

STUDENT TRANSPORTATION ALLOCATION REPORT SYSTEM (STARS)

Detailed Guidance for Data Collection for the 2018–19 School Year Effective September 1, 2018

The purpose of the Office of Superintendent of Public Instruction's (OSPI's) Student Transportation Allocation Report System (STARS) is to collect the data needed to determine the transportation allocation for each school district. This information includes the location of each school bus stop and related destination and the number of students transported between home and school.

This detailed guidance is an expansion of the General Instructions for Data Collection. The guidance contained here is the basis used by the State Auditor's Office staff to verify the accurate reporting of school district required transportation reports. In addition, there is information regarding the process for estimation of school bus mileage and school bus fuel that is provided in the *Accounting Manual for Public School Districts in the State of Washington*.

To assist in locating information, the following index is provided with hyperlinks to the listed sections (found in this order):

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Report Submission

Instruction Language

All student transportation operations reports are included in the STARS process and are required to be submitted using the [STARS web interface on the Education Data System \(EDS\)](#).

Additional Guidance

Authorization for access to EDS is controlled by local school district data security managers. A [list of school district data security managers](#) is available on public area of the EDS site. The STARS User Manual and STARS Map (GIS) Manual are available in the STARS Info Center on EDS and on the public [OSPI STARS website](#) under reference material.

Report Schedule

Instruction Language

Student count reports are required three times per year, submitted by the last business day of October, and the first business day of February and May (the fall, winter and spring report periods). The School Bus Mileage Report, the McKinney-Vento Homeless Transportation Report, and the School Transportation Fuel Report are all prior school year summary reports and are all due annually with the fall report. Complete home-to-school bus route information is required to be submitted with the fall report. Out-of-district school bus route information is required to be updated for the winter report and the spring report.

Additional Guidance

The following reports are required to be submitted during the **2018–19 fall** report period:

- Student Count Report (Basic and Special Programs)
- School Bus Route and Bus Stop Location Report
- Non-high District Report
- District Car Mileage Report (annual estimate update)
- School Bus Mileage Report
- McKinney-Vento Homeless Transportation Report
- School Transportation Fuel Report
- Verification of Submitted Data Report (OSPI Fm1022EF)

The fall report is due no later than **October 31, 2018**.

The following are required during the **2018–19 winter and spring** report periods:

- Student Count Report (Basic and Special Programs)

- School Bus Route and Bus Stop Location Report (update of school bus routes with out-of-district destinations or out-of-district school bus stops)
- District Car Mileage Report (annual estimate update)
- Verification of Submitted Data Report (OSPI Fm 1022EW and 1022ES)

The **winter report** is due no later than the **first business day of February** and the **spring report** is due no later than the **first business day of May**. The fall report period runs from September 1st until October 31st, the winter report period runs from November 1st to February 1st, and the spring report period runs from February 2nd to May 1st.

District Car Mileage estimates are required during the fall, winter, and spring report periods with a final update to reflect the actual annual district car mileage due no later than **July 15th** of each year.

Student Count Period

Instruction Language

Student counts are collected on all home-to-school routes at each school or learning center in the morning and on all school-to-home routes at each school or learning center in the afternoon. Three **consecutive** school days are to be identified as the count period. All student counts are totaled for each day and student counts by program from the day with the middle value are submitted. The three-day count period must not fall within five school days of the end of the report period.

Additional Guidance

Districts may conduct ongoing student counts in order to optimize the reported count. A Microsoft Excel workbook (OSPI Student Count Summary) is available to track daily counts. Use of this file is optional.

Daily logs may be utilized for student counts, provided such daily logs include all the information on the Form SPI 1022D (optional) including the count of any students picked up or dropped off within the walk area in addition to any other requirements of the daily log (see WAC 392-141-330). Use of a separate sheet is allowed, provided all forms are signed and dated in ink by the authorized school bus driver and the additional form is uniquely identified with the daily log, driver and route.

Route Categories

Instruction Language

Student counts are reported in the following route categories:

1. Basic Program — **(Route Type A)** — routes that exist to transport students between home and school for their basic education. The basic program student count process must include a total of the number of students picked up and dropped off at school bus stops within the walk area.
2. Special Education — **(Route Type S)** — routes that exist to transport students between home and school who have been determined to be eligible for special education services and who require transportation as a related service on their Individualized Education Program (IEP) or where transportation is required under Section 504.
3. Bilingual Program — **(Route Type B)** — routes that exist to provide transportation between home and school for those students enrolled in a bilingual program in a centralized location.
4. Gifted Program — **(Route Type G)** — routes that exist to provide transportation between home and school for those students enrolled in a gifted program in a centralized location.
5. Homeless Program — **(Route Type H)** — routes that exist to provide transportation between home and school for homeless students as required by the McKinney-Vento Homeless Assistance Act, or students in foster care as required by the Every Student Succeeds Act.
6. Early Education — **(Route Type E)** — routes that exist to provide transportation between home and school for students enrolled in Head Start, Early Childhood Education Assistance Program (ECEAP), or other district operated early education programs.

Additional Guidance

Data will be collected in the following categories:

1. Basic Program **(Route Type A)**.
This category is that daily set of routes that primarily exist to transport students between home and school for their basic education, including those students transported for open enrollment, and transportation associated with school choice. Vehicles used on these routes are school buses.
2. Special Education **(Route Type S)**.
This category is that daily set of routes that primarily exist to transport students who have been determined to be eligible for special education services pursuant to Revised Code of Washington (RCW) 28A.155.020 and chapter 392-172A Washington Administrative Code (WAC) and who require transportation as a related service on their IEP. Students determined to have a disability under Section 504 of the Rehabilitation Act of 1973 and requiring specialized transportation shall be included. Vehicles used on these routes are school buses. Basic program students

are allowed to ride special education routes (there is no maximum number of basic program students allowed), but must be reported in the basic program student count.

3. **Bilingual Program (Route Type B).**

This category is that set of routes that primarily exist to provide transportation between home and school for those students enrolled in a bilingual program in a centralized location. Vehicles used on these routes are school buses. Do not include bilingual program students who ride basic program routes. Basic Program students are allowed to ride these routes (there is no maximum number of basic program students), but must be reported in the basic program student count.

4. **Gifted Program (Route Type G).**

This category is that set of routes that primarily exist to provide transportation between home and school for those students enrolled in a gifted program in a centralized location. Vehicles used on these routes are school buses. Basic Program students are allowed to ride these routes (there is no maximum number of basic program students), but must be reported in the basic program student count.

5. **Homeless Program (Route Type H).**

This category is that set of routes that primarily exist to transport homeless students to and from their school of origin as provided by the McKinney-Vento Homeless Assistance Act or students in foster care as required by the Every Student Succeeds Act. Vehicles used on these routes are school buses. Basic Program students are allowed to ride these routes (there is no maximum number of basic program students), but must be reported in the basic program student count.

6. **Early Education Program (Route Type E).**

This category is that set of routes that primarily exist to provide transportation to and from district-operated Head Start, Early Childhood Education Assistance Program (ECEAP), and other district operated early education programs. Vehicles used on these routes are school buses. Basic Program students are allowed to ride these routes (there is no maximum number of basic program students), but must be reported in the basic program student count.

Special Program routes include Special Education, Bilingual Program, Gifted Program, Homeless Program and Early Education Program route types.

Student Count Report

Instruction Language

1. School bus drivers are to count and report the total students loading or unloading the bus in the school or learning center load zone for all home-to-school and school-to-home routes (route types A, S, B, G, H, and E).
2. The count sheet must be completed and signed in ink. Use of the provided Student Count Form is optional. School districts may use the OSPI form, an electronic form, a district form or modify the OSPI form, as long as such form contains all the information required by the reporting process.

Additional Guidance

The Student Count Form (Form SPI 1022D, optional) requires the total student count at each destination in the morning and in the afternoon. The student count is to be completed for a minimum of three consecutive school days. The daily student count shall be recorded and signed in ink by the authorized school bus driver. Entry errors on this form should be lined out with a single line, corrected, and initialed. If no students were transported on a scheduled route or to a destination, a zero should be entered on the count sheet for that route or destination.

School bus drivers are to count and report the total students loading or unloading the bus in the school or learning center load zone for all home-to-school and school-to-home routes (route types A, S, B, G, H and E). The exception is when a school bus route includes a transfer point between school buses, or when student counts are necessary at school bus stops to determine the number of students provided with transportation service within the walk area.

No student counts are reported for mid-day routes. (The intent is to count partial-day route E students once per day. If an early education program runs from 10AM to 2 PM, the district should count those students either on the pick up or take home route, but not both.) If a student requires special transportation as a result of IEP conditions, the student count is reported in Special Education. (example: if a pre-school IEP student can only stay for a part of the AM session, you may count the take home in Special Ed student count. If the pre-K program runs half-day, no mid-day count is allowed for the half day students.)

The process for the basic program student count must include the isolation of any basic program students picked up and dropped off at school bus stops within the school district determined walk area. The total daily number of basic program students transported to and from school bus stops within the walk area is required to be reported for each day in the count period (report the number of students riding on the day selected for reporting the ridership count). Use the location of the school bus stop to determine walk area counts and not the location of the student residence.

Include basic program students riding special program school buses from stops outside the district determined walk area in the basic program student count. Include any basic, bilingual, gifted or homeless students riding special program routes picked up in the walk area of the destination school in the basic program walk area count.

Gifted, bilingual, homeless and early education program students who are picked up and transported along with basic program students are counted as basic program students. Special education students transported along with basic program students are counted as basic program students, unless an aide is provided as required by the student's Individualized Education Program (IEP) or if the student uses a mobility device requiring a lift-equipped school bus. Maintain records of all data necessary to substantiate the requirements for any special education students included in the special education count provided with transportation on basic program buses.

Do not include students provided with transportation through in lieu contracts or private party contracts in the student counts.

Basic Program Walk Area stops – if a school district uses Form SPI 1022D to record student counts, the back side of the form can be used to list the stops included within the established walk area. Drivers will count students getting on and off at those stops and identify students by destination. If all stops on a route are inside the walk area, the driver is not required to break out the student count by stops.

Extended day academic programs:

For those districts operating academic extended day programs, student counts must be provided that reflect only those students participating in an extended day academic program. Students participating in extended day non-academic programs (for instance, after school sports) must not be included in the student counts, although the district may allow academic and non-academic extended day program students to ride the same bus. The district must be able to identify and use an auditable process for the isolation of non-eligible students from eligible students during the count period in order to be able to include the extended day academic program students in the count. The student count process for extended day academic programs has the same requirements regarding students transported within the walk area. Districts are allowed to not report students provided with transportation for extended day academic programs if the isolation of academic/non-academic students is determined to be more burdensome than the potential funding generated.

Transportation for students participating in extended day academic programs where the program funding specifically includes money for transportation are not included in the student counts. If the program grant allows the optional use of the funding for transportation, the district may include the student count if the district does not use the grant funding for transportation.

Transfers between school buses:

Students who transfer school buses between different districts during their ride to and from their school or learning center are counted by each bus providing transportation. Students who transfer between school buses within the same district during their ride to and from their school or learning center must only be counted once in the AM and once in the PM. It is up to the district to decide if students shall be included on the bus count making the original pickup, or if the students are counted by the bus delivering students to their final destination. Districts must have their process clearly identified in district maintained files.

Non-High School Districts:

Transportation of high school students residing in non-high school districts are reported by the school district providing transportation. If a transfer between districts is involved, the transfer point should be treated as a destination for the non-high school district.

Transfers of non-high students within a school district shall be treated using the transfer rules.

STARS Data Entry:

From the STARS Main Page, select the “District Data” tab, select the “Student Data” tab, select the appropriate reporting period, click the “Search” button, click the “Edit” button, enter the student count for each category, click “Save and Return”.

Calculating Student Counts (number of boarded students).

Instruction Language

1. For basic program students, total the number of basic program students transported by school bus and the number of basic program students provided with transportation on district car routes. Total the number of basic program students picked up or dropped off at school bus stops within the walk area. Total the number of students provided with transportation by public transit passes or tokens. The STARS website provides a separate field to report each of these three counts and will subtract the walk area pick up students from the basic program student count and add the number of transit riders. The resulting total is the basic program daily count.
2. For special program students, total the number of special education, bilingual program, gifted program, homeless program or early education program students transported by school bus or by district car route. The result is the special program daily count. The STARS website provides a separate field to report each of these five program counts.
3. Total the basic program daily count and the special program daily count to determine the total daily student count (which will match the STARS automatically calculated total).

Additional Guidance

Student counts will be made for all route types. Counts will be made for a minimum of three consecutive school days.

Total the number of basic program students provided transportation by school buses, including any basic program students provided transportation on special program school bus routes or by district car route. Districts are required to report the number of students provided with transportation within the walk area. Do not subtract the walk area count from the basic program student count. The STARS system will subtract the walk area count.

Total the number of students provided with transportation service outside the basic program walk area using public transit, effective the reported student count date. If gifted, bilingual or homeless program students are provided with transit passes for transportation service, include these students in the transit count. Only include transit riders where the district is purchasing transit passes using student transportation

funding (expenditure reported in Program 99). The total basic program daily count is the result of adding the basic program student count and the transit count and subtracting the walk area count.

Total the number of special education students provided transportation between home and school by school buses (see requirement in the description of route type A for special education students riding basic program routes) or by district car route. This number is the special education daily count.

Total the number of bilingual program students riding school buses or district car routes specifically routed to provide transportation service between home and school to a centralized bilingual program location. This number is the bilingual program daily count.

Total the number of gifted program students riding school buses or district car routes specifically routed to provide transportation service between home and school to a centralized gifted program location. This number is the gifted program daily count.

Total the number of homeless program students provided with transportation between home and school by homeless route school buses or district car route. This number is the homeless program daily count.

Total the number of early education program students provided with transportation between home and school by early education route school bus or district car route. This number is the early education program daily count.

The special program daily count is the total of the special education, bilingual, gifted, homeless and early education program daily counts.

The total daily student count is the total of the basic program daily count and the special program daily count. For the count period, compare the total daily student counts and select and report the data from the day with the middle count value for the three day period. Report the daily count for each separate program category in STARS. The individual reported program counts must all be collected from the same day.

School Bus Route and Bus Stop Location Report

Instruction Language

Submitted school bus stop information is used to determine the average distance between school bus stops and the associated school or learning center, the number of school or learning center destinations served by home to school transportation routes, and the number of school buses used on home to school routes. Report all active stops (home to school) on AM routes. Reporting PM school bus stops is required only if the school bus stop or associated school or learning center is outside the school district boundary and transportation service is only provided in the PM. See the Detailed

Guidance for instructions for uploading route logs or data files. Route information may be provided using the STARS Geographic Information System (GIS) web based mapping application.

The STARS GIS system provides separate destination numbers for co-located schools based on assigned school codes. Co-located means either within the same physical building or in buildings served by a single school bus loading zone. For instance, a school may have a K-12 grade range with a single school code. A school bus route providing service would be reported showing a single destination number. Another K-12 district may have a K-8 school and a 9-12 school, with separate school codes, co-located in the same building. A school bus route providing service would be reported showing two destinations (assuming all grades of students were riding the route). An online school without transportation service would not be included as a destination.

School bus route and bus stop information is required to be updated during the February and May report period only for out of district routes, unless a school or learning center has opened or closed or roadway access has changed with a significant impact on the average distance between school bus stops and destinations.

Additional Guidance

The School Bus Stop and Destination Location Report may be submitted directly using the STARS GIS web based mapping application or by the submission of route logs (Form SPI 1022A) or by the submission of XML files generated by routing software.

The School Bus Route and Bus Stop Location Form (Form SPI 1022A) requires the location of each active school bus stop and destination be provided in decimal degrees (for instance, 47.042607°) with six (6) decimal places. The route data is used by STARS to calculate the average shortest road distance between school bus stops and destinations. The route data is also used to identify the number of destinations provided with transportation service. If a school district uses a computer routing program, school bus stop location data may be provided in an extracted data (XML) file. The STARS Info Center has additional information regarding the format and upload process for XML files. Contact the Student Transportation Office at OSPI for additional information.

School bus route information is organized by the district route number. Districts may use any system of route identification; however, duplicate district route numbers are not allowed.

Instead of submitting route logs, districts may provide route and stop information using the STARS web mapping application. Additional information on the use of the GIS web mapping application is available in the STARS Map (GIS) Manual in the STARS Info Center (also available on the STARS public site under reference material) or through the regional transportation coordinator.

An active stop is one established to provide transportation service to an enrolled student, regardless if the student rides during the count period. For the fall report, the

route information needs to be correct for any day between the first day of school and the submission of the report. The map data is not required to reflect district routing within the three day student count period.

School bus route and bus stop information is required to be updated during the February and May report period to reflect current out-of-district school bus stops or out-of-district destinations. The location of all school bus stops do not have to be updated, just the location of those stops associated with out-of-district destinations. Districts may update all route information during each report period.

School bus route and bus stop information is required to be re-submitted during the February or May report period if one of the following has occurred:

1. A school or learning center has opened or closed within the district resulting in changes to transportation service.
2. Roadway access has changed with a significant impact on the distance between school bus stops and destinations. (For example, if a bridge has changed weight rating and is now restricted to heavy vehicles, the district is required to update route information in the next report for all effected routes. Similarly, if a new bridge is built which provides a shorter route to school, the route information is required to be updated for all effected routes.) Roadway access changes do not include the opening or closing of isolated roadways within the district. School districts should contact their regional transportation coordinator for a determination regarding this requirement or for guidance in situations not specifically referenced here.

Instructions for completing SPI Form 1022A School Bus Route and Bus Stop Location Form (optional):

This log is used to report the latitude and longitude of each bus stop and destination and to identify which school bus stops are associated with which destination.

1. For the **School Year** field Enter the year being reported (e.g.,17-18).
2. For the **Co/Dist No.** field..... Enter the school district county-district number (e.g., 13019 (five digits, no dashes))
3. For the **Dist. Name** field Enter the district name.
4. For the **Dist. Bus No.** field..... Enter the district bus number.
5. For the **Dist. Route No.** field Enter the district route number.
6. For the **Route Type** field Enter the appropriate route type as described in the Route Categories section.
7. For the **State Bus No.** field..... Enter the state bus number.
8. For the **State Route No.** field Enter a number only (**no letters**).
9. For the **Degrees Latitude** column Enter the degrees latitude in decimal degrees (e.g., 47.042607°) for each stop.
10. For the **Degrees Longitude** column. Enter the degrees longitude in decimal degrees (e.g., -122.123456°) for each stop.
11. For the **Name** field Enter the name of the destination for the route.

12. For the **Building Number** field Enter the official building number for the destination. (If unknown, check the STARS Info Center, or contact your regional transportation coordinator.)
13. For the **Lat-Lon** fields Enter the latitude in decimal degrees on the first line and the longitude in decimal degrees on the second line for the destination.

If students on the same route are to be dropped off at different schools, then identify each column by entering the name of each school where students will be dropped off. For each stop, indicate if students access the stop for the corresponding destination. Do not include **student counts**. Provide an "X" or the number of assigned students, if at least one student is assigned at that stop for the destination indicated. Include destinations directly served by the school bus or destinations served by having students transfer to another school bus.

Transfer of students between routes or school districts:

If the route involves a transfer of students between two districts: if the destination is a site other than a school or learning center, enter the word "Transfer," as the destination. If the transfer point number is new, check the STARS Info Center for the "Add Destination Form" to request a new destination number.

Report all AM routes with all designated stops. School districts are only required to report PM route information for out-of-district school bus stops or out-of-district destinations that do not have corresponding reported AM route information. Districts may report an in-district PM only stop on an appropriate AM route.

District route numbers and district bus numbers are determined by the district but must be unique within the reporting period. District bus or route numbers are not required to be unique from year to year. Care should be taken when changing district route numbering systems or district bus numbers to avoid duplicating route sets.

The STARS GIS web based mapping application provides an optional school bus stop description field. Information in this field is for school district use only to identify stop locations by address or other location description (it may be left empty). Student names are not allowed to be entered in the field, but unique student identifiers are allowed.

Uploading Route Logs

1. Please see the STARS User Manual available in the STARS Info Center or on OSPI's STARS public site for instructions on uploading route log files or route data in XML format.

2. Route logs may be uploaded in batches of 100 files or less. For larger numbers of route logs, upload multiple times with no more than 100 files per batch. If the school district is using routing software, check with the vendor for extract instructions to create the XML file.

Verification of School Bus Route Information

Instruction Language

School bus route destinations and bus stop locations must be reviewed for accurate location. Correcting the location of school bus stops may be done through the STARS Geographic Information System (GIS) web based mapping application.

Additional Guidance

The STARS web based mapping application can be used to review previously entered school bus route and bus stop information. The STARS web based mapping application maintains the working set routes across report periods and school years. STARS provides a Working Set Route Detail Report and a Working Set Route Summary Report to review the working set route data at any time. The Route Detail Report and Route Summary Report are available to review route data that has been accepted by OSPI.

School bus routes and bus stop locations must be reviewed for appropriate location (the GIS mapping application allows moving a school bus stop marker to the correct location). Destination (school or learning center) should be verified; however, only OSPI can add or modify destination locations. There is a request form to add a new destination on the OSPI STARS Info Center page.

School bus stop locations may (optionally) be maintained on a continuous basis (without impacting the rest of the reporting process).

District Car Student Count

Instruction Language

District car transportation is to-and-from school transportation service provided in district-owned motor pool vehicles (not a school bus). The District Car Student Count Form (SPI Form 1022CS, optional) may be used to report the students transported for the student count report (**between home and school routes only**).

Additional Guidance

District car transportation is transportation service provided in district-owned motor pool vehicles (not a school bus). The vehicle must have exempt license plates. The driver of home-to-school student transportation service must be an authorized school bus driver. There are two different reports required for district cars being used for eligible student

transportation. The District Car Student Count Form (or a district form that provides similar information) is required to total the eligible students provided with transportation service between home and school. The District Car Mileage Log (or a district form that provides similar information) is required for including a car route on the car mileage report for to-and-from school transportation.

A District Car Student Count Form or similar form of district design is required to be completed by each driver using a district motor pool vehicle to transport students for home-to-school transportation service and reported during the count period. Student counts are required to be included in the appropriate category (basic, special education, bilingual, gifted, homeless or early education programs).

District Car Student Count Form (optional) completion instructions:

1. For the Assigned Driver's Name field enter the driver's full name (for office use). If there is a currently assigned driver, who is absent on the count date, this field will not match the actual driver's name. The actual driver's name should be reflected on the lines at the bottom of the form.
2. For the Date field enter the date of operation.
3. For the District Car Number field enter the district car number (if available) or other district identifier.
4. For the District Route Number enter the district assigned route number (if available).
5. For the License Plate Number enter the license plate number (must be an exempt plate).
6. For the State Route Number field enter the district assigned state route number.
7. For the Stop Location field enter the student pick-up point (for AM routes) or drop-off point (for PM routes).
8. For the Student Name(s) field enter the student's name(s) being reported for home-to-school transportation.
9. For the Destination field enter the name of the school or learning center where the student is provided with transportation service.
10. Total Students should indicate the total number of students of each program category provided with transportation on this route.
11. Each District Car Student Count Form **MUST** be signed and dated by the driver in ink in addition to the driver printing their name above the signature. (This signature must be of the driver actually driving the route.)

District Car Mileage Report

Instruction Language

A District Car Mileage Log (SPI Form 1022CM, optional) may be used to record the mileage used in to-and-from school transportation. Total annual estimated mileage for all district cars used in to-and-from school transportation is required to be updated during each report period with the final actual mileage total due by the 15th of July of

each school year. **All to-and-from school mileage is reported, not just home-to-school routes. Only report district car mileage for the regular school year.**

Additional Guidance

A District Car Mileage Log (or a similar form of district design) is used to record all mileage used in to-and-from school, district car transportation of students in all program categories throughout the school year, not just during the student count period. An estimate for the total annual mileage is updated during each report period. The winter and spring reports shall revise the estimated annual mileage with a final report of the actual driven mileage required no later than July 15th.

School districts may use an alternate form or electronic process if it provides all the information included on the District Car Mileage Log necessary for identification of the route and related information.

Do not include district car transportation that is charged to other than Transportation, (Program 99). For example, the mileage from the use of district cars to provide transportation for special education students that is charged to Special Education (Program 21) should not be included. Do not include mileage associated with summer school programs or other extended school year programs.

District Car Mileage Log (optional) Completion Instructions:

1. For the Driver's Name print the driver's full name. The form is designed for each driver to use a separate mileage log for each day. Multiple trips during a single day would be recorded on a single log.
2. For the District Car Number enter the district car number or other identifier.
3. For the Make and Year of Vehicle enter the information for the vehicle used.
4. For the License Plate Number enter the exempt license plate number.
5. For the District Route Number enter the district assigned route number (if any).
6. For the Date enter the date of operation.
7. For the Location enter a description of each start or stop location of each route segment. For instance, "Transportation Parking", the student pick-up point (for AM routes), school or learning center name, or drop-off point (for PM routes). Each student pick up or drop off location should be identified. Each stop location including dead head mileage should be represented. Do not include non-student transportation service mileage.
8. For the Student Name enter the student's name being transported for to-and-from school transportation.
9. For the Destination enter the name of the school or learning center where the student is provided with transportation service.
10. For the Odometer enter the odometer reading at each location.
11. Each District Car Mileage Log **MUST** be signed and dated by the driver in ink (for an electronic process, some form of driver identification must be included).

STARS Data Entry

From the STARS Main Page, select the “District Data” tab, select the “Car Mileage” tab, select the appropriate reporting period, click the “Search” button, click the “Edit” button, enter the total district car mileage, click “Save and Return”.

Non-High School District Report

Instruction Language

For non-high school districts, complete the non-high report on the “Non-High Report” tab, under “District Data” on the STARS website. The page provides radio buttons to select “yes” or “no” to the following statement: School district provides high school transportation.

Additional Guidance

For non-high school districts that provide transportation to or from a transfer point, answer “Yes”. School districts with high schools will not have the Non-High School District selection visible.

STARS Data Entry

From the STARS Main Page, select the “District Data” tab, select the “Non-High Report” tab, click the “Edit” button, select “Yes or No”, click “Save and Return”.

School Districts with Approved Alternate Calendars

Instruction Language

For those districts operating on an alternate calendar approved by the State Board of Education under the provisions of WAC 180-18-065, the transportation operations allocation will be pro-rated based on the number of days per year the district is scheduled to provide transportation service to academic programs. No report is required by the school district.

Additional Guidance

The approved alternate calendar referred to are those calendars commonly referred to as “four day school week” calendars. For those districts operating on an alternate calendar, OSPI will enter the number of days per year the district is scheduled to operate transportation service to academic programs.

McKinney-Vento Homeless Transportation Report

Instruction Language

Report the total number of homeless student trips provided, the total number of miles driven in providing homeless transportation and the total cost of providing homeless transportation for the 2017-18 school year.

Additional Guidance

RCW 28A.300.540 requires school districts to provide the following information regarding transportation provided as required by the McKinney-Vento Homeless Assistance Act:

1. **Homeless Miles**—Report the total number of miles traveled during the 2017-18 school year for transportation service required under the provisions of the McKinney-Vento Homeless Assistance Act. Include all school bus miles, district car route miles, miles of service provided by in lieu and private party contract (if available).
2. **Homeless Transportation Cost**—Report the total cost for all transportation service provided during the 2017-18 school year for transportation service required under the provisions of the McKinney-Vento Homeless Assistance Act. Include the cost of all transportation service provided regardless of route type. Do not include capital costs associated with the purchase of school district owned vehicles. Do not include indirect or allocated costs.

Homeless transportation costs may include but are not limited to:

- a. Transportation service that serves only student(s) under McKinney-Vento. Districts shall 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.
 - b. Incremental revisions in route at the start or end of a route to accommodate McKinney-Vento transportation, if separately identified, may be included based upon route mileage and an average per mile cost for operation of the bus or vehicle.
 - c. Costs for public transportation or other contracted services for transporting McKinney-Vento student(s).
 - d. Non-driver transportation staff positions whose job duties are predominately overseeing or routing services to McKinney-Vento students. If the position duties encompass other non-McKinney-Vento areas, then only the costs directly related to McKinney-Vento transportation shall be included and such costs shall be determined using federal time and effort reporting procedures.
3. **Homeless Student Trips Provided**—Report the total number of student trips provided during the 2017–18 school year for transportation service required under the provisions of the McKinney-Vento Homeless Assistance Act. A student trip consists of one individual requiring transportation service regardless of route type. (Two students transported in the AM, to one destination, on the same school bus would consist of two student trips.) Report each student, each ride, each day.

STARS Data Entry

From the STARS Main Page, select the “District Data” tab, select the “Non Funding Data” tab, Select “Homeless Transportation” in the Category text box, click the “Search” button, click the “Edit” button, enter the total homeless student counts, total homeless transportation mileage, total homeless transportation costs, click “Save and Return”.

School Bus Mileage Report

Instruction Language

Report all school bus mileage for the 2017-18 school year, in the following categories: To/From, Field Trip, Extracurricular, Inter-governmental, and Other.

The [Fuel and Mileage workbook](#) is available to assist district staff in calculating the mileage report.

Additional Guidance

These instructions are for the reporting of the annual school bus mileage for the **2017–18 School Year**, which is due no later than **October 31, 2018**.

In each category, include any mileage associated with school buses disposed of during the school year. Include only school bus mileage. Include school bus mileage associated with a school bus leased from another entity and operated by your school district. Do not include school bus mileage associated with a school bus owned by your district, while it was leased to and operated by another school district.

Total mileage should reflect a complete school year program, regardless if the district’s school year begins prior to September 1.

If the school bus mileage is not associated with state-supported transportation and it is in a category that does not fall under Field Trip, Extracurricular Trip, or Inter-governmental Trip, it should be reported in “Other”.

1. To/From Mileage (Total school bus mileage for to/from transportation)

To/From transportation includes all state funded transportation, including AM routes (home to school); PM routes at the end of the academic day (school to home); and shuttle routes between learning centers.

Include school bus deadhead mileage associated with to/from transportation.

Include all school bus mileage associated with school bus maintenance and repair activities (for instance, driving the school bus to a vendor location for transmission service).

Include all school bus mileage associated with school bus driver instruction.

Include all other school bus mileage required in order for the school district to provide basic levels of pupil transportation service.

- Include all school bus mileage associated with extended day academic programs.
2. **Field Trip Mileage** (Mileage for field trips)
Field trips are defined as school bus transportation service to an event related to classroom instruction. Include any deadhead mileage associated with the field trip, when such deadhead mileage can be clearly separated from normal to/from mileage.
 3. **Extracurricular Mileage** (Mileage for trips associated with extracurricular activities).
An extracurricular trip is defined as school bus transportation service to an event not related to classroom instruction.
Include any deadhead mileage associated with the extracurricular trip, when such deadhead mileage can be clearly separated from normal to/from mileage.
 4. **Inter-governmental Mileage** (Mileage from with inter-governmental agreements).
Such inter-governmental agreements include lease of school buses to governmental agencies (for instance, use of school buses associated with fire fighting activities) and use of school buses with school district drivers, in association with any coordinated transportation.
Do not include school bus mileage associated with the lease of a school bus to another school district or inter-district cooperative agreements for school transportation services.
 5. **Other Mileage** (Mileage associated with all other non-state funded transportation).
Include school bus mileage associated with providing district optional transportation.
Include school bus mileage associated with summer school programs.

There is an optional Excel workbook ([Fuel and Mileage workbook](#)) to assist in calculating and reporting the fuel and mileage data.

STARS Data Entry

From the STARS Main Page, select the “District Data” tab, select the “Non Funding Data” tab, Select “School Bus Mileage” in the Category text box, click the “Search” button, click the “Edit” button, enter the total mileage counts, click “Save and Return”.

School Transportation Fuel Report

Instruction Language

Report the total cost and number of gallons of each fuel type purchased for to-and-from transportation service during the 2017-18 school year.

The [Fuel and Mileage workbook](#) is available to assist district staff in calculating the fuel report.

Additional Guidance

The annual fuel report consists of the total cost and number of gallons of each fuel type purchased during the prior school year for to-and-from school transportation service. Include fuel used for student transportation, school bus maintenance, transportation staff professional development, and school bus driver training. Accounting processes (for example the 'long form') may be used to estimate the percentage of fuel associated with non-eligible school bus transportation (field trips or extracurricular trips). For estimating district car consumption amounts, the use of average miles per gallon values for the corresponding vehicle may be used to estimate fuel consumption based on the total miles driven.

1. **Diesel Fuel**—Report the total number of gallons of diesel purchased during the 2017-18 school year for to-and-from student transportation service and the total cost.
2. **Gasoline**—Report the total number of gallons of gasoline purchased during the 2017-18 school year for to-and-from student transportation service and the total cost.
3. **Other Fuel**—Report the total amount (volume, where appropriate) of other fuel purchased during the 2017-18 school year for to-and-from student transportation service, the total cost and the type of fuel. (Do not include electrical costs associated with charging electric or hybrid vehicles.)

There is an optional Excel workbook ([Fuel and Mileage workbook](#)) to assist in calculating and reporting the fuel and mileage data.

STARS Data Entry

From the STARS Main Page, select the “District Data” tab, select the “Non Funding Data” tab, Select “School Transportation Fuel” in the Category text box, click the “Search” button, click the “Edit” button, enter the total gallons and cost for each fuel type, click “Save and Return”.

Walk Area Development

Instruction Language

If transportation is provided within one road mile of a school, the district is required to develop a walk area using a multi-agency approach. This approach should be consistent with the guidance 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.

Additional Guidance

School districts must determine a walk area around each school where transportation is provided within one road mile.

The process used to develop the walk area must be a multi-agency process including input from as many of the following groups as possible: parents, school district administrators, law enforcement representatives, traffic engineers, and public health or walking advocates.

It is important to provide documentation of the process used to determine hazardous conditions requiring transportation within one road mile of school. If transportation within one mile from a particular school is not provided, the district does not have to document the process used to make the decision not to provide transportation.

[School Walk and Bike Routes: A Guide for Planning and Improving Walk and Bike to School Options for Students](#)

Verification of Ridership Data Submitted

Instruction Language

OSPI Form 1022E is provided in three separate versions: 1022EF, 1022EW, and 1022ES. These correspond to the fall, winter and spring reports. The report is a fillable PDF and is emailed to the regional transportation coordinator. The district should print a copy of the 1022E and keep it as documentation of the count period and the count day selected for reporting.

Documentation and Record Retention

Instruction Language

Any forms, files or records used to collect and tabulate the required student transportation report must be maintained in the school district in accordance with the school district's retention schedule. WAC 392-141-420(8) requires school districts to retain copies of any correspondence, newsletters, or other materials distributed to parents describing the transportation funding process. School districts may not promote or publicize specific count periods or distribute materials that promote ridership during the count period.

Additional Guidance

Particular attention should be made to maintaining the required Student Count reports and the other data collection documentation, including daily logs. Note that a daily log is required (WAC 392-141-330) to be completed at least once each week.

If a school district only requires a daily log once a week (instead of every day), the district must ensure that a daily log is collected on at least one additional weekday corresponding to each of the days of the count period. For example, if a district has a count period that consists of the Tuesday, Wednesday and Thursday of the second week of October, the district must require a daily log from another Tuesday, Wednesday, and Thursday during the fall report period. Such additional daily logs are not required to be consecutive. For the above example, a daily log from the Tuesday of the second week of September, from the Wednesday of the third week of September, and the Thursday of the first week in October would satisfy the requirement.

Electronic systems may be used for the daily log requirement as long as the system contains all required data elements and a unique driver identifier is used. If the electronic system does not include all the required data elements, an additional form providing just the missing data may be used provided it can be uniquely linked with the electronic form.

If the district maintains student lists for school bus routes, the list in effect at the time of the count period shall be maintained, either paper copy or electronic file.

In addition, school districts shall maintain copies of all documentation used to verify the number of students boarding the bus at bus stops within the walk area of their school of enrollment; all documentation used to develop the annual school bus mileage report; all documentation used to develop the annual fuel report; all documentation used to develop the annual report of McKinney-Vento Homeless Act transportation; and all documentation used to develop the district car mileage report.

Submitting Reports

See the [STARS User Manual](#) for detailed guidance on submitting reports.

Instructions for Charter Schools and Tribal Compacts

For Charter Schools and Tribal Compacts, reporting requirements are limited to student counts. Student counts are required to be completed using the same process as required for school districts and reported in the same report periods. Please contact your regional transportation coordinator for details and assistance.