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September 29, 2016

This issue contains information on the following:

- 1) T-1 report
- 2) Virtual Transportation Supervisor
- 3) Master of Transportation Administration
- 4) OSBA Capital Conference learning track

1) T-1 report

All public school districts are required to count their bus riders and bus miles during the first full week of October. This year, count week is **October 3 – 6** (next week). The actual report itself is submitted through the state's online reporting system (SFPS), and is due by **November 1, 2016**.

This count is critical for your district transportation funding, and will be used by ODE to calculate your transportation funding for the current school year. You are currently receiving an estimated payment based upon last year's data. That will be updated using the data that you submit from the upcoming T1 report.

To assist you with this project, OSBA has sample driver count sheets available in our forms library. That library is part of the vast web resources on OSBA's website, available to MTA students and to all districts enrolled in the Virtual Transportation Supervisor (VTS) program.

The first step in filing this report with ODE is to validate your vehicle inventory in SFPS. Make certain that all of your route buses are listed correctly, and designated as an "Assigned Bus." All other buses should be marked as spare.

The second step is to help your drivers understand exactly what information they need to collect. Time invested now to help the drivers understand the importance of this task is not a bad investment.

The third step is to evaluate all of the data that your staff collects, and to make certain that the student and mileage counts are accurate. An easy check on student counts is to compare each driver's count with the students listed on the route sheet as well as adding up all the students and comparing to your total enrollment. As a rule of thumb, it is rare for any district to transport more than 80% of the students enrolled in the district.

Finally, for those of you who are enrolled in VTS, that program includes a free review of your T1 report before you submit it. We will help you ensure the data looks correct and is appropriate for your district.

2) Virtual Transportation Supervisor program

Is your district signed up? The Virtual Transportation Supervisor (VTS) program has been introduced to provide a new level of transportation support and information for OSBA's member districts at an affordable cost. A single fee for the school year provides you an assortment of services through the school year.

The cost for VTS is \$250 for a year, with a [January 1](#) renewal date. If you want to get into the program now so that your T1 can be reviewed, and have immediate access to the online resources and webinars, we are now accepting registrations for next year, with an added prorated amount for the remainder of this year.

For districts that are already members of VTS, we will be sending out renewal notices soon so that you can continue your active role in the program.

Contact us if you would like more information, or download the registration from our website.

3) Master of Transportation Administration

We are preparing to start our 4th year of the MTA program. Our first class is coming up [October 12](#) (alternate date [October 18](#)), and will focus on school choice transportation services as well as payment in lieu of transportation.

If you are already signed up for this program of six classes throughout the upcoming school year, we look forward to having you with us. You will receive an email reminding you of the class several days in advance. If you find that your schedule has changed, and you need to switch your class days, feel free to contact Diana (Dpaulins@ohioschoolboards.org) to make the arrangements.

If you have not yet signed up for MTA, we invite you to join us. These classes are attended by veterans and new supervisors alike. Over the course of three years we cover a vast array of topics that will help you with tools to make your job easier and help you to succeed. In addition to the materials that we share with you in class, you get access to an extensive web library and can network with over 100 other supervisors who are enrolled in the program.

In addition to the subscription enrollment for a one year's program, these classes are also open for individual attendance. If you do not have time for the entire program or want to attend just one or two specific classes, we also welcome your participation.

4) Capital Conference transportation learning track

This year at OSBA's Capital Conference we will have a new event. On [Monday, November 14](#) there will be a transportation learning session entitled "Keys to a successful bus operation." We have been working with a number of transportation administrators to select the topics for

this spotlight session. This might be a great opportunity for you to bring your superintendent or other administrator to a presentation covering some essential elements in school transportation.

Capital Conference is a key event for the Ohio School Boards Association. Annually we host this event at the Greater Columbus Convention Center. This is the 2nd largest educational conference in the U.S., and we typically have nearly 10,000 attendees.

On **Monday** afternoon and **Tuesday** there is a large trade show, including a number of vendors from the school transportation industry. Throughout the conference there are also many learning tracks and presentations on various topics. As a conference attendee you have access to all of these events.

Many districts send most of their board members as well as the superintendent and treasurer. Once a district has six staff enrolled, the cost for the seventh is only \$80. After seven, all additional attendees are at no charge (other than your travel expenses). A number of the state's transportation administrators are already attending this event. We invite you to join us at conference this year, and especially on **Monday, November 14** for our transportation seminar and trade show.

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