Salaries** (Line 14a) are claimable for:
    - School bus drivers, maintenance personnel and chief mechanics
    - Sp Ed Aides if required by IEP and for transit time only;
    - One transportation supervisory salary
    - Clerical staff and dispatchers supporting transportation functions documented by time and effort directly related to the operation of pupil transportation services.

- **Benefits** (Line 14b)
  - Health, Life, Dental and Vision insurance
  - Annuities in lieu of health, life, dental or vision insurance;
  - IMRF and TRS contributions, if paid by the employer as part of the transportation supervisory salary costs; and
Direct Costs

- Benefits NOT Included
  - IMRF retirement payments
  - Medicare
  - Social security payments
  - Unemployment insurance payments
  - Worker’s compensation insurance premiums

The above benefits are excluded for all transportation employees except one transportation supervisory position.

- Expenditures on Lines 16(a) and 16(b) must be paid from either the Ed or Operations and Maintenance Fund.

- All revenue received must be reported on Line 19.
Any item having a cost of $2,500 or more and a useful life of more than one year must be listed on the depreciation schedule.

Depreciation costs for school buses (whether purchased or leased) cannot be included as a direct cost on the transportation claim.

Items with a principal cost of less than $2,500 are listed as a direct cost.

When a vehicle is leased the depreciation allowance is 20% of the fair market value or the lease payment - whichever is less.

Fully depreciated items remain listed on the electronic Transportation Depreciation Schedule until the item is sold, destroyed or traded in (i.e. the district no longer has possession of the item.)
Reimbursement

- All Transportation claims must be approved by the district superintendent or administrator with superintendent authority and submitted to ISBE on or before August 15 per statute.

- Claims will be processed for a September payment and opened for correction.

- Corrections must be submitted to ISBE by the posted deadline. Final proration, if applicable, and remaining payments will be calculated in December.

- Payments will be vouchered on or before December 30, March 30 and June 20 per statute.
Computation Summary

- Allowable Regular Transportation Costs
- EAV multiplied by statutory “qualifying rate”
  (.05% High School, .06% Elementary & .07% Unit)
- Qualifying Amount is subtracted from Allowable Costs
- Districts with Qualifying Amounts that exceed Allowable Costs are considered “Flat Grant” and reimbursed at $16 * Eligible Pupils

Vocational and Special Education are reimbursed at 80% of costs subject to proration.
Resources

- Transportation Webpage
  [http://www.isbe.net/funding/html/transportation.htm](http://www.isbe.net/funding/html/transportation.htm)

- Transportation Reimbursement Inquiry
  [http://webprod1.isbe.net/ptcrs/inquiry/inqhome.asp](http://webprod1.isbe.net/ptcrs/inquiry/inqhome.asp)

- FRIS Inquiry
  [http://webprod1.isbe.net/FRISInquiry/](http://webprod1.isbe.net/FRISInquiry/)

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