



SUPERINTENDENT OF PUBLIC INSTRUCTION

Chris Reykdal Old Capitol Building · PO BOX 47200 · Olympia, WA 98504-7200 · <http://www.k12.wa.us>

August 28, 2019

() Action Required
(X) Informational

BULLETIN NO. 055-19 STUDENT TRANSPORTATION

TO: Educational Service District Superintendents
Chief School District Superintendents
School District Assistant Superintendents for Business and/or
Business Managers
School District Transportation Administrators
Regional Transportation Coordinators

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: 2019–20 School Year, Required Student Transportation Operations

CONTACT: Patti Enbody, 360-725-6122, patti.enbody@k12.wa.us
Agency TTY: 360-664-3631

PURPOSE/ BACKGROUND

This bulletin provides information for all required school district and educational service district (ESD) student transportation operations reports. As required by Revised Code of Washington (RCW) 28A.160.170, each school district must submit to the Office of Superintendent of Public Instruction (OSPI) the operational data necessary to determine each school district's transportation operations allocation. All data is required to be submitted using the Student Transportation Allocation Reporting System (STARS) on the Education Data System (EDS) available online at [EDS application](#).

STARS consist of two types of reports: 1) the data required to calculate the district's operation allocation, and 2) non-funding data required specifically by statute. The fall report is due **October 31, 2019** and consists of operational data and non-funding reports. There is a winter report due on **February 3, 2020** and a spring report due on **May 1, 2020**. The winter and spring reports consist of operational data.

DATA COLLECTION ELEMENTS

1. **Student Ridership Data.** School districts are required to report the total daily number of students riding the school bus on home-to-school routes in the morning and school-to-home routes in the afternoon. The school district selects a count period of three consecutive school days. The total daily student count of those three days shall be compared, the high and low values thrown out and the middle value is reported. School bus drivers must fill out a school bus route count sheet (Form SPI 1022D, optional) or data may be collected electronically. All school bus route count records must be maintained in the school district in accordance with the school district's retention schedule and are not to be submitted to OSPI.

2. **School Bus Route Data.** School districts are required to provide the location of all school bus stops and associated destinations. For the fall report, all AM routes must be reported and any out-of-district destinations or out-of-district school bus stops in the PM that are not reflected in the AM route data. For the winter and spring reports, route data must be updated for all out-of-district school bus stops or destinations. Route information is only required to reflect data accurate on any day within the report period. It is not required to have the route data reflect the stops current on the student count day.
3. **Non-Funding Reports.** School districts are required to provide an annual report of total school bus mileage, an annual report of the total quantity and cost of fuel purchased for to-and-from school transportation, and the annual cost, mileage and number of students provided with transportation under the requirements of the McKinney-Vento Homeless Assistance Act. These reports will summarize the data resulting from student transportation operations during the 2018–19 school year.

An Excel workbook to assist district staff in calculating the mileage and fuel reports is available online by clicking on “Other (Optional) Forms” at [Fuel and Mileage Workbook](#).

VERIFICATION OF RIDERSHIP DATA SUBMITTED

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 an editable PDF and is emailed to the regional transportation coordinator. The district should print a copy of 1022E and should keep it as documentation of the count period and day selected for reporting.

DATA COLLECTING AND REPORTING REQUIREMENTS

All data collection must be completed in sufficient time to submit the required reports by **October 31, 2019**. The student count period must not be within five school days of the end of the reporting period.

ADDITIONAL INSTRUCTIONS AND (OPTIONAL) DATA COLLECTION FORMS

Additional instructions, detailed guidance, and optional data collection forms are attached. Care should be taken to ensure appropriate data is submitted in accordance with the specific instructions supplied with this year’s forms. **All reports are required. Use of the provided forms is optional.**

WORKSHOPS

Workshops providing detailed instructions will be conducted statewide during September. Each regional transportation coordinator will announce the dates and locations of these workshops.

Information necessary for the completion of this report will be distributed at these workshops and is available online at the [Student Transportation Forms](#) website. Questions or concerns should be directed to the respective regional transportation coordinator.

Regional transportation coordinators will be available to assist school districts with the forms and method of reporting. Additional workshops will be conducted during the winter and spring report periods to provide detailed guidance for completing the winter and spring reports.

Region 1 (For districts in ESD 112 & ESD 113)

Rodney McKnight
ESD 112
2500 NE 65th Avenue
Vancouver, WA 98661-6812
360-952-3595
rodney.mcknight@esd112.org

Region 2 (For districts in ESD 114 & PSESD 121)

Mike Shahan
Puget Sound ESD 121
1282 Valentine Avenue SE
Pacific, WA 98047
253-778-7955, 425-917-7955,
or 1-800-664-4549 ext. 7955
mshahan@psed.org

Region 3 (For districts in NWESD 189)

Mark Dennis
Northwest ESD 189
1601 "R" Avenue
Anacortes, WA 98221
360-299-4008
mdennis@nwesd.org

**Region 4 (For districts in ESD 105, ESD 123,
& ESD 171)**

Dan Payne
ESD 105
33 S. Second Avenue
Yakima WA 98902
509-454-3105
dan.payne@esd105.org

Region 5 (For districts in NEWESD 101)

Chris Jose
ESD 101
4202 South Regal
Spokane, WA 99223-7738
509-789-3558
cjose@esd101.net

TRANSPORTATION ALLOCATION REPORT

After the data collected from the student transportation winter report is processed, each district's transportation allocation will be updated and available online no later than February 18, 2020, at [STARS Operations Allocation Detail Report](#). **It is the district's responsibility to ensure the student count data, route data, and district car mileages in STARS accurately reflect the data submitted in the fall and winter reports.** If a district's transportation allocation report is not correct, please contact your regional transportation coordinator.

INFORMATION AND ASSISTANCE

Questions concerning the transportation reports in this bulletin and general questions regarding transportation reporting requirements may be directed to Patti Enbody, Director of Student Transportation, at 360-725-6122 or patti.enbody@k12.wa.us.

This information is also available on OSPI's [Bulletins](#) website. The agency TTY number is 360-664-3631

Jamila B. Thomas
Chief of Staff

T.J. Kelly
Chief Financial Officer
Financial Resources

Patti Enbody
Director
Student Transportation

CR:tl

Attachment 1 – General Instructions for the Student Transportation Operations Report
Attachment 2 – Detailed Guidance for the Student Transportation Operations Report
Form 1 – SPI 1022A School Bus Route and Bus Stop Location Form (optional)
Form 2 – SPI 1022A Long School Bus Route and Bus Stop Location Form (optional)
Form 3 – SPI 1022CM District Car Mileage Log (optional)
Form 4 – SPI 1022CS District Car Student Count Form (optional)
Form 5 – SPI 1022EF Verification of Ridership Data Submitted
Form 6 – SPI 1022EW Verification of Ridership Data Submitted
Form 7 – SPI 1022ES Verification of Ridership Data Submitted
Form 8 – SPI 1022D Student Count Form (optional)
Form 9 – SPI 1022G McKinney–Vento Transportation Worksheet (optional)

OSPI provides equal access to all programs and services without discrimination based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal by a person with a disability. Questions and complaints of alleged discrimination should be directed to the Equity and Civil Rights Director at 360-725-6162/TTY: 360-664-3631; or P.O. Box 47200, Olympia, WA 98504-7200; or equity@k12.wa.us.