

Transportation Reports, Due Dates, and Submission Requirements

Report Type	Source	Administrative Code	Due Date	Purpose	Signature/Submission Requirements
T-1	Drives (Supplemental worksheet available on DEW webpage)	3301-83-01	Ridership counts to be completed the first full week of October school is in session; T-1 report is to be filed in Drives no later than November 1st .	Data from this report is used to calculate district transportation payment reimbursement.	Requires both the superintendent and treasurer to view the audit reports and sign digitally in Drives before the report can be submitted.
T-2 C	Drives (Supplemental worksheets available on DEW webpage)	3301-83-01	Recommend submitting to the school or district by July 15 th ; Report is due from district no later than August 31st .	Data on this report is used for certification of expenses related to ridership filed on T-1; It also serves as backup support for district reported Type II costs on the T-2.	Owner or administrator signature required to certify information is accurate to the school or district.
T-2	Drives (Supplemental worksheet available on DEW webpage)	3301-83-01	The T-2 report is to be filed in Drives no later than August 31st .	Data from this report is used for certification of expenses related to ridership filed on T-1.	Requires both the superintendent and treasurer to view the audit reports and sign digitally in Drives.
T-8	Drives (Paper form required to accompany driver to medical provider)	3301-83-07	Newly hired drivers - Before operating a school bus or motor van. Returning drivers - After May 1 st but no later than September 1st ; Should be before operating a school vehicle in the next school year.	All school bus and motor van drivers are required to have a current physical on file with the Department of Education and Workforce. The T8 should be filed in the SFPS before a driver may operate a school bus or alternative school vehicle. All drivers are required to complete T8 physicals annually, before operating a school vehicle in the next school year. The data should be filed and signed in the SFPS no later than September 1 st .	School bus owner or designee must sign the paper form; Superintendent or transportation administrator must sign and submit digitally in Drives.
T-10	SFPS and email	3301-83-14	Within 15 days of accident or occurrence	Must be submitted in SFPS for any vehicle injury, fatality, or property damage in excess of \$1,000; Email copy of the T-10 must be sent to the Ohio State Highway Patrol at: adlcs@dps.ohio.gov .	Superintendent or transportation administrator must sign and submit in Drives.
T-9	SFPS (Paper forms for OBI required; Must be legible before uploading to Drives)	Driver certification and recertification. 3301-83-10	Within 30 days of completion of training.	Used to report completion of training for new drivers, and for 6- year recertification of veteran drivers.	Superintendent or transportation administrator must sign and submit in Drives.