

Ohio Department of Education Pupil Transportation forms review

updated 7/2020

Form ID	Source of form	Subject	Completion Date	"File by" Date	Significance	Required Signatures
T-1	web-based (worksheet available)	Daily Ridership, Mileage, Vehicle inventory	First full week of October May be amended prior to January 31	October 15 Amendments due by Jan 31	Data from this report is used to calculate district transportation reimbursement. This data is also used for calculation of public bus purchase subsidy. Includes all student riders, regular and special ed.	Superintendent and Treasurer required Transp Adm optional
T-2 contractor	web-based (worksheet available)	Transportation cost reporting/certification	End of fiscal year	15-Jul	Data on this report is used for certification of rider/mileage claims filed on T-1, and as backup support for district reported Type II costs on the T-2. Contractors must submit T-2C to districts by July 15	Contractor
T-2	web-based (worksheet available)	Cost reporting/certification	End of fiscal year	31-Aug	Data from this report is used for certification of rider/mileage claims filed on T-1. This data is also aggregated to determine the constant factors of the regression analysis which drives reimbursement costs.	Superintendent and Treasurer required Transp Adm optional
T-8	web-based (paper form required)	School Bus Driver Physical	After May 1st for returning drivers, and before operating a school bus in the next school year	Before operating a school bus, or within 30 days of physical date	All school bus drivers are required to have a current physical on file with the Department of Education. The T8 must be filed electronically by September 1.	Superintendent or Transportation Adm.
T-10	web-based (worksheet available)	Accident report	Within 15 days of crash		Must be submitted for any bus crash resulting in injury or damage in excess of \$1000 State Highway Patrol shall be notified within 48 hours of a school bus being involved in an accident OAC 3301-83-23	Superintendent or Transportation Adm.
T-9	web-based (Paper form for OBI required)	Driver certification	upon completion of driver training		Used to report completion of training for new drivers, and for 6 year recertification of veteran drivers	Superintendent or Transportation Adm.