



**Department of
Education &
Workforce**

FINANCIAL REPORTING AND DATA COLLECTION

Transportation T-1 Report

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DISCUSSION TOPICS

Preparing for the
T-1 Report

Beginning Steps



Personal Audits

Review

Q and A

Discussion Topics



ORC 3327.01

TRANSPORTATION OF PUPILS

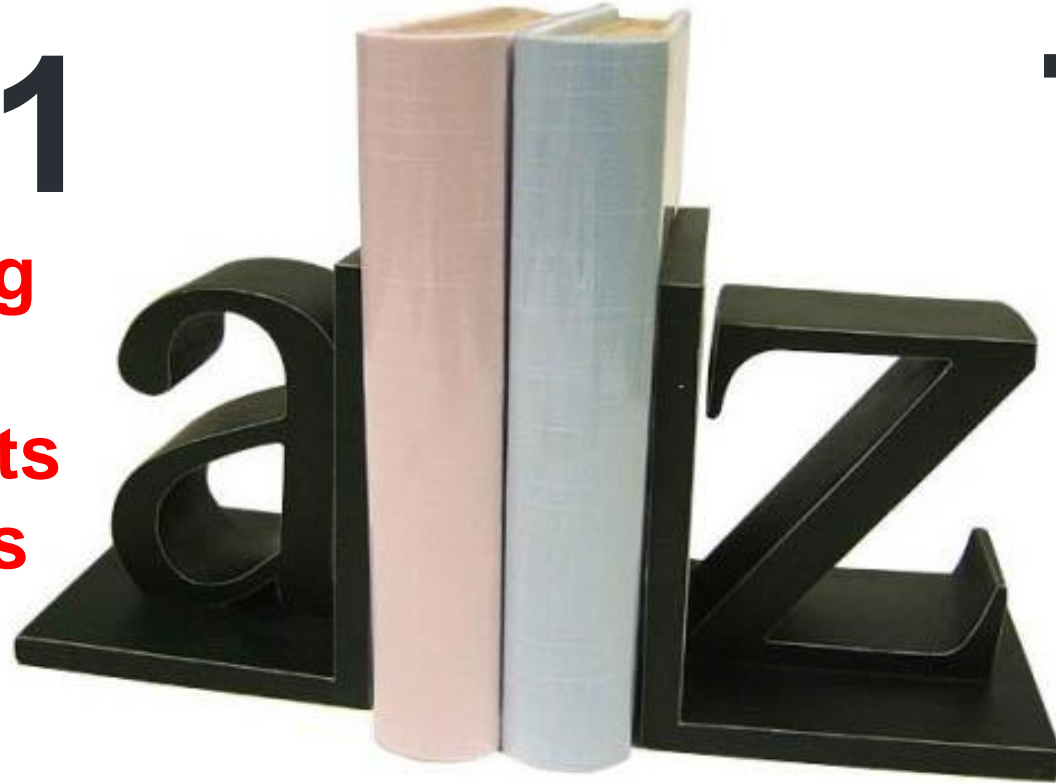
Shall deliver students enrolled in preschool through twelfth grades to their respective public and nonpublic schools:

- not earlier than thirty minutes prior to the beginning of school
- be available to pick them up not later than thirty minutes after the close of their respective schools each day.

CONSIDER THEM AS BOOK ENDS

T-1

**Funding
by
Students
or miles**



T-2

FILING DEADLINES

- **T-1: November 1**
- **Amended T-1:
Jan. 31**



TRANSPORTATION FORMULA: FY25

FY25 count week Oct. 7-11

What does the State fund?

- ✓ Yellow School Bus (type I & II)
- ✓ Public Utility (i.e. Metro/COTA/TARTA) (type III)
- ✓ Vehicles other than a school bus (type V & VI)
- ✓ Supplemental Transportation (type IA)
- ✓ Special Education Transportation (not part of “foundation formula”) (type VI)



COMPLIANT TYPES OF TRANSPORTATION

Type I

Type 1A

Type II

Type III

Board-owned,
leased, and
operated school
buses

COMPLIANT TYPES OF TRANSPORTATION

Type I

Type 1A

Type II

Type III

Students
transported by
school bus
service
contracted from
another school.

COMPLIANT TYPES OF TRANSPORTATION

Type I

Type 1A

Type II

Type III

Contractor-
owned, leased,
and operated
school buses
assigned
exclusively to a
given district.

COMPLIANT TYPES OF TRANSPORTATION

Type I

Type 1A

Type II

Type III

Public Utility

ORC 3327.017

MASS TRANSIT TO TRANSPORT COMMUNITY AND NONPUBLIC SCHOOL STUDENTS

No city, local, or exempted village school district shall provide or arrange for transportation for any eligible student enrolled in any of grades kindergarten through eight in a community school established under Chapter 3314. of the Revised Code or chartered nonpublic school to and from school using vehicles operated by a mass transit system, unless the district enters into an agreement with that school authorizing such transportation. An agreement under division (B) of this section shall not be effective unless both the school district and community or chartered nonpublic school approve it.



ORC 3327.017

MASS TRANSIT TO TRANSPORT COMMUNITY AND NONPUBLIC SCHOOL STUDENTS

A school district that elects to provide or arrange for transportation for any eligible student enrolled in any of grades nine through twelve in a community or chartered nonpublic school to and from school using vehicles operated by a mass transit system shall ensure that the student is assigned to a route that does not require the student to make more than one transfer.

OTHER COMPLIANT METHODS

Type IV

Type V

Type VI

Type VII

Payment in
Lieu of

ORC 3327.02

RESOLUTION DECLARING IMPRACTICALITY OF TRANSPORTATION-OFFER OF PAYMENT IN LIEU OF TRANSPORTATION

- (1) The time and distance required to provide the transportation;
- (2) The number of pupils to be transported;
- (3) The cost of providing transportation in terms of equipment, maintenance, personnel, and administration;
- (4) Whether similar or equivalent service is provided to other pupils eligible for transportation;
- (5) Whether and to what extent the additional service unavoidably disrupts current transportation schedules;
- (6) Whether other reimbursable types of transportation are available.



ORC 3327.02

RESOLUTION DECLARING IMPRACTICALITY OF TRANSPORTATION-OFFER OF PAYMENT IN LIEU OF TRANSPORTATION

Such determination shall be made not later than **thirty calendar days prior to the district's or school's first day of instruction**, or in the case of a student who enrolls within thirty calendar days prior to the first day of instruction or on or after the first day of instruction, not later than **fourteen calendar days** after the student's enrollment.



ORC 3327.02

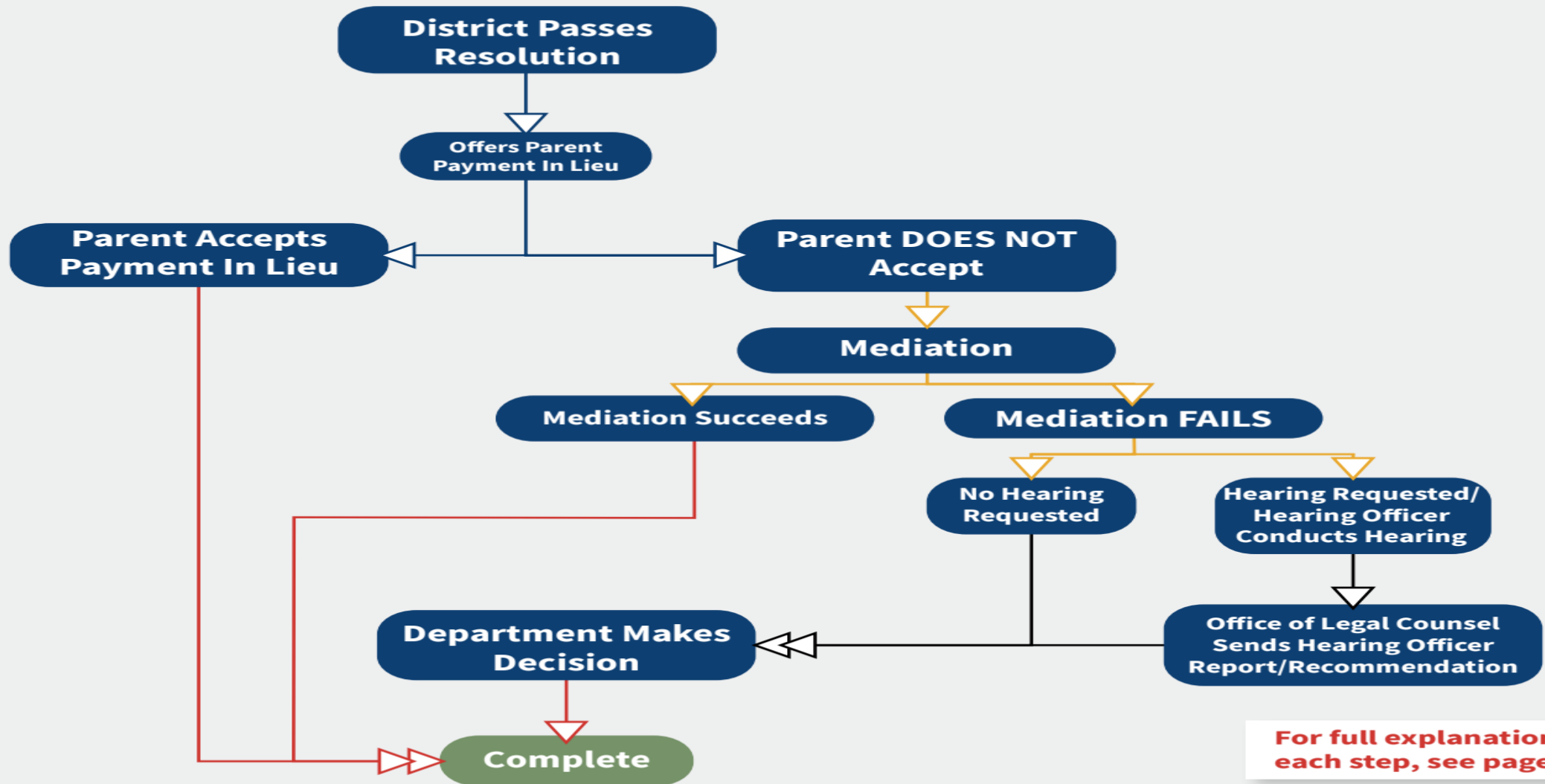
RESOLUTION DECLARING IMPRACTICALITY OF TRANSPORTATION-OFFER OF PAYMENT IN LIEU OF TRANSPORTATION

The board or governing authority shall issue a letter to the pupil's parent, guardian, or other person in charge of the pupil, the nonpublic or community school in which the pupil is enrolled, and to the state board with a detailed description of the reasons for which such determination was made. The submission to the department shall be submitted to:

PILOtransportation@education.ohio.gov



A district that wishes to provide payment in lieu of transportation to a student must follow the steps below. For a full explanation of each step, see page 2. **If a parent/guardian rejects payment in lieu of transportation and requests mediation, until the Department makes a final decision the district must provide transportation to the student.**



For full explanation of each step, see page 2.

¹ Ohio Revised Code 3327.01
² A school district may declare a student impractical only if it is statutorily required to transport that student.
³ Ohio Revised Code 3327.02



OTHER COMPLIANT METHODS

Type IV

Type V

Type VI

Type VII

Board-owned
vehicles other
than school buses

9 or fewer
passengers

OTHER COMPLIANT METHODS

Type IV

Type V

Type VI

Type VII

Privately-owned
vehicles other
than school buses

Includes contracts
with parents
(special education)

OTHER COMPLIANT METHODS

Type IV

Type V

Type VI

Type VII

Community
school students
who are
transported by the
community school

FUNDABLE STUDENTS

Regular Education

- ✓ PK-12 Students (state law requires K-8)
- ✓ All residential eligible Typical Students from assigned school
 - ✓ Public school (PS)
 - ✓ Non-public School (NP)
 - ✓ Community School (CS)

Special Education

(Separate funding process)

REGULAR TRANSPORTATION



- Greater of statewide cost per rider or cost per mile.
- Minimum state share percentage of 41.66% percent for FY25. Districts paid greater of local share percentage or state share percentage. ORC 3317.0212

FINANCIAL DATA REPORTING



T-1 = ACTUAL Riders
Preschool,
Community School (1.5),
and Non-Public (2.0)
riders/miles Reported by
District

IMPACT OF THE T-REPORTS

Funding Ramifications

Future Data Collection

Student Counts

YOUR KEY CONCERNS

Tracking Expenses

EMIS vs. T-1 Data

How to Collect Data

Accurately Recording Data

SEQUENCE OF EVENTS

Bus Inventory

Driver Count Sheets

Driver Counts 1st FULL week in October
(October 7-11)



SEQUENCE OF EVENTS

Compile AVERAGE DAILY Driver Counts
and DAILY Miles

Data Entry

Data Validation

SEQUENCE OF EVENTS

Internal Audit

Signature “Gathering”

Submission

LET'S BEGIN

Are your buses listed in the Bus
Inventory?


Create Driver Count Form

Driver counts taken first full week in
October



Get Started: Log into SAFE

<https://safe.ode.state.oh.us/portal>




**Ohio's Digital Identity.
One State. One Account.**

Register once, use across many State of Ohio websites

[Create account](#)

Log In

OHID

Password 

[Log in](#)

[Forgot your OHID or password?](#)

Having trouble? [Get OHID Help >](#)













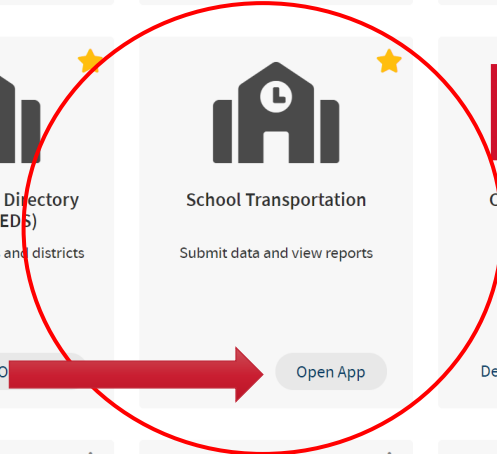
Get Started: Log in to SAFE

safe.ode.state.oh.us/portal

My Apps

Click the star to pin your favorite apps to the top of the page.

 CCIP Grant application & planning system Details Open App	 Drivers License Lookup System Look up drivers license information Details Open App	 Human Resources Management System Timecard entry and leave requests Details Open App	 Monitoring Tracks grant monitoring, program analysis, data Details Open App	 myOhio State of Ohio employee intranet with benefit, pay and ePerformance information. Details Open App
 Ohio Education Directory System (OEDS) Directory of schools and districts Details Open App	 School Transportation Submit data and view reports Details Open App	 Combined Charitable Campaign Combined Charitable Contributions Details Open App	 Compliance Tracks grant monitoring, program analysis, data Details Open App	 Department of Education Profile Setup Create a profile with the Department Details Open App



Get Started: Log in to SAFE

safe.ode.state.oh.us/portal



The screenshot shows a web browser window with the URL sfps.ode.state.oh.us/SFPS/SFPSlanding/. The browser's address bar and navigation icons are visible. Below the address bar is a navigation menu with links for Apps, Google, Home, School Transportati..., Dashboard, Lawriter - ORC, Lawriter - OAC, and Pages - Home. The main content area features the Ohio Department of Education logo on the left, a search bar with a 'GO' button and a link to 'advanced search' on the right, and a 'Change Text Size' option. A navigation bar below the search bar contains a 'Home' link and a 'Printer Friendly Version' link. A sidebar on the left includes a '> Back to SFPS Main' link and a 'SAFE Account Sign Out' button. The main heading reads 'Welcome to the School Foundation Payment System'. Below this heading, the text 'Jason Heilman' is displayed, followed by a link that says 'Click here to access the Transportation Modules'. This link is circled in red, and a red arrow points to it from the bottom left.

Jason Heilman

[Click here to access the Transportation Modules](#)



Transportation Module

SELECT REPORT YEAR 2025

> Back to SFPS Main
> T-1
> T1-S
> T-2
> Drivers
> Add
> Maintain
> BMV Info
> Suspend
> Search Batch
> T8
> T9
> PS View
> Driver Search
> District In-Service
> Bus Inventory
> T10
> Search Reports
> Admin
> T1 Admin
> T9 Admin
> Maintenance
> Access Window
> Due Dates
> Org Lists
> BCII Admin
> SFPS Reports
> Emergency Assistance

[Printer Friendly Version](#)

T1 Reports

Current Report (Listed by Fiscal Year)
2025

Report Status

T-1 Data Reporting Reminders

- Report community and nonpublic school ridership data
- Ensure that you have updated your bus inventory data with
 - Current odometer reading and date of reading.
 - Condition of bus (Good, Fair, Poor) at current FY reporting time.
- Report is due no later than November 1st.
- The greater of the morning or afternoon average ridership may be used.
- All Pre-School students that you provide transportation services are calculated in payment.
- Districts will receive funding for all students transported, not just the students that reside more than 1 mile from the school they attend. For reporting purposes, we will still ask for the students less than 1 mile be reported.

Past Reports

<u>2024</u>	Approved Status
<u>2023</u>	Approved Status
<u>2022</u>	Approved Status
<u>2021</u>	Approved Status
<u>2020</u>	Approved Status
<u>2019</u>	Approved Status
<u>2018</u>	Approved Status
<u>2017</u>	Approved Status
<u>2016</u>	Approved Status
<u>2015</u>	Approved Status
<u>2014</u>	Approved Status
<u>2013</u>	Approved Status
<u>2012</u>	Approved Status
<u>2011</u>	Approved Status
<u>2010</u>	Approved Status
<u>2009</u>	Approved Status
<u>2008</u>	Approved Status
<u>2007</u>	Approved Status
<u>2006</u>	Approved Status
<u>2005</u>	Approved Status
<u>2004</u>	Approved Status
<u>2003</u>	Saved Status



TRANSPORTATION MODULE

Home [Printer Friendly Version](#)

[> Back to SFPS Main](#)
[> T-1](#)
[> T1-S](#)
[> T-2](#)
[> Drivers](#)
[> Add](#)
[> Maintain](#)
[> BMV Info](#)
[> Suspend](#)
[> Search Batch](#)
[> T8](#)
[> T9](#)
[> PS View](#)
[> Driver Search](#)
[> District In-Service](#)
[> Bus Inventory](#)
[> T10](#)
[> Search Reports](#)
[> Admin](#)
[> T1 Admin](#)
[> T9 Admin](#)
[> Maintenance](#)
[> Access Window](#)
[> Due Dates](#)
[> Org Lists](#)

Bus Inventory Search

Use the following criteria to search for a bus. One or multiple fields can be used in the search criteria. Click **Search**. To edit a bus currently in inventory, click an icon in the Edit column next to the bus to be viewed or edited. To **remove** a bus from inventory, click the icon in the Disposal column next to the bus to be disposed of; or if only one bus is found, click the Disposal icon on the next page. To **add** a bus to inventory, enter only Chassis Serial Number (VIN) and click **Add**.

District

Local Bus Number <input type="text"/>	Registration Number <input type="text"/>	Body Type <input type="text" value="<Click Here to Select>"/>
Chassis Make <input type="text" value="<Click Here to Select>"/>	Chassis Model Year <input type="text"/>	Assistance Fund <input type="text" value="<Click Here to Select>"/>
Chassis Serial Number (VIN) <input type="text"/>	Body Make <input type="text" value="<Click Here to Select>"/>	<input type="checkbox"/> Include Out of Service buses <input type="checkbox"/> Include Transferred buses <input type="checkbox"/> Include Sold buses



STATUS OF BUS INVENTORY

- **Assigned**
- **Spare**
- **Out of Service**

TRANSPORTATION MODULE

We are requiring the update of the “assigned” buses information to be updated.

- > Add
- > Maintain
- > BMV Info
- > Suspend
- > Search Batch
- > T8
- > T9
- > PS View
- > Driver Search
- > District In-Service
- > Bus Inventory
- > T10
- > Search Reports
- > Admin
- > T1 Admin
- > T9 Admin
- > Maintenance
 - > Access Window
 - > Due Dates
 - > Org Lists
- > SFPS Reports
- > Emergency Assistance Network
- SAFE Account Sign Out

Jason Heilman

[About ODE](#)
[State Board of Education](#)
[Legislative Services](#)
[Newsletters](#)

Use the following criteria to search for a bus. One or multiple fields can be used in the search criteria. Click **Search**. To edit a bus currently in inventory, click an icon in the Edit column next to the bus to be viewed or edited. To **remove** a bus from inventory, click the icon in the Disposal column next to the bus to be disposed of; or if only one bus is found, click the Disposal icon on the next page. To **add** a bus to inventory, enter only Chassis Serial Number (VIN) and click **Add**.

District

Local Bus Number

Chassis Make

Chassis Serial Number (VIN)

Registration Number











Chassis Model Year

Body Make

Body Type

Assistance Fund

Include Out of Service buses
 Include Transferred buses
 Include Sold buses

				Body		Chassis						
Edit	Disposal	Local Number	Registration Number	Type	Make	Make	Model Year	Service Type	Usage	Assistance Fund	Sold	
		1	Q04622	Transit - Engine front	Bluebird	Bluebird	2017	Board-owned	Assigned bus	Locally funded vehicle		
		2	Q01886	Transit - Engine front	Bluebird	Bluebird	2016	Board-owned	Assigned bus	Locally funded vehicle		
		3	18072	Transit - Engine front	Bluebird	Bluebird	2005	Board-owned	Spare bus	Locally funded vehicle		
		4	Q09651	Transit - Engine front	Bluebird	Bluebird	2021	Board-owned	Assigned bus	Locally funded vehicle		
		5	12814	Transit - Engine front	Bluebird	Bluebird	2000	Board-owned	Spare bus	Funded bus over 10 years old which converted to local per PEROAC3301-85-01		

1 2 3 4 5



TRANSPORTATION MODULE

We are requiring the update of the “assigned” buses information to be updated.

> Suspend	Chassis Serial Number (VIN)	<input type="text" value="1HVBBBCFP4LH696368"/>	Transaction Type	
> Search Batch	Local Bus Number	<input type="text" value="456"/>	Sale Date	
> T8	Registration Number	<input type="text" value="57912"/>	Certificate of Title Number	<input type="text" value="254195286"/>
> T9	Purchase Date	Month: Jun Day: 1 Year: <input type="text"/>	Body Make	<input type="text" value="Bluebird"/>
> PS View	Usage	<input type="text" value="ASSIGNED"/>	Body Year	<input type="text" value="1990"/>
> Driver Search	Odometer Reading	<input type="text"/>	Body Type	<input type="text" value="C"/>
> District In-Service	Odometer Reading Date	Month: Jun Day: 15 Year: 2003	Rated Body Capacity	<input type="text" value="65"/>
> Bus Inventory	Condition	<input type="text" value="Good"/>	Engine Size	<input type="text" value="360"/>
> T10	Chassis Make	<input type="text" value="International"/>	Transmission	<input checked="" type="radio"/> Auto <input type="radio"/> Manual
> Search Reports	Chassis Model	<input type="text" value="International"/>	GVWR (lbs)	<input type="text" value="25000"/>
> Admin	Chassis Year	<input type="text" value="1990"/>	Fuel Type	<input type="text" value="Diesel"/>
> T1 Admin	Seatbelts	<input type="radio"/> Yes <input checked="" type="radio"/> No	Assistance Fund	<input type="text" value="<Click Here to Select>"/>
> T9 Admin	Wheelchair Lift	<input type="radio"/> Yes <input checked="" type="radio"/> No	Assistance Fund Fiscal Year	<input type="text"/>
> Maintenance	Wheelchair Capacity	<input type="text" value="0"/>	Undo Bus Sale	
> Access Window	Ownership	<input type="text" value="Board-owned"/>	Delete this Bus	X
> Due Dates	Leasor	<input type="text"/>		
> Org Lists				
> SFPS Reports				
> Emergency Assistance Network				
SAFE Account Sign Out				



TRANSPORTATION MODULE

We are requiring the update of the “assigned” buses information to be updated.

> Suspend	Chassis Serial Number (VIN)	1HVBBBCFP4LH696368	Transaction Type	-
> Search Batch	Local Bus Number	456	Sale Date	-
> T8	<input checked="" type="radio"/> New <input type="radio"/> Used			
> T9	Registration Number	57912	Certificate of Title Number	254195286
> PS View	Purchase Date	Month: Jun Day: 1 Year: .----	Body Make	Bluebird
> Driver Search	Usage	ASSIGNED	Body Year	1990
> District In-Service	Odometer Reading	0	Body Type	C
> Bus Inventory	Odometer Reading Date	Month: Jun Day: 15 Year: 2003	Rated Body Capacity	65
> T10	Condition	Good	Engine Size	360
> Search Reports	Chassis Make	International	Transmission	<input checked="" type="radio"/> Auto <input type="radio"/> Manual
> Admin	Chassis Model	International	GVWR (lbs)	25000
> T1 Admin	Chassis Year	1990	Fuel Type	Diesel
> T9 Admin	Seatbelts	<input type="radio"/> Yes <input checked="" type="radio"/> No	Assistance Fund	<Click Here to Select>
> Maintenance	Wheelchair Lift	<input type="radio"/> Yes <input checked="" type="radio"/> No	Assistance Fund Fiscal Year	
> Access Window	Wheelchair Capacity	0	Undo Bus Sale	
> Due Dates	Ownership	Board-owned	Delete this Bus	X
> Org Lists	Leasor			
> SFPS Reports				
> Emergency Assistance Network				
SAFE Account Sign Out				



TRANSPORTATION MODULE

We are requiring the update of the “assigned” buses information to be updated.

> Suspend	Chassis Serial Number (VIN)	1HVBBFCP4LH696368	Transaction Type	
> Search Batch	Local Bus Number	456	Sale Date	
> T8	Registration Number	57912	Certificate of Title Number	254195286
> T9	Purchase Date	Month: Jun Day: 1 Year: 2002	Body Make	Bluebird
> PS View	Usage	ASSIGNED	Body Year	1990
> Driver Search	Odometer Reading	0	Body Type	C
> District In-Service	Odometer Reading Date	Month: Jun Day: 15 Year: 2002	Rated Body Capacity	65
> Bus Inventory	Condition	Good	Engine Size	360
> T10	Chassis Make	International	Transmission	Auto
> Search Reports	Chassis Model	International	GVWR (lbs)	25000
> Admin	Chassis Year	1990	Fuel Type	Diesel
> T1 Admin	Seatbelts	No	Assistance Fund	<Click Here to Select>
> T9 Admin	Wheelchair Lift	No	Assistance Fund Fiscal Year	
> Maintenance	Wheelchair Capacity	0	Undo Bus Sale	
> Access Window	Ownership	Board-owned	Delete this Bus	X
> Due Dates	Leasor			
> Org Lists				
> SFPS Reports				
> Emergency Assistance Network				
SAFE Account Sign Out				



STEP-BY-STEP

Record daily mileage and student counts and compute **AVERAGE** miles and students for five-day week.

Retain Driver's original copies of daily count sheets for five years!



School:		Student Count form					
Student Name		Monday	Tuesday	Wednesday	Thursday	Friday	Total
Student #1	am	X	X	X		X	
	pm	X	X	X	X	X	
Student #2	am	X	X	X	X	X	
	pm		X	X		X	
Student #3	am	X	X	X	X	X	
	pm	X		X	X	X	
Student #4	am	X	X			X	
	pm	X		X	X	X	
Student #5	am	X		X	X	X	
	pm	X	X	X	X	X	
Student #6	am	X	X	X			
	pm	X		X	X	X	
Student #7	am	X	X	X	X	X	
	pm	X	X	X		X	
Student #8	am	X	X	X	X	X	
	pm	X		X	X	X	
Student #9	am	X	X		X	X	
	pm	X	X	X	X	X	
Student #10	am	X	X	X	X	X	
	pm	X	X	X	X	X	
Student #11	am	X	X	X	X	X	
	pm	X	X	X	X	X	
Student #12	am		X		X	X	
	pm	X	X	X	X	X	
Student #13	am	X	X	X	X	X	
	pm	X	X	X	X	X	
Student #14	am						
	pm	X	X	X	X	X	
Student #15	am	X	X	X	X	X	
	pm		X	X	X	X	
Student #16	am	X	X	X	X	X	
	pm	X	X	X	X	X	
Student #17	am	X	X	X	X	X	
	pm						
Student #18	am	X		X	X	X	
	pm	X	X	X	X	X	
Student #19	am	X	X	X	X	X	
	pm	X	X	X	X	X	
Student #20	am	X	X	X		X	
	pm	X	X	X	X	X	
Student #21	am	X	X	X	X	X	
	pm	X	X	X	X	X	



Bus #	Monday AM	Driver Monday PM
Name <u>Elementary</u>	_____	_____
<u>Shuttle</u>	_____	_____
<u>Middle School</u>	_____	_____
<u>High School</u>	_____	_____
<u>JVS</u>	_____	_____
<u>Non Public</u>	_____	_____
<u>Community</u>	_____	_____
Special Education	_____	_____
Miles AM Start at bus garage		_____
AM End at bus garage		_____
Field trip miles		_____
	Start	_____
	End	_____
Miles PM Start at bus garage		_____
PM End at bus garage		_____
Count students as they exit the bus in the morning		
Count students as they enter the bus in the afternoon		



COMPLETE THE TRANSPORTATION PROGRAM SURVEY

Transportation Contact Information

Email Address

Phone Number



COMPLETE THE TRANSPORTATION PROGRAM SURVEY

- > T-1
- > T1-S
- > T-2
- > Drivers
 - > Add
 - > Maintain
 - > BMV Info
 - > Suspend
 - > Search Batch
- > T8
- > T9
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- SAFE Account Sign Out

Transportation Program Survey

Saved Status

Instructions

Transportation Contact	Title	Email Address	Phone Number
------------------------	-------	---------------	--------------

Please note that if any of the above transportation staff information is incorrect, please log into OEDS and make the appropriate corrections

Route Service Provided

Please identify the level of transportation service that is most common for each of the following grades. If no service is provided for an individual grade, check "No Service":

Grades	Program Type				Walk Limit to School
	No Service	Public Transit	Yellow Bus	Other	
PK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None Ride <input type="button" value="v"/>
K		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.5 <input type="button" value="v"/>
1-8		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.5 <input type="button" value="v"/>
9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None Ride <input type="button" value="v"/>
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None Ride <input type="button" value="v"/>
11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None Ride <input type="button" value="v"/>
12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None Ride <input type="button" value="v"/>

1. Do you provide transportation to STEM, community and nonpublic school students?

Yes No

2. If Yes, Are the students routed with the public-school students or do they have their own designated routes?

Shared routing
 Own designated routing
 Both

Prev

Save

Next



COMPLETE THE LOWER PORTION OF THE PROGRAM SURVEY

Program Type

Walk limit to school (By grade)

Enter new data request for Community/Nonpublic/STEM

Click “NEXT” button



MILES BY BUS

List buses by local bus number, status, usage.

Enter miles by bus for public, nonpublic, community school and special education.

STEP-BY-STEP



- Add daily miles then divide total miles by 5.
- Enter **average** daily miles to be reported by bus.

BASIC: MILES BY BUS

Home endly Version

Miles Saved Status

Instructions

Prev Next

Sort by Local Bus Number Sort by Registration Number

Local Bus No.	Bus Registration Number	Service Type	Usage Type	Public School	Non Public School	Community School	SubTotal	Special Education	Total	
1	83315	I	SPARE	0	0	0	0	0	0	Edit
2	20228	I	ASSIGNED	78	0	0	78	0	78	Edit
3	83316	I	SPARE	0	0	0	0	0	0	Edit
4	999999	I	SPARE	0	0	0	0	0	0	Edit
5	83317	I	SPARE	0	0	0	0	0	0	Edit
6	83318	I	ASSIGNED	0	60	0	60	0	60	Edit
7	6643	I	ASSIGNED	98	0	0	98	0	98	Edit
8	83319	I	ASSIGNED	0	92	0	92	0	92	Edit
9	14212	I	ASSIGNED	78	0	0	78	0	78	Edit
10	10569	I	ASSIGNED	106	0	0	106	0	106	Edit
11	10570	I	SPARE	0	0	0	0	0	0	Edit
12	19155	I	ASSIGNED	0	0	0	0	136	136	Edit
13	83320	I	SPARE	0	0	0	0	0	0	Edit
14	83321	I	SPARE	0	0	0	0	0	0	Edit
15	19135	I	ASSIGNED	0	0	106	106	0	106	Edit
16	20229	I	ASSIGNED	128	0	0	128	0	128	Edit
17	10571	I	SPARE	0	0	0	0	0	0	Edit

1 2 3 4 5 6 7 8 9 10 ...

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Bus Inventory Maintenance



EDIT MODE: MILES BY BUS

- > T-1
- > T1-S
- > T-2
- > Drivers
 - > Add
 - > Maintain
 - > BMV Info
 - > Suspend
 - > Search Batch
- > T8
- > T9
 - > PS View
 - > Driver Search
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- > Bus Inventory
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 - > Search Reports
- > Admin
 - > T1 Admin
 - > T9 Admin
- > Maintenance
 - > Access Window
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- > BCII Admin

Miles by Bus

Status

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Sort by Local Bus Number Sort by Registration Number

Local Bus No.	Bus Registration Number	Service Type	Usage Type	Public School	Non Public School	Community School	SubTotal	Special Education	Total	
1	83315	I	SPARE	0	0	0	0	0	0	Update Cancel
2	20228	I	ASSIGNED	78	0	0	78	0	78	Edit
3	83316	I	SPARE	0	0	0	0	0	0	Edit
4	999999	I	SPARE	0	0	0	0	0	0	Edit
5	83317	I	SPARE	0	0	0	0	0	0	Edit
6	83318	I	ASSIGNED	0	60	0	60	0	60	Edit
7	6643	I	ASSIGNED	98	0	0	98	0	98	Edit
8	83319	I	ASSIGNED	0	92	0	92	0	92	Edit
9	14212	I	ASSIGNED	78	0	0	78	0	78	Edit
10	10569	I	ASSIGNED	106	0	0	106	0	106	Edit
11	10570	I	SPARE	0	0	0	0	0	0	Edit
12	19155	I	ASSIGNED	0	0	0	0	136	136	Edit
13	83320	I	SPARE	0	0	0	0	0	0	Edit
14	83321	I	SPARE	0	0	0	0	0	0	Edit
15	19135	I	ASSIGNED	0	0	106	106	0	106	Edit
16	20229	I	ASSIGNED	128	0	0	128	0	128	Edit
17	10571	I	SPARE	0	0	0	0	0	0	Edit

1 2 3 4 5 6 7 8 9 10 ...
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Next



Miles by Bus

Approved Status

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Sort by Local Bus Number Sort by Registration Number

Local Bus No.	Bus Registration Number	Service Type	Usage Type	Public School	Non Public School	Community School	SubTotal	Special Education	Total
1	20215	I	ASSIGNED	46	0	0	46	0	46
2	8652	I	ASSIGNED	48	0	0	48	0	48
3	147	I	ASSIGNED	96	0	0	96	0	96
5	22539	I	ASSIGNED	60	0	0	60	0	60
8	3755	I	ASSIGNED	48	0	0	48	0	48

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MILES BY SERVICE TYPE

- **ASN = Assigned**
- **SPR = Spare**
- **Public, Nonpublic, Community,
Special ED**
- **Services Types Summary**

TRANSPORTATION MODULE

- > Back to SFPS Main
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- > T1-S
- > T-2
- > Drivers
- > Add
- > Maintain
- > BMV Info
- > Suspend
- > Search Batch
- > T8
- > T9
- > PS View
- > Driver Search
- > District In-Service
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- > T10
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- > Maintenance

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Miles by Service Type

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Service Type	Usage		Description	Public School	Non Public School	Community School	Subtotal	Special Education	Total Daily Miles
	ASN	SPR							
I	70	29	Board-owned	2433	899	309	3641	514	4155
II	31	9	Contractor-owned	176	491	991	1658	0	1658
Subtotal	101	38		2609	1390	1300	5299	514	5813
V	0		Board owned, other vehicles	0	0	0	0	0	0
VI	104		Privately owned, other vehicles	937	0	0	937	5756	6693
Subtotal	104			937	0	0	937	5756	6693
Total All Service Types	205	38		3546	1390	1300	6236	6270	12506

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PUPILS BY BUS

Lists buses by local bus number, service type

Student Counts- greater of the am or pm ridership average (even though new language allows for all riders to receive payment we are requesting the data be separated within a mile and more than a mile). This can be determined per bus.

By Category of Public, Non-Public, Community, Special Education



STEP-BY-STEP

- Add daily student counts then divide counts by 5.
- Record this **AVERAGE** daily riders to be reported by bus and by category.

PUPILS BY BUS

- > T-1
- > T1-S
- > T-2
- > Drivers
 - > Add
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- SAFE Account Sign Out

Pupils by Bus

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[Sort by Local Bus Number](#) [Sort by Bus Registration Number](#)

Local Bus No.	Bus Registration Number	Service Type	Distance Type	Public School	Non Public School	Community School	Special Education	Type I & II Pupils	
2	20228	I	Within 1 Mile	0	0	0		0	Edit
			1 Mile or More	40	0	0		40	
6	83318	I	Within 1 Mile	0	0	0	1	0	Edit
			1 Mile or More	0	6	7		13	
7	6643	I	Within 1 Mile	0	0	0		0	Edit
			1 Mile or More	51	0	0		51	
8	83319	I	Within 1 Mile	0	0	0		0	Edit
			1 Mile or More	22	0	38	0	60	
9	14212	I	Within 1 Mile	0	0	0		0	Edit
			1 Mile or More	26	0	0	2	26	
10	10569	I	Within 1 Mile	0	0	0		0	Edit
			1 Mile or More	30	0	0	0	30	
12	19155	I	Within 1 Mile	0	0	0		0	Edit
			1 Mile or More	0	0	8	3	8	
15	19135	I	Within 1 Mile	0	0	0		0	Edit
			1 Mile or More	0	36	3	0	39	
			Special Education				0	0	



EDIT SCREEN: PUPILS BY BUS

- > T-1
- > T1-S
- > T-2
- > Drivers
 - > Add
 - > Maintain
 - > BMV Info
 - > Suspend
- > Search Batch
- > T8
- > T9
 - > PS View
 - > Driver Search
- > District In-Service
- > Bus Inventory
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Sort by Local Bus Number Sort by Bus Registration Number

Local Bus No.	Bus Registration Number	Service Type	Distance Type	Public School	Non Public School	Community School	Special Education	Type I & II Pupils	
2	20228	I	Within 1 Mile	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		0	Update Cancel
			1 Mile or More	<input type="text" value="40"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		0	
			Special Education				<input type="text" value="1"/>	0	
6	83318	I	Within 1 Mile	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		0	Edit
			1 Mile or More	<input type="text" value="0"/>	<input type="text" value="6"/>	<input type="text" value="7"/>		13	
			Special Education				<input type="text" value="0"/>	0	
7	6643	I	Within 1 Mile	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		0	Edit
			1 Mile or More	<input type="text" value="51"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		51	
			Special Education				<input type="text" value="4"/>	4	
8	83319	I	Within 1 Mile	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		0	Edit
			1 Mile or More	<input type="text" value="22"/>	<input type="text" value="0"/>	<input type="text" value="38"/>		60	
			Special Education				<input type="text" value="0"/>	0	
9	14212	I	Within 1 Mile	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		0	Edit
			1 Mile or More	<input type="text" value="26"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		26	
			Special Education				<input type="text" value="2"/>	2	
10	10569	I	Within 1 Mile	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		0	Edit
			1 Mile or More	<input type="text" value="30"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		30	
			Special Education				<input type="text" value="0"/>	0	
12	19155	I	Within 1 Mile	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		0	Edit
			1 Mile or More	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="8"/>		8	
			Special Education				<input type="text" value="3"/>	3	



Pupils by Bus

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[Sort by Local Bus Number](#) [Sort by Bus Registration Number](#)

Local Bus No.	Bus Registration Number	Service Type	Distance Type	Public School	Non Public School	Community School	Special Education	Type I & II Pupils
1	20215	I	Within 1 Mile	19	0	0		19
			1 Mile or More	51	0	0		51
			Special Education					0
2	8652	I	Within 1 Mile	0	0	0		0
			1 Mile or More	44	0	0		44
			Special Education					0
3	147	I	Within 1 Mile	0	0	0		0
			1 Mile or More	19	0	0		19
			Special Education					0
5	22539	I	Within 1 Mile	2	0	0		2
			1 Mile or More	78	0	0		78
			Special Education					0
8	3755	I	Within 1 Mile	4	0	0		4
			1 Mile or More	81	0	0		81
			Special Education					0

PUPILS BY SERVICE TYPE

- Summary Page of Service Type
- Student Counts
- Edit page for types 1A, 3 (III), 4 (IV), 5 (V), 6 (VI) and Community Schools type 7 (VII)

SERVICE TYPE 1A, 3, 4, 5, 6 AND 7

Service Type	Description	Distance Type	Public School	Non Public School	Community School	Subtotal	Special Education	Total Pupils	
II	Contract Bus	Mile 1 Mile or More Special Education	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	
IA	Contracted with other district	Within 1 Mile 1 Mile or More Special Education	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	Edit
III	Public transit	Within 1 Mile 1 Mile or More Special Education	0 0 0	0 0 0	0 0 951	0 0 951	0 0 0	0 0 951	Edit
IV	Payment in lieu of	Within 1 Mile 1 Mile or More Special Education	0 0 0	0 0 0	0 0 1122	0 0 1122	0 0 0	0 0 1122	Edit
V	Board owned, other vehicles	Within 1 Mile 1 Mile or More Special Education	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	Edit
VI	Privately owned, other vehicles	Within 1 Mile 1 Mile or More Special Education	<input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/>	<input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/>	<input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/>	0 0 0	<input type="text" value="16"/> <input type="text" value="0"/> <input type="text" value="0"/>	0 0 0	Update Cancel
VII	Community school	Within 1 Mile 1 Mile or More Special Education	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	Edit
Service Type	Description	Distance Type	Public School	Non Public School	Community School	Subtotal	Special Education	Total Pupils	
Service Type III - VII, IA	Within 1 Mile		0	0	0	0	0	0	
Service Type III - VII, IA	1 Mile or More		0	0	2073	2073	0	2073	
Service Type III - VII, IA	Special Education		0	0	0	0	16	16	
Total All Service Types			20004	1264	6896	28164	3536	31700	

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Pupils by Service Type

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Service Type	Description	Distance Type	Public School	Non Public School	Community School	Subtotal	Special Education	Total Pupils
I	District Bus	Within 1 Mile	25	0	0	25	0	25
		1 Mile or More	273	0	0	273	0	273
		Special Education	0	0	0	0	0	0
II	Contract Bus	Within 1 Mile	0	0	0	0	0	0
		1 Mile or More	0	0	0	0	0	0
		Special Education	0	0	0	0	0	0
Service Type	Description	Distance Type	Public School	Non Public School	Community School	Subtotal	Special Education	Total Pupils
IA	Contracted with other district	Within 1 Mile						
		1 Mile or More	0	0	0	0		0
		Special Education					0	0
III	Public transit	Within 1 Mile	0	0	0	0		0
		1 Mile or More	0	0	0	0		0
		Special Education					0	0
IV		Within 1 Mile						

SPECIAL EDUCATION PUPILS BY BUS

- Special needs students can be serviced by a regular education route.
- If total of special needs students is less than 50 percent, all are counted as regular education riders.

REVIEW: HOW TO ACCOUNT FOR SPECIAL EDUCATION PUPILS

- Only count “special needs” students if **50 percent or more** riders are *eligible*.
- Special needs are identified AND an IEP noting transportation as a related service is in effect.
- A student may still be a special needs student, but for funding purposes, they must meet the above criteria.

PRO-RATED SPECIAL EDUCATION PUPILS

If 50 percent or more riders are eligible special needs
AND total student count is NOT 100 percent special
needs, count is to be pro-rated.

20 students counted, 11 are special needs, then counts
would be 9 regular education and 11 special needs.

TYPE IV WAIVERS

A: Previously Approved

B: New Type IV

C: College Credit Plus and Postsecondary Pupils

D: Open Enrollment below Federal Poverty Line



PAYMENT IN LIEU OF

- Entries should *not* indicate name of student and related payment.
- Indicate total number only.

TYPE IV WAIVERS PAYMENT IN LIEU OF

Passed Board Resolution for STUDENTS.

Students are ELIGIBLE but IMPRACTICAL

Not an option if other types of service are available.

Must be supported by proper documentation.

TYPE IV WAIVERS PAYMENT IN LIEU OF

- Last resort.
- All other types are exhausted/not available.
- Minimum payment in lieu of is calculated as 50% of the statewide average per pupil to provide transportation from pervious year. Previous year average cost is \$1,167.72 per student 50%=\$583.86 for FY25.

PAYMENT IN LIEU OF

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Type IV Waivers

[Instructions](#)

Waiver Type	Description	Pupils
A	Previously approved, still eligible for payment this fiscal year	0
B	New Type IV pupils - waiver forms and board resolution required	1122
C	Post-secondary pupils providing own transport - no waiver required	0
D	Open enrollment pupils below Federal poverty line - no waiver required	0

Total Service Type IV Pupils on this Page: 1122
Total Service Type IV Pupils in Previous Section: 1122

Totals of A, B, C, and D pupils must equal the combined total of Type IV Public, Community School, and Non-Public pupil count

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Type IV Waivers

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Waiver Type	Description	Pupils
A	Previously approved, still eligible for payment this fiscal year	0
B	New Type IV pupils - waiver forms and board resolution required	1122
C	Post-secondary pupils providing own transport - no waiver required	0
D	Open enrollment pupils below Federal poverty line - no waiver required	0

Total Service Type IV Pupils on this Page: 1122
Total Service Type IV Pupils in Previous Section: 1122

Totals of A, B, C, and D pupils must equal the combined total of Type IV Public, Community School, and Non-Public pupil count



AUDIT REPORT

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T1 Completion

[Instructions](#)

Transportation Service Level (T1) Certification

This form is electronically signed when you click 'Sign Report.' By signing, you are confirming that the information provided by you is accurate and all pupil transportation is in compliance with existing laws and Ohio Pupil Transportation Operation and Safety Rules (OAC 3301-83-03 through 3301-83-22).

District staff are recommended to review the audit report prior to submitting this report.

Audit Report [T1 Transportation Service](#)

Report Signatures

Report Status

Saved

Report Comments (* Hold comments are shown in bold)

New Comment:

Send Comment to Transportation Staff



T1 AUDIT REPORT

- Lists Miles and Pupils by service type(s) for current year and last year.
- Provides Variance Percentage.
- Must be viewed by treasurer and superintendent to populate sign and submit button.



T1 AUDIT REPORT

	Value	Value	Variance
Miles by Service Type I (Board-owned) - Public School	44445	26725	66.30 %
Miles by Service Type I (Board-owned) - Non Public School	2925	488	499.39 %
Miles by Service Type I (Board-owned) - Community School	10958	915	1,097.60 %
Miles by Service Type II (Contractor-owned) - Public School	0	8595	-100.00 %
Miles by Service Type II (Contractor-owned) - Non Public School	0	5776	-100.00 %
Miles by Service Type II (Contractor-owned) - Community School	0	14636	-100.00 %
Miles by Service Type II (Contractor-owned) - Special Education	0	1160	-100.00 %
Miles by Service Type VI (Privately owned, other vehicles) - Special Education	466	320	45.63 %
Pupils by Service Type I (Board-owned) - Public School - 1 Mile or More	20004	13575	47.36 %
Pupils by Service Type I (Board-owned) - Non Public School - 1 Mile or More	1264	78	1,520.51 %
Pupils by Service Type I (Board-owned) - Community School - 1 Mile or More	4823	264	1,726.89 %
Pupils by Service Type II (Contractor-owned) - Public School - 1 Mile or More	0	3696	-100.00 %
Pupils by Service Type II (Contractor-owned) - Non Public School - 1 Mile or More	0	1731	-100.00 %
Pupils by Service Type II (Contractor-owned) - Community School - 1 Mile or More	0	5653	-100.00 %
Pupils by Service Type II (Contractor-owned) - Special Education	0	149	-100.00 %
Pupils by Service Type III (Public transit) - Community School - 1 Mile or More	951	434	119.12 %
Pupils by Service Type VI (Privately owned, other vehicles) - Special Education	16	10	60.00 %



T1 COMPLETION PAGE

- Also known as Signature Page
- Click “SIGN REPORT”
- Click “SUBMIT REPORT”

COMPLETION PAGE

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T1 Completion

Instructions

Transportation Service Level (T1) Certification

This form is electronically signed when you click 'Sign Report.' By signing, you are confirming that the information provided by you is accurate and all pupil transportation is in compliance with existing laws and Ohio Pupil Transportation Operation and Safety Rules (OAC 3301-83-03 through 3301-83-22).

District staff are recommended to review the audit report prior to submitting this report.

Audit Report - T1 Transportation Service

Report Signatures

Report Status
Saved

Report Comments (* Hold comments are shown in bold)

New Comment:

Send Comment to Transportation Staff

[SAFE Account Sign Out](#)



T1 COMPLETION PAGE

- Verify signature.
- If other signatures are incomplete REPORT STATUS will indicate such.
- **SIGN** and “**SUBMIT**”

- to SFFS Main
- ers
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T1 Completion

Approved Status

Instructions

Transportation Service Level (T1) Certification

This form is electronically signed when you click 'Sign Report.' By signing, you are confirming that the information provided by you is accurate and all pupil transportation is in compliance with existing laws and Ohio Pupil Transportation Operation and Safety Rules (OAC 3301-83-03 through 3301-83-22).

District staff are recommended to review the audit report prior to submitting this report.

Audit Report T1 Transportation Service

Report Signatures		
Name	Title	Signed Date
Eric Heilman	Superintendent	10/25/2021

Report Status
Approved

Report Comments (All comments are shown in bold)		
4/13/2022	Report Approved	
1/4/2022		
1/4/2022		
1/4/2022		
1/4/2022		
1/4/2022		
10/25/2021		
10/25/2021		
10/25/2021		

New Comment:

Add

Send Comment to Transportation Staff

Audit Report T1 Transportation Service



SIGN AND SUBMIT

Sign report

- ✓ Treasurer
- ✓ Superintendent
- ✓ Must view audit report



SUBMIT REPORT

ADDITIONAL T-REPORTS

Report	Data Needed	Filing Due Date
T-8	Driver Physicals	Dated after May 1, but before the first day of school for returning drivers New hires between Jan. 1 and April 30 (good until following year May 1) DOT Physical NOT acceptable.
DOT Physical	Vendors may need both DOT and T-8.	

ADDITIONAL T-REPORTS

Report	Data Needed	Filing Due Date
T-9	Driver Training Record	Within 30 days of last date of training as noted by On-bus-instructor
T-10	Accident Report for any accident where damages are greater than \$1,000 total	Within 15 days of accident Must Notify OSHP within 48 hours regardless of amount



T-REPORTS SUMMARY

Report	Data Needed	Filing Due Date
T-1	Miles and Student counts	Nov. 1
T-2	Directly Related Transportation Expenses	Aug. 31

FILING DEADLINES

- **T-1: November 1**
- **Amended T-1:
Jan. 31**
- **T-2: Aug. 31**



REMEMBER: BOOK ENDS

T-1

**Funding by
students or
miles.**



T-2

Can't have one without the other!

CONTACT THE DEPARTMENT

WWW.SCHOOLBUS@EDUCATION.OHIO.GOV

614-466-4230



QUESTIONS?

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**Department of
Education &
Workforce**

