Transportation 101

MASBO Fall Conference
November 2, 2012
Kelly Wosika, Student Transportation Specialist

“Leading for educational excellence and equity every day for every one.”

Student Transportation Priorities

To provide safe, reliable, efficient transportation services so that students arrive at school ready to learn.

- Safety – if the ride isn’t safe, nothing else matters, to the parent, the student to you.
- Efficiently – need to keep the costs in control; an efficient bus service is less costly.
- Fairness – length of ride, bus stop locations, it’s more fair to keep the dollars in the class room.

123B.88 Independent School Districts; Transportation

In any district, the board must arrange for the attendance of all pupils living two miles or more from the school, except pupils whose transportation privileges have been voluntarily surrendered under subdivision 2, or whose privileges have been revoked under section 123B.91, subdivision 1, clause (6), or 123B.90, subdivision 2.
123B.88 Independent School Districts; Transportation, continued.

When transportation is provided, scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto must be within the sole discretion, control, and management of the board.

School District Policies

- Which students are transported – busing areas – ages – criteria.
- How distances are measured – traveled roadway.
- What conditions are hazardous.
- Fee amounts and how applied – for students for a free or reduced lunch.

Basic Methods of Providing School Transportation

- District provided service, own your buses, employ your drivers, operate your service.
- Contract for service, someone else owns them and employees the drivers – bids or quotes are allowed under 123B.52 subd. 1b – this does not mean they setup the bus routes, although it might.
- Blend of above.
- Pros and Cons of either.
Transportation Reporting

- Transportation Data Collection
  - Pupil Transportation Annual Report (paper)
  - Minnesota Automated Reporting Student System (MARSS)
  - Uniform Financial Accounting and Reporting Standards (UFARS)

Transportation Reporting

MARSS (Student Accounting System) Transportation Category
- Only collects the number of public school students transported to and from school during the regular school term
- To and from school is defined as the student's trip to school at the beginning of the school day and the trip home at the end of the school day.

Seven possible MARSS Transportation Categories are:
- 00 - Walker or transportation field does not apply
- 01 - Regular
- 02 - Excess
- 03 - Disabled
- 04 - Desegregation
- 05 - Ineligible
- 06 - Special
Relationship Between MARSS and UFARS

<table>
<thead>
<tr>
<th>MARSS</th>
<th>UFARS</th>
</tr>
</thead>
<tbody>
<tr>
<td>00-Walker</td>
<td>None or 719, 721, 723</td>
</tr>
<tr>
<td>01-Regular</td>
<td>720-Regular</td>
</tr>
<tr>
<td>02-Excess</td>
<td>720-Regular</td>
</tr>
<tr>
<td>03-Disabled</td>
<td>723-Special Ed</td>
</tr>
<tr>
<td>04-Desegregation</td>
<td>714 or 315 Deseg</td>
</tr>
<tr>
<td>05-Ineligible</td>
<td>737-Ineligible</td>
</tr>
<tr>
<td>06-Special</td>
<td>728-Special</td>
</tr>
</tbody>
</table>

Data Verification Report (DVR)

Ties together MARSS, Paper Annual Report and UFARS

To view your district's report go to the Minnesota Department of Education’s home page: http://education.state.mn.us/MDE/index.html

- Data Center
- Data Reports and Analytics
- Under the School Finance Reports section, click on the Minnesota Funding Report (MFR)
- Use the drop down box to find your district
- Use the drop down box to find All categories
- Use the drop down box to find Year 11-12
- Scroll down to the Transportation Data Verification Report
- Click on List Reports box
- Click on the report link

Transportation Funding

Transportation Funding Included in the General Education Revenue

- 4.85 percent of General Education Basic Revenue is considered the transportation portion
- $5,224 = $253.36 (for 2012-13)
- Transportation sparsity
- Districts are not required to spend this amount on transportation, nor are they limited to this amount
Cost Allocation Provided in Statute 123B.92 subd. 5

Reason for the cost allocation:

- Fairly distribute limited resources.
- Too many non-transportation employees reported in transportation categories.
- Leasing buses instead of purchasing.
- Structuring contracts so that more costs were reported in categories where funding was based on costs.

Cost Allocation Basics

- Salary and fringe benefit limitations.
- Standard basis for both district and contract bus service – miles.
- Some expenditures and not allocated.
- Further allocation on a cost per student may need to be done.

Nonpublic School Pupils

- Second prior year average cost of transporting public and nonpublic regular and excess category students (Finance Dimension 720)
- Times
- Current year nonpublic regular and excess category students
- Nonpublic nonregular is based on second prior year costs (Finance Dimension 726)
Special Needs Transportation

- Revenue is based on current year expenditures. (2012-13 expenditures in Finance Dimension 723 and 728 are used to determine funding for 2012-13)
- Excess special education revenue provides additional funding for districts that have high levels of unreimbursed cost. Aid is determined by a revenue capped reimbursement formula set at fixed dollar amount.

Transportation Funding

Tuition Billing

- Tuition Billing occurs when a district other than the resident district (where a student’s parents reside) provides education to a special education student. The district serving the student is responsible for providing the special education services.
- The Minnesota Department of Education, Tuition Billing system will calculate rates from UFARS (Uniform Financial Accounting and Reporting System), MARSS (Minnesota Automated Reporting Student System) and EDRS (Electronic Data Reporting System) data submitted by the districts. The system will calculate tuition invoices for all non-resident students with Individual Education Plans (IEPs).

Interdistrict Desegregation/Integration

Transportation Funding

- State determines the amount of funding already received for to-and-from school transportation services for students coded 04-Deseg ($253.36 plus sparsity) and subtracts it from the district’s cost for this service.
- Funding covers additional costs
Public School Enrollment Options

- Student’s choice to attend a public school in another school district
- Resident district not responsible for transportation
- Enrolling district responsible from border to school
- Mileage reimbursement available to low-income families.

Nonpublic School Students, for resident students only

- Nonpublic school located within the district – provide transportation to school
- Nonpublic school located outside the district – provide transportation to border
- Timely mileage claims
- Safety training

Charter School Students

- Selecting a site – for transportation purposes, the charter school’s boundaries are of the district in which it is located.
- Charter schools choose to have:
  - District provided transportation
  - Charter school provided transportation
Transportation Students Experiencing Homelessness

Homeless Students
- Enrolling district provides the transportation
- Transportation funding – through the Special Education Aid Entitlement Formula
- District Homeless Liaison determines if the student is homeless or not.

Transportation Students with Disabilities

Students With Disabilities
- Resources
  - National School Transportation Specifications and Procedures
  - Reference Guide to Transporting Students with Disabilities
- Driver and aide must receive training in:
  - First aid
  - Dealing with specific needs of students
- Buses – two-way communication system

Care and Treatment Programs and 504 Accommodation Plans

Students that attend Care and Treatment Programs
- Residential – district where facility is located is responsible for transportation.
- Day Treatment Centers – resident district is responsible for transportation.
- Students that have a 504 Accommodation Plan
  - Section 504 of the Rehabilitation Act of 1973 is a federal civil rights statute that assures individuals will not be discriminated against based on their disability

education.state.mn.us
**Program Audit on Student Transportation**

Office of the Legislative Auditor (OLA) Program Audit on Student Transportation

- **Best Practices** – provides an outline of oversight issues school districts should consider while administrating their student transportation program.

- **Model Contract** – for school districts to consider when entering into a transportation contract.

**Transportation Purchases and Leases**

- State School Bus Purchase Program - member of the Cooperative Purchasing Venture (CPV)

- School Bus Inventory - Regular, Type III, Special-Ed Regular, Special Ed Type III

- Leasing School Buses - Operating vs. Capital

**Transportation Legal Requirements**

- Diesel Exhaust - MN Statute 123B.885 provides that exposure be minimized

- Student School Bus Safety Training - all students K-10 are required to receive training annually. K-3 twice annually.

- Stopping for a School Bus - Flashing lights, passing a school bus, penalized for violations
Where to get more information

- MN Dept. of Education (MDE) - http://education.state.mn.us/MDE/SchSup/SchFin/Trans/index.html
- Minnesota Association of Pupil Transportation (MAPT) - http://mnapt.org/
- MN State Legislator - www.leg.state.mn.us

Questions?

Kelly Wosika, Student Transportation Specialist
651-582-8855 or kelly.wosika@state.mn.us
Simplified MARSS Student Transportation Code Worksheet. This chart provides answers to common situations. Review the State definitions for more detailed information.

Will student be riding on district provided transportation TO AND FROM – district owned, contracted (including parent), or public transit (at least some time during the year)

- No
  - Use MARSS Code 00

- Yes
  - Does the student ONLY ride on the regular to/from bus routes AND has no special transportation notation on a care plan.
    - No
      - MARSS Code 03 – Disabled If student’s IEP specifies special transportation requirements.
      - MARSS Code 04 (see note 1) Desegregation.
      - MARSS Code 06 (see note 2) Care & Treatment, Homeless, 504 Plan
    - Yes
      - Use MARSS Code 01

Does the student live (or go to day care) more than 2 miles from school? (1 mile for elementary students.)

- Yes
  - Use MARSS Code 01

- No
  - No
    - Use MARSS Code 05

Does the student encounter hazards (traffic, drug, or crime) if walking to school? Or is the student 7-12 and lives between 1 and 2 miles from school?

- Yes
  - Use MARSS Code 02

- No
  - Use MARSS Code 05

Note 1. Desegregation/Integration Code 04 relates to the students attending schools outside normal attendance area and are transported for desegregation purposes. Do not use for pupils transported for Multidistrict Integration Collaborative Programs at a site that is not their enrolling school.

Note 2. Care and Treatment/Homeless/504 Plan Code 06 is only for pupils who are provided transportation that deviates from the normal scheduled transportation routes. Care and Treatment not being transported would use Code 00.
# MARSS Transportation Data Element Values

<table>
<thead>
<tr>
<th>MARSS Transportation Code *</th>
<th>Transportation Category Eligibility Criteria for To-And-From School Categories</th>
<th>Regular School Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>00 WALKERS * OR TRANSPORTATION FIELD DOES NOT APPLY TO THIS STUDENT</td>
<td>♦ TRANSPORTATION IS NOT PROVIDED WHILE THE STUDENT IS ENROLLED IN THE DISTRICT. ALSO, INCLUDE STUDENTS TRANSPORTED TO AND FROM SCHOOL BUT WHO ARE NOT PART OF THIS REPORTING REQUIREMENT - SUCH AS STUDENTS ENROLLED DURING THE SUMMER MONTHS ONLY. INCLUDE STUDENTS SERVED IN THEIR HOMES.  ♦ INCLUDE STUDENTS WHO WOULD HAVE QUALIFIED UNDER OTHER CATEGORIES BUT WHO HAVE SURRENDERED THEIR BUS RIDING PRIVILEGES FOR THE ENTIRE SCHOOL YEAR.</td>
<td>USE '00' FOR STUDENTS WHO HAVE A STATE AID CATEGORY (SAC) OF 16-18 (SHARED TIME = NONPUBLIC)</td>
</tr>
<tr>
<td>01 REGULAR *</td>
<td>INCLUDE ALL STUDENTS WHO ARE PROVIDED FREE, DAILY TRANSPORTATION SERVICES ♦ ELEMENTARY STUDENTS (K-6) WHO LIVE ONE MILE OR MORE FROM SCHOOL. DISTRICTS MAY USE A DAY CARE SITE AS THE HOME OF THE STUDENT AS LONG AS THE DAY CARE SITE IS LOCATED WITHIN THE ATTENDANCE AREA OF THE SCHOOL.  ♦ SECONDARY STUDENTS (7-12) WHO LIVE TWO MILES OR MORE FROM SCHOOL.  ♦ STUDENTS WHO ARE CUSTODIAL PARENTS WHEN TRANSPORTATION IS PROVIDED BETWEEN THE STUDENTS' HOMES AND CHILD CARE PROVIDERS AND/OR SCHOOLS. THE HOME AND CHILD CARE PROVIDER MUST BE WITHIN THE ATTENDANCE AREA OF THE SCHOOL.  ♦ STUDENTS TRANSPORTED TO LANGUAGE IMMERSION PROGRAMS.</td>
<td>IF A REGULAR CATEGORY STUDENT NEVER RIDES THE BUS, ASSIGN MARSS TRANSPORTATION CODE 00 TO THE STUDENT RECORD.</td>
</tr>
<tr>
<td>02 EXCESS *</td>
<td>INCLUDE ALL STUDENTS WHO ARE PROVIDED FREE, DAILY TRANSPORTATION SERVICES ♦ SECONDARY STUDENTS (7-12) WHO LIVE ONE MILE OR MORE FROM SCHOOL BUT LESS THAN TWO MILES. ♦ ELEMENTARY AND SECONDARY STUDENTS (K-12) WHO LIVE LESS THAN ONE MILE FROM SCHOOL AND WHO ARE PROVIDED DAILY TRANSPORTATION SERVICE TO AND FROM SCHOOL BECAUSE OF THE TRAFFIC, DRUG OR CRIME HAZARDS THEY WOULD ENCOUNTER IF THEY WALKED.</td>
<td>IF AN EXCESS CATEGORY STUDENT NEVER RIDES THE BUS, ASSIGN MARSS TRANSPORTATION CODE 00 TO THE STUDENT RECORD.</td>
</tr>
<tr>
<td>03 DISABLED *</td>
<td>INCLUDE ONLY THOSE STUDENTS WHO ACTUALLY RECEIVE SPECIAL EDUCATION TRANSPORTATION SERVICES ♦ STUDENTS WHO RECEIVE SPECIAL EDUCATION TRANSPORTATION (E.G., SPECIAL ROUTE) OR SPECIAL ACCOMMODATIONS (E.G., AIDE ON REGULAR BUS ROUTE). THAT IS IDENTIFIED ON THE STUDENT’S IEP. THERE IS NO MINIMUM ELIGIBILITY DISTANCE FOR STUDENTS WITH DISABILITIES.</td>
<td>STUDENTS IN THE DISABLED CATEGORY MUST HAVE A PRIMARY DISABILITY CODE OF GREATER THAN ZERO.</td>
</tr>
</tbody>
</table>
| 04 DESEGREGATION/INTEGRATION * | INCLUDE ALL STUDENTS WHO ARE PROVIDED FREE, DAILY TRANSPORTATION SERVICES ♦ STUDENTS WHO ATTEND A DESEGREGATION/INTEGRATION PROGRAM LOCATED EITHER WITHIN OR OUTSIDE OF THE DISTRICT. IF THE PROGRAM IS LOCATED WITHIN THE DISTRICT, THE STUDENTS MUST ATTEND SCHOOLS OUTSIDE THEIR NORMAL ATTENDANCE AREA. | IF A DESEGREGATION/INTEGRATION CATEGORY STUDENT NEVER RIDES THE BUS, ASSIGN MARSS TRANSPORTATION CODE 00 TO THE STUDENT RECORD |}

* USE '05' FOR STUDENTS WHO HAVE A STATE AID CATEGORY (SAC) OF 15, 20, 21, 25 OR 98 IF THEY RECEIVED TRANSPORTATION SERVICES. IF THESE STUDENTS WERE NOT TRANSPORTED, USE '00.' STUDENTS WITH OTHER SAC CODES MAY BE REPORTED IN THIS CATEGORY.  

* INCLUDE ENROLLMENT OPTIONS STUDENTS (SAC CODES 01, 03, 04, 11, 12 AND 13). ELIGIBILITY DISTANCE IS MEASURED FROM THE DISTRICT OR ATTENDANCE AREA BOUNDARY TO THE SCHOOL.
MINNESOTA STATUTES AND RULES
PERTAINING TO THE PUPIL TRANSPORTATION PROGRAM

Minnesota Statutes by Chapter and Section Number

This reference is provided by the Minnesota Department of Education as a service to its Website users. Please refer to the Office of the Revisor of Statutes website (http://www.leg.state.mn.us/leg.aspx) for more current statutory reference numbers and the full text of the statues or rules.

CHAPTER 121A  STUDENT RIGHTS, RESPONSIBILITIES, AND BEHAVIOR
121A.34 School Safety Patrols
121A.582 Student Discipline; Reasonable Force
121A.585 Notice of Recording Device on a School Bus
121A.59 Bus Transportation a Privilege Not a Right

CHAPTER 123A  SCHOOL DISTRICTS; FORMS FOR ORGANIZING
123A.05 Area Learning Center Organization
123A.18 Education District Agreement
123A.30 Agreements for Secondary Education
123A.32 Interdistrict Cooperation
123A.445 Transportation (Cooperative Secondary Facilities Grant)

CHAPTER 123B  SCHOOL DISTRICT POWERS AND DUTIES
123B.36 Authorized Fees
123B.37 Prohibited Fees
123B.49 Extracurricular Activities; Insurance
123B.52 Contracts
123B.61 Purchase of Certain Equipment
123B.77 Accounting, Budgeting, and Reporting Requirements
123B.79 Permanent Fund Transfers
123B.84 -.87 Equal Treatment in Transporting Students
123B.88 Independent School Districts, Transportation
123B.90 School Bus Safety Training
123B.91 School District Bus Safety Responsibilities
123B.92 Transportation Aid Entitlement
123B.93 Advertising on School Buses

CHAPTER 124D  EDUCATION PROGRAMS
124D.03 Enrollment Options Program
124D.04 Options for Enrolling in Adjoining States
124D.081 First-Grade Preparedness Program
124D.09 Postsecondary Enrollment Options Act
124D.10 Charter Schools
124D.11 Revenue for a Results-Oriented Charter School
124D.68 Graduation Incentives Program
CHAPTER 7410  DRIVER’S LICENSES; VEHICLE RECORDS
7410.2400 Vision
7410.2500 Loss of Consciousness or Voluntary Control
7410.2610 Insulin-Treated Diabetes Mellitus
7410.2700 Mental Illness or Deficiency
7410.2900 Other Restricted Licenses
7410.3000 Medical Review Board

CHAPTER 7414  SCHOOL BUS DRIVER QUALIFICATIONS
7414.0100 Definitions
7414.0200 Basic Requirement; Applicability
7414.0300 Tests
7414.0350 Endorsement Categories
7414.0400 Driver Background Check
7414.1100 Physician’s Certificate
7414.1200 Physical Qualifications Requirement, Generally
7414.1300 Examination Form and Certificate
7414.1400 Periodic Physical Reexamination
7414.1410 Physical Qualifications Waiver; Request, Application
7414.1420 Application Contents for Waiver, Generally
7414.1430 Limb Impairment Waiver; Additional Information
7414.1440 Vision Waiver; Additional Information
7414.1450 Diabetes Waiver; Additional Information
7414.1460 Epilepsy, Loss of Control Waiver; More Information
7414.1470 General Criteria for Granting a Waiver
7414.1490 Granting Waiver for Diabetes Mellitus
7414.1500 Additional Examinations
7414.1510 Granting Waiver for Epilepsy, Loss of Control
7414.1520 No Waiver for Hearing
7414.1530 Granting Wavier for Vision
7414.1550 Effect of Waiver
7414.1560 Renewal of Waiver
7414.1570 Notice of Denial, Revocation, Refusal to Renew; Appeal
7414.1600 Federal Motor Carrier Medical Examination Certificate
7414.2100 Renewal Requirements

CHAPTER 7450  WHEELCHAIR SAFETY DEVICES
7450.0100 Definitions
7450.0200 Purpose, Authority, and Scope
7450.0250 Type of Securement Required
7450.0300 Frame-Attached Wheelchair Securement
7450.0400 Minimum Standards for Frame-Attached Devices
7450.0430 User-Friendly Wheelchair Securement
7450.0460 Minimum Standards for User-Friendly Devices
7450.0500 Approval Procedure
7450.0600 Occupant Restraint
7450.0700 Use of Securement Device
7450.0800 Inspection, Removal, and Correction

CHAPTER 7470  SCHOOL BUS INSPECTION
7470.0100 Definitions
7470.0200 Purpose and Authority
7470.0300 Issuance of Certificate
7470.0400 Display of Certificate
7470.0500 Times of Inspection
7470.0600 Scoring for Inspections
7470.0700 Table of Points to be Deducted
Operation of Type A, B, C and D School Buses
Driver of Type A, B, C and D School Bus
Flagging at Railroad Grade Crossings
Equipment, Inspection and Use
Operation of Type III School Buses
Driver of Type III School Buses
Transporting Pupils with Disability
Drivers and Aides for Pupils with Disability
Student School Bus Safety Training - Overview

The familiar sight of yellow school buses on our streets and highways reminds us that school is in session. It is at the beginning of the school year that school districts must teach their students about school bus safety. Minnesota Statutes, section 123.90.

Students in kindergarten through sixth grade enrolled during the first or second week of school must receive school bus safety training by the end of the third week of school. Students in kindergarten through third grade must receive the school bus safety training twice each school year.

Students in seventh through tenth grade only need to receive school bus safety training or safety instructional material if they did not receive the training while enrolled in kindergarten through sixth grade. If these students require the training, for instance, recently moved to Minnesota, the training must occur by the end of the sixth week.

According to Minnesota laws each district must provide public school pupils enrolled in kindergarten through grade ten with age-appropriate school bus safety training of the following concepts:
(1) transportation by school bus is a privilege and not a right;
(2) district policies for student conduct and school bus safety;
(3) appropriate conduct while on the school bus;
(4) the danger zones surrounding a school bus;
(5) procedures for safely boarding and leaving a school bus;
(6) procedures for safe street or road crossing; and
(7) school bus evacuation.

In addition, each nonpublic school located within the district must provide all nonpublic school pupils enrolled in kindergarten through grade ten who are transported by school bus at public expense and attend school within the district's boundaries with training as required in the preceding paragraph.

Charter schools are responsible to provide school bus training for their students regardless if they choose to have the district in which they are located or provide it themselves.

Each school district is required to have a written transportation policy. As part of the school district’s written transportation policy, a school district must develop rules governing student conduct on a school bus and in school bus loading and unloading areas. If a student does not follow the rules, then the student could lose his or her bus
riding privileges. Parents would be required to transport their child if this happens. If the student has a disability, consideration must be given to the type of disability and whether the disability contributed to the student’s misbehavior.

Although there is not any specified method or form that a school district must use to document a student’s school bus safety training, it is recommended that each student record include information on when the student received the training. It is further recommended that this information be retained for a minimum of one year. This documentation may reduce a district’s liability if there is an accident involving the student.

Students taking driver's training instructional classes must receive training in the laws and proper procedures when operating a motor vehicle in the vicinity of a school bus. The statute provides that the commissioner of public safety shall adopt rules requiring a minimum of 30 minutes of instruction concerning driving around a school bus for persons enrolled in driver training programs. The instruction must encompass at least the responsibilities of drivers and the requirements of and the penalties for violation.

Upon request of the superintendent of schools, the school transportation safety director in each district must certify to the superintendent that all students transported by school bus within the district have received the school bus safety training according to this section. Upon request of the superintendent of the school district where the nonpublic school is located, the principal or other chief administrator of each nonpublic school must certify to the school transportation safety director of the district in which the school is located that the school's students transported by school bus at public expense have received training according to this section.

- A district and a nonpublic school with students transported by school bus at public expense may provide kindergarten pupils with bus safety training before the first day of school.
- A district and a nonpublic school with students transported by school bus at public expense may also provide student safety education for bicycling and pedestrian safety, for students enrolled in kindergarten through grade 5.
- A district and a nonpublic school with students transported by school bus at public expense must make reasonable accommodations for the school bus safety training of pupils known to speak English as a second language and pupils with disabilities.
- The district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in kindergarten through grade 3 school bus safety training twice during the school year.
o A district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.

**Resources**

- **Resources for Student School Bus Safety Training**

  **Minnesota Department of Education (MDE)**
  MDE has a model curriculum that district may use in providing safety training for students. It covers the seven basic safety concepts. Contact MDE at 651-582-8855 for a copy.

  **Minnesota Department of Public Safety (DPS)**
  DPS has a number of brochures available to help districts provide information on bus safety to children and parents. They are specific to grade level and touch on topics such as getting on the bus, riding the bus and getting off the bus.

  **Minnesota Association of Pupil Transportation (MAPT)**
  MAPT is a non-profit association of school transportation professionals and industry leaders who promote safe and efficient student transportation within the state of Minnesota. MAPT offers a variety of information on school bus safety, pedestrian safety, railroad safety, and driver and aid training.

  **Minnesota School Bus Operators Association (MSBOA)**
  MSBOA has developed several safety training products. Students, teachers, parents and drivers can all benefit from the products that MSBOA has to offer.

  **National Association for Pupil Transportation (NAPT)**
  NAPT is a nonprofit organization and is the school transportation industry's largest and most diverse membership organization. NAPT puts on the National Student School Bus Safety Poster Contest each year.

  **National Highway Traffic Safety Administration (NHTSA)**
  This program is committed to reducing school bus-related crashes, injuries, and fatalities through both behavioral programs and vehicle regulations. NHTSA works to educate school bus drivers, students and other motorists about safe behavior that reduces the risk of being involved in a school bus-related crash.
  [http://www.nhtsa.gov/portal/site/nhtsa/menuitem.e712547f8daccabbbf30811060008a0c/](http://www.nhtsa.gov/portal/site/nhtsa/menuitem.e712547f8daccabbbf30811060008a0c/)
• **Resources for Pedestrian and Bicycle Safety**

U.S. Department of Transportation, Federal Highway Administration (FHWA)

Safety is important for all roadway users, and the FHWA’s Office of Safety has established a goal of reducing pedestrian fatalities and injuries by 10 percent by the year 2011. Pedestrian safety improvements depend on an integrated approach that involves the 4 E’s: Engineering, Enforcement, Education, and Emergency Services. The FHWA’s Office of Safety develops projects, programs and materials for use in reducing pedestrian and bicyclist fatalities.


**Safe Routes to School (SRTS)**

SRTS programs are sustained efforts by parents, schools, community leaders and local, state, and federal governments to improve the health and well-being of children by enabling and encouraging them to walk and bicycle to school.


**Bicycle Alliance of Minnesota (BikeMN)**

BikeMN’s mission is to provide leadership and a unified voice for bicycle education, advocacy and efforts to make Minnesota more bicycle friendly so that more people will ride bicycles more often. It is BikeMN’s vision that Minnesota is a state where bicycling is a safe, easy, fun and cool choice for everyone.

[https://www.bikemn.org](https://www.bikemn.org)

• **Resources for Drivers Education Training in the Vicinity of a School Bus**

RFK Associates

RFK Associates has materials for school districts when the school district provides driver’s education training. The material covers what a driver should do while driving around the vicinity of a school bus. Contact Ray Kroll at 763-391-6656 or rckroll@comcast.net for more information.

• **Resources for Parents**

The AAA Exchange

The AAA Exchange was designed to foster communication between AAA and the 51 million members it represents. It is an extension of AAA's long history of public service and provides a look into important safety, consumer, automotive and travel issues.

Best Practices

Minnesota School Bus Safety Committee
The committee is a great networking means for school safety directors, contractors and other interested parties. The group discusses topics related to student safety training, school bus driver requirements and vehicle safety. The committee meets the third Wednesday of the month. Contact Chairperson, Eric Schaffhausen at 952-681-6319 or eschaffn@bloomington.k12.mn.us or Co-chair, John Thomas at 952-556-6160 or thomasjohn@district112.org for times and locations.

Minnesota School Bus Safety Poster Contest
The poster contest is sponsored by the Minnesota Association for Pupil Transportation. The contest is a mid-year opportunity to remind all students about the importance of bus safety. It encourages student to think about all the elements of school bus safety and presents opportunities for school bus safety activities. It also provides an ideal opportunity to discuss pupil transportation safety themes while working on, or critiquing student posters. Contact Cindy McKay at mckay4@comcast.net for more information.

American School Bus Council, Guidelines on Pupil Transportation
The American School Bus Council represents a unified voice of the school transportation industry including public and private transportation providers, school bus manufacturers and state officials responsible for pupil transportation. The Council is committed to providing safe, effective, efficient and healthy transportation for the more than 26 million schoolchildren who ride more than 480,000 school buses each day. http://www.americanschoolbuscouncil.org/

Results of a Survey
Minnesota school districts transportation directors and safety coordinators were asked what they felt was the most effective way to provide student transportation safety. The following are some of their suggestions.

• Provided by the bus drivers and on the bus
• Stress school bus safety all year round, not just in the fall
• Hands-on training on the bus
• Combination of classroom and on the bus
• Repetition
• Include the parents
• Ongoing safety reminders by the drivers on their routes
• Use multiple approaches
• Include the bus company if using one
• Be consistent
• Videos
• Parent information at open house events
• For younger students, a short training in classroom and practice out in a school bus
• Middle school age student training on a bus with a driver and teachers present to learn as well
• Older students in a forum type environment, videos, lecture that is more serious
• Have the students actually do the procedures

Districts said the least effective way to provide school bus safety training to students:

• Large classroom settings
• Long sessions
• Providing materials and handouts only
• Through written policy only
• Proving training only once in the fall
• Provided only by the teachers
• Assuming that the parents are providing it
• Taking for granted that someone else is doing it
• Having someone provide the training that does not have knowledge in student transportation
• Sending home the information only
• Not doing anything

This document provides a summary of common student transportation safety topics and resources. School districts often have their own library of student safety training material that they are willing to share. A district may want to exchange student training material with other districts to offer a variety of training techniques to the students. There are also additional resources available through private vendors. If you have questions on student safety training contact Kelly Wosika at the Minnesota Department of Education at 651-582-8855 or kelly.wosika@state.mn.us
GENERAL INFORMATION AND INSTRUCTIONS: The information requested on this report is required for calculation of transportation aids in accordance with Minnesota Statutes, section 123B.92, subdivision 5. Complete this report for the 2011-12 school year and return to the above address by August 15, 2012. If you report students or mileage in any category, then a cost must be reported in the finance dimension corresponding to that category on the UFARS data submitted to the Division of School Finance. Please refer to the instructions for definitions and further directions for completion of this report.

### IDENTIFICATION INFORMATION

<table>
<thead>
<tr>
<th>District Name:</th>
<th>District Number:</th>
<th>District Type:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Contact Person:</td>
<td>Title:</td>
<td>Telephone Number:</td>
</tr>
</tbody>
</table>

### TO AND FORM SCHOOL TRANSPORTATION CATEGORIES - REGULAR TERMS

<table>
<thead>
<tr>
<th>MARSS CODE/LINE</th>
<th>FINANCE DIMENSION</th>
<th>CATEGORY</th>
<th>PUBLIC STUDENTS</th>
<th>NONPUBLIC STUDENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td></td>
<td>Walkers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>01</td>
<td>720</td>
<td>REGULAR</td>
<td>Early Childhood Disabled</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Elementary K-6</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Secondary 7-12</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>720</td>
<td>Excess (Secondary 1-2 Miles and Hazards Riders)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>723</td>
<td>Disabled</td>
<td></td>
<td></td>
</tr>
<tr>
<td>04</td>
<td>714/315</td>
<td>Desegregation/Integration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>737</td>
<td>Ineligible/Nonresident</td>
<td></td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>728</td>
<td>Special Transportation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>07</td>
<td></td>
<td>TOTAL TO AND FROM SCHOOL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### SCHOOL BUSES

<table>
<thead>
<tr>
<th>OWNERSHIP</th>
<th>TYPE A</th>
<th>TYPE B</th>
<th>TYPE C</th>
<th>TYPE D</th>
<th>TYPE III</th>
<th>MULTIFUNCTION SCHOOL ACTIVITY BUS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>District-Owned</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>District-Owned Special Education</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Contractor-Owned</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Nonpublic-Owned</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Are any students transported to and from school on public transit buses? YES NO
Report the cumulative total number of miles at year end.

<table>
<thead>
<tr>
<th>LINE</th>
<th>FINANCE DIMENSION</th>
<th>CATEGORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>720</td>
<td>Regular/Excess</td>
</tr>
<tr>
<td>02</td>
<td>711</td>
<td>Learning Year Summer</td>
</tr>
<tr>
<td>03</td>
<td>713</td>
<td>Open Enrollment Outside District</td>
</tr>
<tr>
<td>04</td>
<td>714</td>
<td>Interdistrict Desegregation/Integration</td>
</tr>
<tr>
<td>05</td>
<td>315</td>
<td>Intradistrict Desegregation/Integration</td>
</tr>
<tr>
<td>06</td>
<td>716</td>
<td>Noon Kindergarten</td>
</tr>
<tr>
<td>07</td>
<td>717</td>
<td>Late Activity - Public</td>
</tr>
<tr>
<td>08</td>
<td>721</td>
<td>Summer School Regular/Excess</td>
</tr>
<tr>
<td>09</td>
<td>723</td>
<td>Disabled-Regular/Summer/Between School Buildings/To and From Board and Lodging</td>
</tr>
<tr>
<td>10</td>
<td>725</td>
<td>Between School Buildings - Public</td>
</tr>
<tr>
<td>11</td>
<td>726</td>
<td>Nonpublic - Between School Buildings and Late Activity</td>
</tr>
<tr>
<td>12</td>
<td>728</td>
<td>Special Transportation Selected Students</td>
</tr>
<tr>
<td>13</td>
<td>733</td>
<td>Unauthorized</td>
</tr>
<tr>
<td>14</td>
<td>737</td>
<td>Ineligible</td>
</tr>
<tr>
<td>**</td>
<td>***</td>
<td>Supplemental Sheet</td>
</tr>
<tr>
<td>15</td>
<td></td>
<td>TOTAL 0 0</td>
</tr>
</tbody>
</table>

**CERTIFICATION OF INFORMATION**

The undersigned certified that all transportation data given in this report are true and correct. All figures in this report can be documented from our school district records which are subject to audit by the State Auditors and/or Minnesota Department of Education Auditors and/or Certified Public Accountant.

_________________________    _________________    _______________
Signature - Responsible Authority    Title    Date