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# School Transportation Update

March 2021





# Transportation Funding



- ❑ The 2021-22 budget appropriation was recommend by the Governor at \$93,947,713.
- ❑ This will cause the funding level to be around 30%. Possibly 2% lower than the funding in the current year.

- Funds to support student transportation costs related to COVID-19 is being provided to schools through a supplemental grant.
- Allocations are based upon a proportionate share of the allowable costs used to distribute FY20 transportation formula funds.
- Equitable services is required for students at nonpublic schools as well.  
*Not required to be a transportation expense.*
- Funds must be obligated from July 1, 2020 through September 30, 2021.
- Budget and payment request completed through ePeGs.
- Coded to Revenue Code 5425, Project Code 42501, Source Code 4
- Expenses should be coded to Function Code 2558 to avoid double-dipping with the State Transportation Aid Calculation.

- As stated in the April 3, 2020, Administrative Memo COM-20-002 a requirement of the state aid for transportation of pupils statute has been waived.
- This waiver means the miles driven by school buses that are delivering food and/or remote learning opportunities to students, and/or providing Wi-Fi near students' homes, are allowable transportation costs (under the district's emergency preparedness plan) and may now be reported as eligible route miles on the Application for State Transportation Aid.
- Amid COVID-19 school closures, schools were/are taking school to Missouri students, instead of bringing students to school.
- If other reimbursement is obtained for these miles, the miles should be reported as ineligible, disapproved route miles.
- If other reimbursement is obtained for PPE or school transportation sanitation supplies the cost should be reported to Function Code 2558 – Non-Allowable Transportation Costs.



# School Bus Driver Training

# Federal Entry Level Driver Training (ELDT) Regulation



- Section 32304 of MAP-21, 49 CFR Part 380, 383, 384
- The regulations must address knowledge and skills for drivers, with specific requirements for drivers seeking a passenger or hazmat endorsement.
- Classroom and behind-the-wheel training is required with a total of 93 topics to be covered including 63 topics of theory and 30 topics of behind-the-wheel training.
- Training providers must demonstrate that their training meets the Federal standards.
- Effective February 7, 2022

# Certified School Bus Driver Instructor Training



- The Certified School Bus Driver Instructor workshop is scheduled for July 28-30, 2021, in Warrensburg.
- The Certified School Bus Driver Instructor recertification training will be held in Columbia on July 20, 2021.
- Registration forms for this training are available <http://dese.mo.gov/financial-admin-services/school-transportation/certified-bus-driver-instructors>, a listing of all current Certified School Bus Driver Instructors can also be viewed at this site.



# Annual School Bus Driver Training Required



- Missouri law requires that each school bus driver receive at least 8 hours of annual training.
- This includes regular route drivers, sub drivers, activity and field trip drivers, and school district staff members such as coaches and teachers who drive school buses.
- Training records should include who attended the training, when the training was provided, and the contents of the training.

# Free NHTSA School Bus Driver In-Service Curriculum



LOOKING FOR REFRESHER TRAINING FOR YOUR SCHOOL BUS DRIVERS? This training:

- › Is completely online and mobile-friendly so that school bus drivers can complete the curriculum at their own pace anytime, anywhere.
- › Incorporates adult learning principles to provide an interactive and engaging experience that helps improve retention of content.
- › Allows you to use the curriculum in its entirety or pick and choose modules to supplement your existing training and customize learning paths.
- › Contains knowledge checks to assess learning.
- › Allows for instant scheduling – no need to schedule in-service days.
- › Enables you to track completion and conduct data analysis.
- › Is no cost to school districts.



- Dec. 12, 2017, Oakland, Iowa, school bus fire.
- The crash occurred when a school bus driver turned from a rural gravel road onto a residential driveway for student pickup.
- After the student boarded the bus, the driver reversed out of the driveway and backed across the road continuing until the bus's rear wheels ran off the road.
- The bus came to rest with its rear half in a 3-foot-deep ditch next to the road.
- While the driver attempted to drive the bus out of the ditch, a fire began in the engine compartment and spread throughout the school bus.
- The driver and the only passenger, a 16-year-old student, died when they did not egress from the burning bus.



## Physical Performance Test (PPT)

- NTSB recommendation to Missouri: Revise your school bus driver requirements so that all drivers must pass a physical performance test on hiring and at least annually, and also whenever a driver's physical condition changes in a manner that could affect his or her ability to physically perform school bus driver duties, including helping passengers evacuate a bus in an emergency.
- Six states now require a physical performance test including New York, 10 states voluntary.

# New York's PPT Test Example



- The New York test requires drivers to walk up and down the bus steps three times in 30 seconds; move their foot from the throttle to the brake and back 10 times in 10 seconds; depress the brake pedal or clutch fully and hold it for three seconds, five times in a row; manually open and close the entrance door three times; operate various hand controls such as light and heater switches while keeping one hand on the steering wheel; exit their seat and slide out the rear emergency door within 20 seconds; and drag 125 pounds over 30 feet of bus flooring in 30 seconds.
- The test is required of all new hires and every two years for existing drivers. Drivers who are off the job for more than 60 days also have to retake the test before returning to driving.
- 95% pass rate, can retest if any part is failed

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# Transporting Students in Vehicles Other Than School Buses

# Non-Conforming Van Use



## 5 CSR 30-261.045 Pupil Transportation in Vehicles Other Than School Buses

- ① Any vehicle with a rated *capacity to carry more than ten passengers including the driver* that is purchased, leased, or contracted for must be a yellow school bus and meet all Missouri Minimum Standards for School Buses as well as all Federal Motor Vehicle Safety Standards for School Buses (with the exception of motor coaches).
- ① *This means that a school district cannot purchase, contract, or rent 12/15/17 passenger vans for the transportation of school children.*



## 5 CSR 30-261.045 Pupil Transportation in Vehicles Other Than School Buses (Continued)

- Authorized common carriers shall only be used to transport students to and from field trips or other special trips for educational purposes and shall not be used to transport students to and from school. Authorized common carriers, as used in this rule, are over-the-road intercity-type coaches equipped with reclining seats and air conditioning ~~and restroom facilities~~. Authorized common carriers must also hold authority from the Missouri Department of Transportation, Motor Carrier Services, or the Federal Motor Carrier Safety Administration.
  - ***Revision effective October 30, 2020.***
- There shall be a written contract between the district and individual or firm providing the vehicle.
- All contracts with authorized common carriers shall include:
  - 1. Proof of liability insurance in the amount of five (5) million dollars per accident; and
  - 2. Proof of safety inspection and compliance with applicable federal Motor Carrier Safety Regulations.
- The driver of an authorized common carrier shall hold a valid Missouri commercial driver's license or a similar license valid in any other state and shall comply with all applicable driver qualifications of the federal Motor Carrier Safety Regulations.



# Who must have a School Bus (S) Endorsement?



- State statutes require drivers of any vehicle (including a personal vehicle) who are being compensated for transporting students to/from ANY school event/program to have an “S” endorsement on their license.
- District employees (i.e., teachers, coaches, administrators, secretaries, school nurses, janitors, etc.) who transport students, as an “incident” to employment (i.e., student illness, one-time trip, etc.), are required only to have a valid Class F operator’s license (does not include a large school bus).
- District employees who are hired knowing they will be transporting school children as part of their job (i.e., regularly scheduled field trips, school sponsored activities, etc.) must have a Class E (for hire) license with a school bus (S) endorsement. Vehicles must weigh less than 26,001 lbs. and be capable of transporting 15 or less including the driver.
- In addition, parents or individuals who enter into a contract with the district to transport students in a district owned/district leased vehicle and who are paid a lump sum amount, an hourly wage, or more than the AAA cost per mile must have a Class E license with an S endorsement. These parents or individuals must agree to provide transportation in a safe, inspected, insured, licensed vehicle.
- Note: Any vehicle that is capable of transporting 11 or more including the driver must be a yellow school bus that complies with Missouri Minimum Standards for School Buses.

# Understanding the Calculation for State Transportation Aid

# Key Components of the Transportation Data



- Ridership
  - Eligible and Ineligible
- Mileage
  - Eligible and Ineligible
- Cost
  - Allowable Cost
  - Eligible Cost

# Ridership



- Students living more than three and one-half miles from school must be provided transportation service.
- All students can be transported by local board decision (Section 167.231, RSMo).
- Funding is available for students who live one mile or more from school.
- No funding is available for students who live less than one mile from school (except when required by an IEP).

# Ridership Tracking



- Ridership is the tracking of all regular riders (both eligible and ineligible) from the beginning of the school year to the 2<sup>nd</sup> Wednesday in October and from the beginning of the 2<sup>nd</sup> semester to the 2<sup>nd</sup> Wednesday in February.
- 2020-21 School Year
  - October 14, 2020 and February 10, 2021
  - *For LEAs who are not providing onsite instruction and transportation through October 14, an alternative ridership list should be created upon returning to onsite instruction tracking ridership until the end of the first semester. This will then take the place of the October 14 ridership count.*

# Ineligible Ridership



Ineligible riders are students who live less than one mile from school or are non-resident students.

# Types of Ineligible Ridership



- Less Than One Mile – No Appreciable Cost
- Less Than One Mile – Parent Contract or District Expense
- Less Than One Mile – HB 1180
- Non-Resident Students Transported

# Accurate Tracking of Ridership



- All regular bus riders (eligible and ineligible) should be tracked.
- A regular rider rides a minimum of once per week.
- Although no payment is received per rider, ridership impacts efficiency.
- The more riders a district has the more efficient the district becomes as the capacity of the buses are maximized.



# Mileage



Mileage is the tracking of all miles associated with transportation of students with or without the students on the bus.

# Eligible Miles



Eligible miles are the miles associated with transporting students to and from school.

Eligible miles include:

- Non-disabled route miles
- Career education route miles
- Students with disabilities route miles  
(including parent contracts)
- Students w/disabilities summer school route miles

# Ineligible Mileage



Ineligible miles are divided into two categories:

- Disapproved route miles
- Non-route miles

# Ineligible Miles – Disapproved Route Miles



Disapproved route miles include:

- Regular (non-disabled) summer school miles
- Routes to transport only children who live less than one mile from school
- Shuttle routes between buildings
- Early childhood (non-disabled) routes
- Before- and after-school activity routes

# Ineligible Miles – Non-route



Non-route miles include:

- Activity trips
- Field trips
- Maintenance miles
- CDL licensing trips
- Training miles

# Accurate Tracking of Miles Traveled



- All miles must be tracked accurately.
- Every mile traveled should be tracked as a regular route mile or non-route mile.
- Non-route miles should be tracked with trip sheets.

# Allowable Costs



Allowable costs are costs for transporting students under the provisions of Section 304.060, RSMo, administrative services, and costs paid to other school districts (5 CSR-261.040).

# School Bus Depreciation Schedule (SBDS)



- The principal purchase price of school buses that are nine years or newer are recorded on the SBDS at the end of the year in which the bus was received.
- School buses are depreciated over a period of eight years at 12 ½% per year.
- The total SBDS amount for the year is added to the district's allowable costs (minus bus payments).
- A careful review of the SBDS must be completed every year to ensure that all changes to the bus fleet are noted.



# Facility Depreciation Schedule



- The depreciation costs of new facilities, such as school bus storage facilities and maintenance garages, may be claimed by a school district on a straight-line depreciation schedule of not less than 20 years beginning in the first year of the facility's use.
- If these facilities are used for vehicles other than school buses, the depreciation charged must be prorated on the basis of the number of vehicles serviced by the facility.

# Eligible Costs



Eligible costs are the costs remaining after the allowable costs have been reduced by the costs associated with ineligible miles.

# Cost Factor (Efficiency Rating)



If the cost factor is 100% that means the district's cost per pupil mile equals the predicted cost per pupil mile and is efficient under the transportation formula.

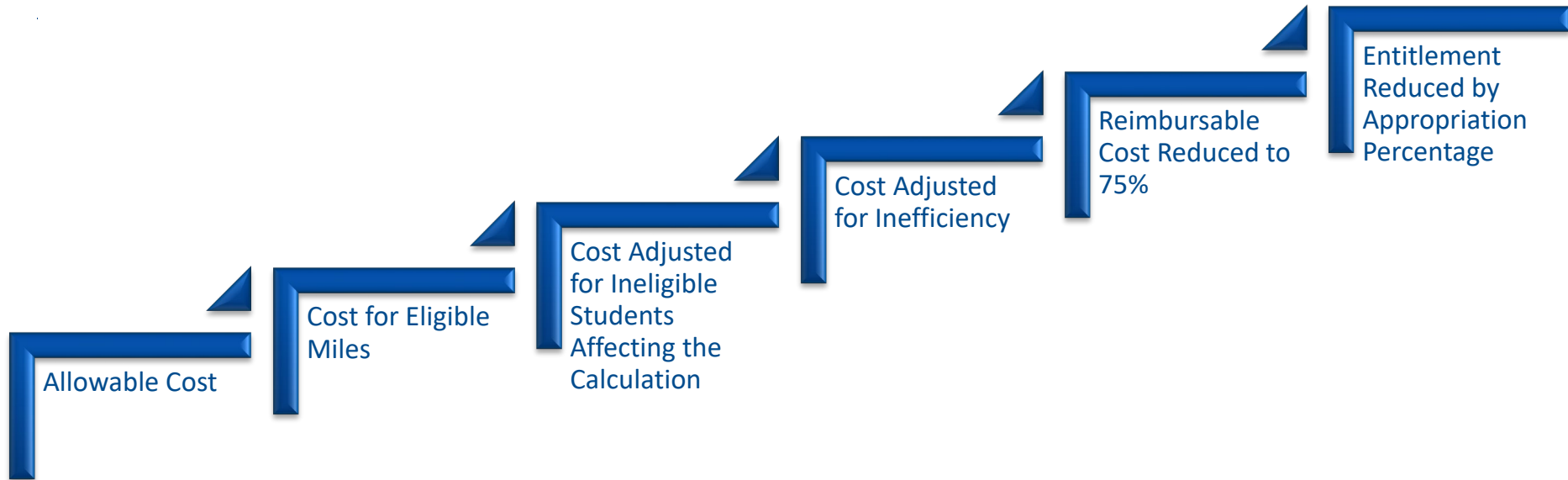
A 4% variance is built into the formula that allows the district's cost factor to be 104.00% or below and still be considered efficient.

# Proper Coding of Non-Disabled and Students with Disabilities Transportation Costs



- It is imperative that the district properly code not only the direct but the indirect non-disabled and students w/disabilities transportation expenses.
- A proration of all global expenses associated with transportation must occur and be coded appropriately for each type of route.
- These indirect expenses could include the salaries and benefits of the transportation director, mechanics, dispatchers, support staff, fleet insurance, supplies, etc.

# Order of Calculation





## Contact

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