Preparing for the T2 report

Q1. Type VI would be for contracted transportation with a private company?

1. Transportation contractors that use vehicle other than school buses [[3301-83-19 (C)]](https://codes.ohio.gov/ohio-administrative-code/rule-3301-83-19) would be listed as this type. The driver and the vehicle must meet requirements in this OAC.

Q2. Where is the T-2 workbook located for download?

1. The T-2 workbook is located on the [Transportation Services page](https://www.ohioschoolboards.org/transportation-services) in OSBA’s website.

Q3. How do I find the USAS code workbook that you mentioned to help with tracking?

1. The most accurate method to use USAS codes is to ask your Treasurer for the codes used to identify what fund the expenses are charged against.

Q4. It isn't first conveyance to school.

1. This question came up regarding how to prorate special education expenses separately using counting trips or runs a bus performs. First conveyance is/was a term used to complete the T1. See the next question for a definition of trip.

Q5. I have a bus that runs to door to door and drops off at 3 different schools. Is this 1 run?

1. A trip is when the door of the bus opens, loads students, and then stops at a school to unload. If the door of the bus closes, and proceeds to another school, it is another trip. For example, the bus stops at the HS (trip 1), drops students and proceeds to the vocational school (trip 2), and then continues to a special needs school (trip 3), 2 trips regular education and 1 trip special education.

Q6. Are additional trips to a private or charter school after regular drop off, is considered another trip and how is it calculated for T2 accounting?

1. The accounting would be listed as 2 trips for regular education and cost would be recorded as such when the district is calculating the proration of costs.

Q7. I just want to make sure I have this correct. On the first run of the day, a bus picks up high school and middle school students. We drop the HS students off first, then go to the middle school next door and drop the MS students off. This is 2 trips?

1. Yes the bus would be making 2 trips in the morning.

Q8. Regarding how you count a bus run; if a route picks up middle school and elementary students and drops off at middle school and then drives on the same campus and drops off at the elementary is that one run or two?

1. Yes, it could be counted as 2 trips, but the most important factor is you count the special needs trips in the exact same manner to accurately account for the ratio of special needs transportation costs.

Q9. If a special ed student moves into the district mid-year, do we still count them for 180 days?

1. Special education students need to be listed separately so their days of transportation a district is liable for can be accurately accounted for. Using an Excel sheet with an identifying label for each student is required I column A, column B lists the start date of required transportation, column C lists the end date transportation is required, and column D list the total number of days the district had liability to transport. Column D is then added for a total, which means if a student’s IEP started transportation as a related service at the beginning of the second semester the student’s days should be 90.

Q10. Any changes to how Spec Ed Preschool students are handled?

1. No a district is responsible to transport pre-school students with an IEP.

Q11. I did not think you were able to count pre-school students due to the fact they are not required to be transported?

1. HB 110 now allows a district to count ALL or every student transported. Typical pre-school, and students residing inside 1 mile can now be counted.

Meeting Recording:

<https://us02web.zoom.us/rec/share/75k7EjE04560xDPHs4BppnRJtnDJThHG7UMqY3hyMFLqtYBAn3bcaYa2_ngHiWAO.g_s3GJjsHN2tOnyY>

Access Passcode: 6V&6FU+8