

Transportation Reports, Due Dates, and Best Practices

MONTH, INCLUDING DUE DATE <i>where applicable</i>	REPORT TYPE	SUPPORTING STATUTE	DESCRIPTION	REQUIRED/ RECOMMENDED
	SFPS		<p>All drivers that operate school transportation vehicles must be listed in the school district or employer's driver roster. Drivers must be in "active" status to transport students.</p> <p><i>Schools who contract transportation services may require to be added as an OEDS role of "data reviewer" to the contractor providing services, to ensure the drivers are compliant with all pupil transportation requirements.</i></p>	REQUIRED
	T-10	OAC 3301-83-14 OAC 3301-83-22	<p>Any school bus accident that resulted in excess of \$1,000, fatality, injury, or property damage must be submitted in SFPS within 15 days of accident.</p> <p>Ohio State Highway Patrol must be notified within 48 hours of any school bus accident</p>	REQUIRED
	T-9	OAC 3301-83-10	<p>School vehicle driver training records electronically submitted.</p> <ul style="list-style-type: none"> • New driver: submit within 30 days of training completion. • Recertifying driver: At minimum every 6 years, submit record before renewal certificate issued. 	REQUIRED
		OAC 3301-83-06	<p>Van drivers must have a negative pre-employment drug test. School districts and employers will implement drug and alcohol testing for motor van drivers and impose standards for motor van driver disqualification. <i>This is separate from the CDL drivers DOT requirement and should be a separate pool.</i></p>	REQUIRED
		OAC 3301-83-06	<p>Newly hired transportation supervisors/directors must complete the Ohio Pre-service school bus driver training with SIX months of accepting position.</p>	REQUIRED

		FMCSA 49 CFR 382	All Commercial Motor Vehicle (CDL licensed) drivers must be registered in the drug and alcohol Clearinghouse, and entered into the employers random testing pool. Employers must meet FMSCA criteria issued in January every year for the percentage of employees to be tested (50-percent annually).	REQUIRED
		FMCSA 49 CFR parts 40 and 382	FMCSA Clearinghouse requires employers to query current and prospective employees' drug and alcohol violations before permitting the employee to operate a CMV on public roads. New employees must be queried before being hired; All drivers must be queried at a minimum annually.	REQUIRED
		OAC 3301-83-05	Official school bus timings to determine if a nonpublic or community school is eligible for transportation services from the public school district must be completed on a school bus and on a day that both schools are in session.	REQUIRED
		OAC 3301-83-06	Employers are required to run BMV data on drivers a minimum of 2 times a year.	REQUIRED
January				
31		ORC 3314.091	Deadline for community school to submit notification to public district to relinquish transportation responsibility	REQUIRED
31		OAC 3301-83-01	Current Fiscal Year T-1 ridership amendment if changes remain in effect for the remainder of the school year	IF WARRANTED
February				
15		ORC 3327.016	Schedule meeting(s) with community school and nonpublic school leadership to communicate district transportation procedures and processes.	RECOMMENDED
March				

15		ORC 3327.016	Hold meeting(s) with community school and nonpublic school leadership to communicate district transportation procedures and processes.	RECOMMENDED
April				
1		ORC 3327.016	Community schools and nonpublic schools must submit start and end times to public school districts responsible for transporting their students.	REQUIRED
15		ORC 3314.091	New Community schools scheduled to open in the upcoming school year notify public district they are accepting transportation responsibility for the upcoming school year.	REQUIRED
May				
1	T-8	OAC 3301-83-07	Driver physicals can be started after this date for the following school year. <i>Recommendation to wait until after the last day of instruction for students.</i>	REQUIRED
15		ORC 3327.016	Follow-up meeting with community school and nonpublic schools to discuss proposed transportation plan.	RECOMMENDED
31		ORC 3327.016	Public districts that received start and end times from community schools and nonpublic schools by April 1st submit transportation plan no later than this date, which should include routes and schedules.	REQUIRED

July				
		ORC 3327.02	Public districts shall make the determination of impracticality for each individual student 30 days prior to the students first day of instruction. Districts are required to submit impracticality determination with detailed description to PILOtransportation@education.ohio.gov and issue a letter notifying parents of the determination.	REQUIRED
1		ORC 3327.016	If community or nonpublic schools submit start and end times after April 1 but before this date, public district will attempt to provide a transportation plan including routes and schedules by August 1.	REQUIRED
15	T-2C		Contractors submit transportation expenses to public districts.	RECOMMENDED
20		OAC 3301-83-01	Districts submit transit authority expenses to the department.	REQUIRED
August				
		OAC 3301-83-13	School bus routes shall be approved annually by the district board of education not earlier than 30 days prior to and not later than ten days after the beginning of a school term.	REQUIRED
		ORC 3327.016	For community and nonpublic school students that enroll after July 1, the district will provide a transportation plan within 14 business days of receipt of a request for transportation services.	REQUIRED
1		ORC 3314.091	Community school notifies the public school district that it is accepting transportation responsibility for the students attending the community school.	REQUIRED

31	T-2	OAC 3301-83-01	Public districts and community schools that accept transportation responsibility under ORC 3314.091 shall submit transportation expense reports.	REQUIRED
31	T-8	OAC 3301-83-07	Driver T-8 physicals must be entered no later than this date. Failing to do so will result in the driver being inactive at midnight September 1 st .	REQUIRED
September				
1st week	T-1	ORC 3317.0212 OAC 3301-83-01	Public districts update assigned and spare school bus inventory to complete report by November 1.	RECOMMENDED
1st week	T-1	ORC 3314.091 ORC 3317.0212 OAC 3301-83-01	Community schools that accept transportation responsibility under ORC 3314.091 update assigned/spare school bus inventory to complete report by November 1.	RECOMMENDED
October				
1st full week	T-1	ORC 3317.0212 OAC 3301-83-01 ORC 3314.091	Public districts complete student ridership for students riding the bus. Districts will use the greater of the am or pm ridership average to report on the T-1. Community schools that accept transportation responsibility under ORC 3314.091 shall complete student ridership for students riding the bus. Districts will use the greater of the am or pm ridership average to report on the T-1.	REQUIRED
November				
1	T-1	ORC 3317.0212 OAC 3301-83-01	Average ridership reported by the public district and community school.	REQUIRED