



SCHOOL TRANSPORTATION UPDATE



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Issue 15-5

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This issue contains information on the following:

- 1) T-1 reminder
- 2) Type IV and other types of transportation
- 3) Master of Transportation Administrator (MTA) signups still available

1) T-1 reminder

Its that time again. . . T-1 counts must be taken next week – [October 5-9](#).

The T-1 is critical for each public school district. This process collects ridership and mileage data and reports it to the state so that you can receive funding for the current school year. No data reported = No funding!

To complete the process correctly, you need to take certain steps as follows:

- Review your bus inventory in the SFPS system. Your buses must be listed correctly, and marked as either a spare or an assigned (route) bus. If you have buses that run only in the afternoon, make certain to list them as an assigned bus. (The T-1 report system will only allow you to report riders and miles on an assigned bus.)
- Create data collection forms and review them with your bus drivers. The forms should have a place for student count, the type of school the child attends, and bus mileage. You will need a place on the form for each day of count week.
- Student counts: Drivers must count every student that rides the bus, and only on the way to school. Students that are absent cannot be counted-make certain your drivers understand that this count is only for actual bus riders. The drivers will also need to record what type of school the child goes to (public, nonpublic, or community/charter school). If you have all types of students riding in on your high school buses, your drivers will need to separate the counts by the type of school the child goes to. If you have students that transfer to a second bus to shuttle to school, make certain that these students do not get counted twice. (You may find it easiest to have drivers count students as they unload at their final school destination – this will be the most accurate.)
- Kindergarten students should be counted on their way TO school. If you have half day kindergarten programs, make certain that the drivers are giving you counts when they take the children TO school, not home.
- Special education students are only counted as special education if they are riding a special education route, they have an IEP, and it includes transportation as a requirement. It is not uncommon to have a couple of students on regular routes who attend special education classes during the day, but who do not receive transportation differently from any other student. These children are to be reported as regular education students on the bus.

- What about PM counts? Some districts may have more students in the afternoon. While this may be true, the procedures for the T-1 count only allow for students to be counted on their way TO school.
- Bus mileage is very important. The T-1 report needs to include all miles the bus is driven on route service during the day – including morning, noon, and afternoon. Exclude any field trip miles the bus may drive during count week.
- If you have a bus that only runs in the afternoon, have the driver count miles on that bus. There will be no students to report, because they were counted in the morning, however the miles should be reported.
- Mileage backup plan: You may wish to consider recording the starting mileage on each bus daily (for example by reviewing the pretrip form), and again at the end of the day on [Friday](#). This will let you calculate the total miles the bus drove during the week, and make certain that the miles the driver reported were accurate.
- If you need to use a spare bus one day instead of the regular bus, make certain the driver records the miles on that bus as well. If a driver is absent, make certain the substitute driver fills out the student count and mileage sheet.

So where does this lead? At the end of next week you should have a lot of data collected by your drivers. Beginning the week of [October 12](#), you should start reviewing that data and building a master chart that shows riders and miles for each bus in your fleet. You will need to use the student counts and mileage totals to calculate a daily average for the week. Ultimately, you will have to enter the data into the SFPS T-1 report, and have that report signed and submitted before [November 1](#).

2) Type IV and other types of transportation

Everything discussed above is focused on collecting your information about students who ride yellow buses. The T1 report also includes ridership on public transit (Type III), payment in lieu of transportation (Type IV), district owned vans (Type V) and privately owned vans (Type VI).

For Type III you will report the number of students for whom you have provided transit passes. For Type IV, report the number of signed waivers that you have received from parents accepting payment in lieu of transportation. For Types V and VI, you need to include student counts as well as mileage. Do not forget to include special education students, even if their transportation is scheduled and arranged by another office in your district.

3) Master of Transportation Administrator (MTA) signups still available

Is this your first time filling out the T1, and all the instructions above are a bit confusing? Or are you a veteran, and want reminders on how to get the job done? Either way, consider joining us for the MTA program this year. Our first class is focused on the complete set of T reports. Other classes in the series this year include managing your transportation budget, transportation rules and regulations, federal agencies and their involvement in pupil transportation, untangling the Ohio revised and administrative codes and understanding how they are enacted, and hot topics in pupil transportation, including safety and vehicle design as well as accident trends and reports.

This year's program includes six classes – you can take just one if you like, but why not sign up for the whole series and join a room full of other Ohio school transportation administrators in learning, refreshing and building your support network. To register, contact Diana Paulins at [\(614\) 540-4000](tel:6145404000) or mta@ohioschoolboards.org.