STARS
Student Transportation Allocation Reporting System
Ridership Training Workshop
September 2019

Today’s Topics

• Funding Reports
• Non-Funding Reports
• School Bus Driver Compliance

The Official References

• Funding
  • RCW 28A.160
  • WAC 392-141
• Driver Verification
  • WAC 392-144
Fall versus Winter & Spring

- Fall Report:
  - Funding and Non-funding data
  - Winter & Spring
    - Student counts
    - Update out of district route info
    - Update Car Mileage Estimate

Funding Data Reports

- Basic and Special Student Counts
- School Bus Route and Bus Stop Report
- Non-High Transportation
- Annual Car Mileage Estimate

Report Schedule

- Fall, Winter, Spring
- Due Dates
  - October 31st
  - February 3rd
  - May 1st
Report Periods

• Fall
  • September 1 – October 31
• Winter
  • November 1 – February 3
• Spring
  • February 4 – May 1

Student Count Periods

• Three day student count
• Total the count for each day
• Report the middle value day
• Cannot be within last 5 school days of the report period

Route Types

Type A Basic
Type S Special
Type B Bilingual
Type G Gifted
Type H Homeless and Foster Care
Type E Early Ed
“Combined Routes”

- No maximum number of basic program students
- How do I decide if Special or Basic? Would the route still exist if the special students weren’t there?

Route Categories

Do you have a question on a route?

Call your Regional Transportation Coordinator

General Statement on FORMS

All ridership collection forms are OPTIONAL
- Use the OSPI form, an electronic form, a district form or modify the OSPI form
- They must provide required information
- All forms stay in the district
- Exception: The 1022E report (emailed to RTC)
General Instructions 1022D
Collect data AM and PM for 3 consecutive school days

Student count and driver signature must be IN INK (or electronic)

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Student Count

Basic Program Counts
• Basic Route Student Count
• Total students picked up within the district defined walk area
• Students provided with transit passes

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District Defined Walk Area
• Definition: Less than one road mile from school AND a safe route to walk.
• You can pick up within the safe walk area, but you must report that count.
• Must review hazardous conditions at least every two years.

One mile maps are on the STARS website
Student Count

Special Program Counts
- Special Route Student Count
- No walk area for S or E program students

OSPI Student Transportation

Transfers
- Inter-district --- each district counts
- Get transfer points as destinations
- OSPI establishes all destinations
- Within district --- insure you only count each student once AM and PM

OSPI Student Transportation

Total all your program counts for each day
- Select the consecutive three days with the best middle value
- Use counts for each and every route from the SAME DAY
- Report the counts from the day with the MIDDLE value

OSPI Student Transportation
EXCEL workbook to help track counts (optional)

Student Count Workbook (Optional)
Summary Worksheet

Entering Student Counts
Select “District Data”, “Student Data” the “Report Period”, click “Search”, then “Edit”
Entering Student Counts

STARS provides the totals

Entering Student Counts

Save & Return

Remember to “SAVE”!!!
School Bus Stop Information

• Fall Report Minimum Requirement
  AM Routes and PM out of district only
• Winter & Spring Report Minimum Requirement
  Update changes to out of district routes

School Bus Route Reporting

Your choices on how to report:
• Use the STARS GIS Application
  • Create and delete routes/stops
• Upload 1022A forms
• Upload an output XML file from your routing software
School Bus Route Reporting

Report all active stops
• If a student rides only once in a while, it’s still an active stop
• If it is a PM only stop (in district), you may enter it on the corresponding AM route

Route Data vs Student Count

Route data must reflect the district’s routes for **any day** in the Report Period

That day does not have to be one of the three days in the Student Count Period

STARS GIS Application

• Destinations can only be added by OSPI using eForm on STARS Help Center. Submit to Bruce Schneider
• You can use any destination belonging to any school district
• Ask your RTC for help or training
Working Set Route Summary Report is for you to check your routes BEFORE submitting to the RTC.

District Car Transportation
Must be a district motor pool vehicle (exempt plates)
Must use an authorized school bus driver for home-to-school routes.

To-and-From vs Home-to-School
To-and-From: between home and school, mid-day routes, and shuttles between schools and learning centers (everything in Program 99)
Home-to-School: just AM and PM between home stops and school
District Car Student Count

Document the home-to-school student count
• Driver Signs \textbf{In Ink}
• Add students to program counts
• OSPI Form 1022CS (optional)

District Car Mileage Log

• Document all \textit{to-and-from} car mileage
• Update the estimated annual district car miles each report period
• Don’t include extended school year program miles
• OSPI Form 1022CM (optional)
• \textbf{Final report with actual miles by July 15th}

District Car Mileage Data Entry

Select “District Data”, “Car Mileage”, the Reporting Period, click “Search” then “Edit”
Car Mileage Data Input Screen

Enter the estimated annual mileage and click “Save and Return”

Non-High School Districts

Report is found under “District Data” “Non-High Report” only if you are a non-high district

Even if you only provide transportation to a transfer point, answer “Yes”

In Lieu Contracts

No Report through STARS
--- no student count
--- no mapping routes
A contract is required
Email RTC for approval
Private Party Contracts

No Report through STARS
--- no student count
--- no mapping routes
Contract in place
Comply with bid laws

Non-Funding Reports

• McKinney-Vento Homeless Transportation Report
• School Bus Mileage Report
• School Transportation Fuel Report

These reports can be completed NOW

Non-Funding Reports
Select “District Data” and “Non Funding Data”
McKinney-Vento Homeless Transportation Report

Prior year data (2018-19 SY)
All transportation provided
• Number of **student trips** means each kid, each day, each way
• Number of miles
• Cost

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School Bus Mileage Report

2018-19 School Year Data
• To-and-from
• Field Trips
• Extracurricular
• Inter-governmental
• Other

OSPI Student Transportation

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School Bus Mileage Report

School Transportation Fuel Report

All To-From ... not just home to school ...
All fuel for student transportation
• Type of fuel
• Number of gallons purchased
• Total cost
• Optional fuel and mileage workbook

School Transportation Fuel Report
Fuel and Mileage Workbook (Optional)

Optional: available on OSPI STARS Website

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Walk Area Development

Retain all documentation of your process

• Walk area determination process has to be reviewed at least every two years or as conditions change. WAC 392-141-340 (2)

• Document the review process.

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Documentation and Record Retention

OSPI Student Transportation
Documentation and Record Retention

Daily logs and student lists

- All data reported in STARS must be substantiated by backup documentation
- Hard copy or electronic
- Refer to Detailed Guidance

Submitting STARS Reports
Select “District Data” and “Status”

Remember to click “Update” and Return
STARS reports: Form 1022E
Email the 1022E to the RTC
ID the 3-day count period and student counts
ID the Count Day
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STARS reports: Form 1022E
There is a separate form for each report period:
1022EF (for Fall)
1022EW (for Winter)
1022ES (for Spring)
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After Submitting STARS Reports
While your data is under review, you don’t have access to change it
If there are questions, the RTC will call
OSPI Student Transportation
If you realize you made a mistake, contact your RTC (then you will fix it and re-submit)

Verifying Accuracy

Once route data is “Accepted by OSPI”:

You may verify the accuracy by reviewing the Route Detail Report

Verifying Accuracy

Once route data has been “accepted by OSPI” and count period is closed, changes to routes cannot be made. Identify errors and document in records.
Verifying Submitted Data
review the “Route Summary Report”

The Route Summary Report

Provides counts by route type, number of destinations, buses and the average distance.

Verifying Submitted Data
Select “Reports”, the Report Period and “Route Detail Report”, then click “View Report”
The Route Detail Report makes it easy for you to check your routes

Funding Schedule
- Funding through January based on 2018-19 funding
- Funding adjustment to new level last business day of February

Where do I get help?

STARS Info Center
STARS Info Center

User Manuals

- STARS
- STARS GIS Application
- Walk Route Manual
- List of destinations
- Request for new destination
- Other reference material

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STARS PUBLIC WEBSITE

- Operations Allocation Detail Report 1026A
- School district transportation operations funding for the 2018-19 fiscal year
- Efficiency Detail Reports
- Annually, the efficiency of each school district’s transportation operations is measured, reflecting the data collected and other available data that describe the district’s characteristics.
- Key Performance Indicators (KPIs)
- Written directly to the STARS efficiency rating system, they enable a school district’s transportation operations.
- Quarterly Reports
- The student counts reports are the primary drivers of student counts.
- Counts consist of combined FTE and FRA.

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STARS Public Website

Funding and efficiency reports
Quarterly and annual historical reports
Reference Materials and optional forms

OSPI Student Transportation
And your MOST important help resource...

Call Your Regional Coordinator

Remember The Due Dates

October 31, 2018
February 3, 2019
May 1, 2019

School Bus Driver Status Verification Report (OSPI 1799)
School Bus Driver Verification Report

• Due by October 31, 2019
• Verify the status of each driver
• **Get a copy of the ADR from DOL**
• Check with Kim at OSPI if you have any questions on an ADR

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Bus Driver Certification App

Select: “Annual School Bus Driver Compliance Report”

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Make the red boxes go away

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Email your RTC with an explanation* if you still have active drivers out of compliance.

*no medical or sensitive details

New “Intrastate Only” Column
• Update drivers that are INTRASTate only by checking the box.
• Leave box blank for drivers that are INTERstate.

District Wide Driver Update

<table>
<thead>
<tr>
<th>ID</th>
<th>Intrastate</th>
<th>INTERstate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rev</td>
<td>☐</td>
<td>☑</td>
</tr>
</tbody>
</table>

Check the boxes:
Enter the District, Your First and Last Name and Email. Click the “Submit” button

The 1799 is a Training Record

Intentional falsification of school bus driver training records may result in permanent revocation of your school bus driver instructor authorization.

The 1799 Report will be verified by your RTC

PLEASE MAKE SURE YOUR DATES ARE UPDATED
Any Questions?

And thanks
for all you do
to keep kids safe

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