T-1 Report Instructions

(Revised 7/2020)

INSTRUCTIONS FOR PREPARING T-1 REPORT FORM FOR PUPIL TRANSPORTATION SERVICE

All transportation data will be entered through the School Foundation Payment System (SFPS). This is a secure electronic system that is accessed by schools through the internet, and which allows direct entry of data with digital signatures. Worksheets are provided on the ODE Pupil Transportation website for local use only. ALL DATA MUST BE ENTERED AND TRANSMITTED ELECTRONICALLY.

PURPOSE

The T-1 report is provided annually for the use of each city, local, exempted village, county board of developmental disabilities, community schools providing service under revised code 3314.091, and ESC in certifying to the Ohio Department of Education the actual number of pupils transported and total daily miles traveled. This data is then used for calculation of the pupil transportation payment pursuant to Section 3327.0212 of the Ohio Revised Code (ORC).

OVERVIEW

The data for this report shall be a 5-day average of pupils enrolled and regularly transported to school during the designated count week, typically the first full week of October. This report shall also include a 5-day average of daily miles traveled for pupil transportation, excluding non-routine and extra-curricular miles. Special education students and average daily miles will also be reported on the T-1.

Each school district shall collect this data and submit it electronically not later than October 15. All electronic reports must be digitally signed and submitted by the district treasurer, and district superintendent.

Any change in transportation during the school year may be submitted on an amended T-1 report and will be accepted if submitted prior to February 1 of the current school year. The change shall reflect a new 5-day average of ridership and miles. (Ohio Administrative Code (OAC) 330183-01 (G)(6)(a)).

RECORD RETENTION

The T-1 report and all supporting documents shall be maintained for at least five (5) years and must be made available to the State Board of Education or its representatives for audit purposes. ORC 3317.031 requires all school districts to maintain membership records showing pupils that are transported to and from school, and showing the pupils that are transported living within one (1) mile of the school attended.

DETAILED INSTRUCTIONS

1. PROGRAM SURVEY

Complete the survey regarding your district's service levels. Each school district shall report the most common level of service provided for each of the grades identified. This page of the T-1 report must be revised and updated annually.

2. PUPIL TRANSPORTATION SERVICE TYPES
Student counts must be reported by type of service. Types of service include:

Type I * Board-owned, leased, and operated school buses

Type 1A * Students transported by school bus service contracted from another school. This may also include students transported in a consortium arrangement on buses managed and reported by another district or entity.

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

Type III * Public utility

Type IV * Payment made to parent or guardian in lieu of transportation *(Special education services or contracted parental service contracts are not type IV service.)*

Type V * Board-owned vehicles other than school buses *(9 passengers or less)*

Type VI * Privately-owned vehicles other than school buses *(9 passengers or less) (Includes contracts with parents for special education transportation)*

Type VII * Community school students who are transported by the community school in accordance with ORC 3314.091

1. TYPES I AND II PUPIL TRANSPORTATION SERVICE (Miles and Pupils)

A   VEHICLE INFORMATION

The first step in entering the T1 data is to verify the bus inventory information for your district.

1) Your current vehicle inventory of all registered school buses will be displayed.

2) Please review information for each current vehicle.

Information that is incorrect must be corrected through the vehicle inventory maintenance screen

3) Permanent registration number

Verify each vehicle has the valid five-digit school bus identification issued by the Ohio BMV.

4) *reserved for future instructions*

5) Service Type

Vehicles will be listed as *(Type I)* if "Board" owned, leased, or operated by a school board, or *(Type II)* "Contractor" if contractor owned, leased, or operated.

6) Usage Type

This field will indicate the status of the bus as "Assigned" or "Spare" based upon the data entered. Any vehicle with route mileage entered must be classified as an assigned bus. All others will be marked as spare. Vehicles can be coded as "Out of Service" by entering the vehicle inventory maintenance screen. Any vehicles coded as "Out of Service" will not be displayed on the T1 inventory page.

7) All buses being used regularly for a district's students must be listed in the vehicle inventory, regardless of ownership.

B   ELIGIBLE REGULAR EDUCATION STUDENTS

Students shall only be counted once per day, during their first conveyance to school, regardless of how many vehicles they ride. Counts of students from school to home are not permitted. Students who are *not* present on the bus may not be included in the counts.

1) Eligible riders for reimbursement purposes, are:
   Pre-school handicapped students transported on regular routes meeting the special needs criteria; and (a.) Kindergarten through twelfth grade students living more than 1 mile from their home school of assignment who are **enrolled and actually transported** during the count week. Students attending a joint vocational school shall be included.
2) Districts shall count riders on their first conveyance to school for each day of the count week, and then report the average daily riders for that week.
3) Reimbursement shall only be made for transportation between home and schools for which the State Board of Education prescribes minimum standards.
4) All eligible students transported within the district shall be counted as riders on one conveyance only. (Students shuttled from one building to another who have been previously counted shall not be counted again, although the miles should be reported as daily routine miles.)
5) Reimbursement shall not be claimed for any students or miles under more than one type of service.

C   REPORTING REGULAR EDUCATION RIDERS

Students must be reported according to the type of school they attend, and must be separated based upon how far they live from the school.

a)   WITHIN ONE (1) MILE: Enter the number of students who reside less than one (1) mile from their school of residence. *(These students are required by law to be reported, but are not reimbursable.)*
b)   1 MILE OR MORE: Enter the number of students transported who reside one (1) mile or more from the school they attend**.**

PUBLIC SCHOOL: Enter the number of bus riders attending public school.

NONPUBLIC SCHOOL: Enter the number of bus riders attending nonpublic school.

COMMUNITY SCHOOL: Enter the number of bus riders attending community school. *(Community school students who are transported by the community school under the terms of a contract with the public school district of residence are to be reported as Type VII students)*

D   REPORTING SPECIAL EDUCATION STUDENTS

Agencies who provide transportation service for students with disabilities (including County Board of Developmental Disabilities) must report the riders and miles on the appropriate section of the T-1. Costs and updated student counts will be reported separately on the T-2.

Both of the following must be applicable in order for a student to be reported as a student with a disability:

1) Students with disabilities must represent more than 50% of the ridership of the bus on a given trip; and 2) The student has an IEP that requires transportation as a related service.

Student type should also be considered on a per trip basis. Trips are defined as the individual runs that a bus will make to a school building. For each trip, determine the primary purpose of that run as follows:
   If the majority of the students are regular education students, all students and miles must be reported as regular education. Students with disabilities assigned to this route are considered to be mainstreamed students, and shall be reported as regular education riders – both in terms of actual counts on the T-1 and costs on the T-2.

   If more than 50% of the riders on a trip are students with disabilities, then the trip can be considered a special education trip, and the special education students on board the vehicle be reported in the special

education column on the T-1 report. Any regular education students assigned to that trip shall be reported as regular education students. The mileage on this trip must be prorated, with the appropriate share of special education miles reported in the special education column and the proper miles reported in the regular education column.

If all the students on a trip are eligible students with disabilities meeting the above criteria, then the trip is clearly a special education trip and students and miles should be reported as special education.

Appropriate records shall be maintained so that determinations of special education routes can be reviewed in a

report audit.

E   DAILY MILES (PUBLIC, NONPUBLIC, COMMUNITY, AND SPECIAL EDUCATION)

Record the total number of daily routine miles for morning and afternoon public, nonpublic, and community school students, driven from the time the bus leaves storage, completes regular routes, and returns to storage. Mileage figures shall be rounded off to the nearest whole number.

This mileage includes mid day route miles, all daily vocational miles, regular shuttle miles and other trips necessary for the daily attendance of children in their educational program. Record separately the number of daily routine miles for any bus that is operating on special education routes.

This mileage *shall not* include mileage from non-routine or federally-funded trips.

4. OTHER TYPES OF TRANSPORTATION

The following section reviews the entry of information for the remaining types (1A, III, IV, V, VI and VII.)

A SERVICE MILES BY TYPE

Type V: Enter the total amount of daily routine miles traveled by board owned or operated vehicles other than school bus. Please note that the only legal transportation to and from school in this class of vehicle is for students with disabilities, students placed in an alternative school, or homeless students.

Type VI: Enter the total amount of daily routine miles traveled by privately owned or operated vehicles other than a school bus. This class of vehicle would include contracts with parents for the transportation of their students, but not parental transportation provided when transportation is declared impractical. This class may also include the use of taxicabs.
B STUDENT COUNT BY TYPE

Students must be counted each day of the first full week of school in October, and the average daily number reported.

Type 1A: Enter only the number of students who receive transportation service from another public or nonpublic school through the terms of a contract with their resident district. This will also include students who ride on consortium buses that serve multiple school districts.

Type III: Enter the number of students, by program, who receive transportation by public transit. These students must be reported as either within 1 mile from school or 1 mile or more from school.

Type IV: Enter the number of students who receive payment in lieu of transportation. Students reported in this category must meet one or more of the qualifying criteria noted in the revised code section on payment in lieu of transportation. All students reported as Type IV **must** have a signed waiver on file prior to being reported. This type of service does NOT include parental transportation of special education students.

Type V: Enter the number of students who ride board-owned or operated vehicle other than a school bus. Please note that the only legal transportation to and from school in this class of vehicle is for special education students, homeless students, or students placed in an alternative school.

Type VI: Enter the number of students who ride a privately-owned or operated vehicle other than a school bus. This class of vehicle would include contracts with parents/guardian or other person(s) responsible for the transportation of their students. This category may also include the use of taxicabs.

Type VII: Enter the number of pupils who receive transportation service from a community school in accordance with ORC 3314.091.

5. TYPE IV WAIVERS (Payment-in-lieu of Transportation)

A.　　Enter Type IV students previously board-approved as impractical to transport on line A. A new consent form or board of education resolution that declares transportation by school conveyance unnecessary, unreasonable or impractical is not required for students that were reported on the T-1 in previous years and who remain eligible because circumstances are the same for the current school year.

B.　　Enter new Type IV students. Students newly identified as impractical for the current school year are reported under Type IV on Line B. These students shall be declared impractical by an approved board of education resolution. The following documents must be on file at the public school district of residence for new Type IV pupils on Line B:

1)　　Consent forms signed by parent/guardian agreeing to this service type. The consent form for Type IV waivers shall include name and grade level of pupil.
2)　　Copy of board of education resolution that declares transportation by school conveyance unnecessary, unreasonable, or impractical for pupils listed on Line B.

C.　　TOTAL – Line C is where the total of the students identified in A and B are entered above. The total on line C must match the total of the pupils identified as Type IV students in the "Pupils by Service Type" section of the T1 report.

6. REPORT COMPLETION:

DATA VALIDATION AND AUDIT REPORT: An audit report has been provided for your use in validating data. In this report, the data entered will be compared to your previous year's report. We strongly recommend that you run the audit report after your data entry is completed. You will be able to view the variances from previous year's data. ODE staff will also review these reports.

PRINT FINAL REPORT: Districts should print out a copy of the completed report for local record keeping.

SIGNATURE AND SUBMISSION: All electronic reports must be digitally signed. Signature of the transportation administrator is optional, but the signatures of the district treasurer and superintendent **are required**.

After all signatures have been obtained, the report must be submitted. A recent change permits the transportation administrator to submit the T-1 report as long as the other two required signatures have been completed.

REPORT STATUS: The official status of your report will be shown on this screen as follows:

SAVED: Report has been opened, and data has been entered. The data is saved, and can be changed as needed by the district.

SIGNED: The report has been signed by at least one of the required signers. Reports in signed status cannot be changed, unless the report is "UNSIGNED" by the district.

SUBMITTED: The report has been submitted to ODE. The report can no longer be unsigned or changed by the district.

HELD: The report has been reviewed by ODE, and placed on HOLD. Reports on HOLD status can be unsigned, which will allow data to be changed.

APPROVED: The report has been approved by ODE, and is considered final.

EDITING AFTER SUBMISSION: After the report is submitted, it can no longer be changed by the district. If you need to make corrections, please contact your area coordinator's office or the ODE Office of Pupil Transportation. You must ask for the report to be placed into HELD status. This will allow you to un-sign the report and make changes. Following any changes, it will be necessary to re-sign and re-submit the report again.

Only reports in SUBMITTED STATUS are considered completed and will be eligible for approval by ODE.

SPECIAL NOTE REGARDING REPORT DEADLINES: Access to report data is restricted automatically by the system after a report deadline has passed. You will not be able to edit or enter data after these deadlines. For difficulties accessing your report after these dates, you will need to contact the ODE office of Pupil Transportation.