STARS
Student Transportation Allocation Reporting System
Ridership Training Workshop
September 2019

OSPI Student Transportation
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

OSPI Student Transportation
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

OSPI Student Transportation
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

OSPI Student Transportation
Report Periods

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

OSPI Student Transportation
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

OSPI Student Transportation
“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?

OSPI Student Transportation
Route Categories

Do you have a question on a route?

Call your Regional Transportation Coordinator

OSPI Student Transportation
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)

OSPI Student Transportation
General Instructions 1022D

Collect data AM and PM for 3 consecutive school days

Student count and driver signature must be IN INK

(or electronic)

OSPI Student Transportation
Student Count

Basic Program Counts

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

OSPI Student Transportation
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

OSPI Student Transportation
Student Count

Special Program Counts

• Special Route Student Count
• No walk area for S or E program students

OSPI Student Transportation
Student Count

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
Student Count
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)

<table>
<thead>
<tr>
<th>Count Date</th>
<th>Basic Riders</th>
<th>Walk Area Riders</th>
<th>Transit Riders</th>
<th>Total Basic Student Count</th>
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OSPI Student Transportation
### Student Count Report Summary 2019-20 School Year

#### Fall Report

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<th>Date</th>
<th>Student Count</th>
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The student count of the day to report is highlighted.

#### Winter Report

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If two day's student counts are highlighted, use the first one.

#### Spring Report

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If one of the three days is a zero day, call your regional coordinator.
Entering Student Counts
Select “District Data”, “Student Data”
the “Report Period”, click “Search”, then “Edit”
## Entering Student Counts

**STARS provides the totals**

### Update Student Data - Fall 2019-2020

#### Aberdeen

**Basic Program Students**

- On School Buses: 0
- minus Bussed - In Walk Area: 0
- plus On Transit Buses: 0
- **Total:** 0

**Special Program Students**

- Special Education: 0
- Early Education: 0
- Bilingual: 0
- Gifted: 0
- Homeless: 0
- **Total:** 0

**Basic + Special Total Daily Count**

- Grand Total: 0
Entering Student Counts

Save & Return

Remember to “SAVE”!!!

OSPI Student Transportation
School Bus Route Information

Route Information is used for:

- Calculating the average distance
- Counting the number of destinations
- Counting the number of buses --- used for the efficiency rating and KPI
  (but not funding)

OSPI Student Transportation
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

OSPI Student Transportation
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

OSPI Student Transportation
School Bus Route Reporting

Student Transportation Allocation Reporting System

OSPI Student Transportation
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

OSPI Student Transportation
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

OSPI Student Transportation
Working Set Route Summary Report is for you to check your routes BEFORE submitting to the RTC

<table>
<thead>
<tr>
<th>CCDDD</th>
<th>District Name</th>
<th>Basic (A)</th>
<th>Special (S)</th>
<th>Bilingual (B)</th>
<th>Gifted (G)</th>
<th>Homeless (H)</th>
<th>Early Ed (E)</th>
<th>Total Routes</th>
<th>Destinations</th>
<th>Total Buses</th>
<th>Average Distance</th>
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District Car Transportation

Must be a district motor pool vehicle (exempt plates)

Must use an authorized school bus driver for home—to—school routes

OSPI Student Transportation
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

OSPI Student Transportation
District Car Student Count

Document the home-to-school student count

• Driver Signs **In Ink**
• Add students to program counts
• OSPI Form 1022CS (optional)

OSPI Student Transportation
District Car Mileage Log

- Document all **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)
- **Final report with actual miles by July 15th**

OSPI Student Transportation
District Car Mileage Data Entry
Select “District Data”, “Car Mileage”, the Reporting Period, click “Search” then “Edit”

Student Transportation Allocation Reporting System

District Car Mileage

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To review district car mileage, click ‘View’ or to update district car mileage, click ‘Edit’.

OSPI Student Transportation
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”

OSPI Student Transportation
In Lieu Contracts

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

OSPI Student Transportation
Private Party Contracts

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

OSPI Student Transportation
Non-Funding Reports

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

These reports can be completed NOW

OSPI Student Transportation
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

OSPI Student Transportation
McKinney-Vento Homeless Transportation Report

Student Transportation Allocation Reporting System

Update Homeless Transportation
Aberdeen
Homeless Transportation

| Student Trips: | 0 |
| Mileage:       | 0 |
| Cost: $        | 0.00 |

Comment:
Year Rollover Default Value

Save  Save & Return  Return

OSPI Student Transportation
School Bus Mileage Report

2018-19 School Year Data

• To-and-from
• Field Trips
• Extracurricular
• Inter-governmental
• Other

OSPI Student Transportation
## Student Transportation Allocation Reporting System

### Update School Bus Mileage

#### Aberdeen

**School Bus Mileage**

<table>
<thead>
<tr>
<th>Category</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>To / From:</td>
<td>0</td>
</tr>
<tr>
<td>Field Trip:</td>
<td>0</td>
</tr>
<tr>
<td>Extracurricular:</td>
<td>0</td>
</tr>
<tr>
<td>Inter-government:</td>
<td>0</td>
</tr>
<tr>
<td>Other:</td>
<td>0</td>
</tr>
<tr>
<td>Total:</td>
<td>0</td>
</tr>
</tbody>
</table>

**Comment:**

- Year Rollover Default Value

**Buttons:**
- Save
- Save & Return
- Return
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

OSPI Student Transportation
## Student Transportation Allocation Reporting System

**Update School Transportation Fuel**

### Aberdeen

**Diesel**

<table>
<thead>
<tr>
<th>Gallons Purchased</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Gasoline**

<table>
<thead>
<tr>
<th>Gallons Purchased</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Other**

<table>
<thead>
<tr>
<th>Description</th>
<th>Gallons Purchased</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Comment:**

Year Rollover Default Value

---

**OSPI Student Transportation**
Fuel and Mileage Workbook
(Optional)

Optional: available on OSPI STARS Website

OSPI Student Transportation
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.

OSPI Student Transportation
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

OSPI Student Transportation
Submitting STARS Reports
Select “District Data” and “Status”

---

**Student Transportation Allocation Reporting System**

**Status**

<table>
<thead>
<tr>
<th>Action</th>
<th>School District</th>
<th>Period</th>
<th>Type</th>
<th>Status</th>
<th>Last Updated</th>
<th>Updated By</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Aberdeen</td>
<td>Fall</td>
<td>District Route</td>
<td>In Process at District</td>
<td>Aug 01, 2019</td>
<td>System Updated</td>
</tr>
<tr>
<td></td>
<td>Aberdeen</td>
<td>Fall</td>
<td>Student Counts or Car Mileage</td>
<td>In Process at District</td>
<td>Aug 01, 2019</td>
<td>System Updated</td>
</tr>
</tbody>
</table>

To review the status history click 'view' or to update the status click 'Edit'.

---

OSPI Student Transportation
Remember to click “Update”

and

<table>
<thead>
<tr>
<th>Status</th>
<th>Comment</th>
<th>Last Updated</th>
<th>Updated By</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Process at District</td>
<td>In Process at District</td>
<td>Aug 01, 2019</td>
<td>System Updated</td>
</tr>
</tbody>
</table>

Return

OSPI Student Transportation
Email the 1022E to the RTC
ID the 3-day count period and student counts
ID the Count Day

STARS reports: Form 1022E

OSPI Student Transportation
STARS reports: Form 1022E
There is a separate form for each report period:
1022EF (for Fall)
1022EW (for Winter)
1022ES (for Spring)
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)

OSPI Student Transportation
Verifying Accuracy

Once route data is “Accepted by OSPI”:

You may verify the accuracy by reviewing the Route Detail Report

OSPI Student Transportation
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.

OSPI Student Transportation
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.

<table>
<thead>
<tr>
<th>CCDDD</th>
<th>District Name</th>
<th>Basic (A)</th>
<th>Special (S)</th>
<th>Bilingual (B)</th>
<th>Gifted (G)</th>
<th>Homeless (H)</th>
<th>Early Ed (E)</th>
<th>Total Routes</th>
<th>Destinations</th>
<th>Total Buses</th>
<th>Average Distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>14005</td>
<td>Aberdeen</td>
<td>20</td>
<td>11</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>4</td>
<td>36</td>
<td>10</td>
<td>16</td>
<td>2.796133</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>District Route Number</th>
<th>District Bus Number</th>
<th>State Bus Number</th>
<th>Destination Name</th>
<th>Stop Count</th>
<th>Total Stops</th>
<th>Average Distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABERDEEN SCHOOL DISTRICT</td>
<td>Basic Program (A)</td>
<td>103AHS</td>
<td>103</td>
<td>204215</td>
<td>Aberdeen H.S.</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>103E</td>
<td>103</td>
<td>204215</td>
<td>Stevens Elementary</td>
<td>21</td>
<td>21</td>
</tr>
</tbody>
</table>
Funding Schedule

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

OSPI Student Transportation
Where do I get help?

STARS Info Center

Student Transportation Allocation Reporting System

Info Center

Student Transportation Allocation Reporting System (STARS) User Manuals and Support Files

STARS Info Center

OSPI Student Transportation
STARS Info Center

User Manuals

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

OSPI Student Transportation
STARS PUBLIC WEBSITE

Operations Allocation Detail Report 1026A
School district transportation operations funding for the 2018-19 school year.

Efficiency Detail Reports
Annually, the efficiency of each school district's transportation operations is measured using a statistical process (Data Envelopment Analysis) that uses data returned by other available data that describe the district characteristics.

Key Performance Indicators (KPIs)
While not directly related to the STARS efficiency rating system, Key Performance Indicators (KPIs) are used in evaluating a school district's transportation operations.

Quarterly Reports
The student counts reports are the primary drivers of student transportation funding. Student counts consist of combined AM and PM ridership.

Annual Non-Funding Reports

STARS Reporting Reference Material

Other (Optional) Forms

OSPI Student Transportation
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

OSPI Student Transportation
Remember The Due Dates

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

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

OSPI Student Transportation
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

OSPI Student Transportation
Bus Driver Certification App

Select: “Annual School Bus Driver Compliance Report”

OSPI Student Transportation
Make the red boxes go away

<table>
<thead>
<tr>
<th>Date</th>
<th>Date</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/23/2018</td>
<td>08/23/2020</td>
<td>06/22/2019</td>
</tr>
<tr>
<td>08/23/2018</td>
<td>03/09/2019</td>
<td>01/16/2020</td>
</tr>
<tr>
<td>08/23/2018</td>
<td>08/23/2020</td>
<td>05/09/2020</td>
</tr>
<tr>
<td>08/23/2018</td>
<td>03/09/2019</td>
<td>04/11/2020</td>
</tr>
<tr>
<td>08/23/2018</td>
<td>06/11/2020</td>
<td>01/11/2020</td>
</tr>
</tbody>
</table>

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

*no medical or sensitive details

OSPI Student Transportation
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>CDL End</th>
<th>Intrastate Only</th>
<th>Lic-Exp</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS ✔</td>
<td>□</td>
<td>08/10/2022</td>
</tr>
</tbody>
</table>

OSPI Student Transportation
Check the boxes:

On an annual basis, this form needs to be completed and submitted to OSPI no earlier than the August 1st and no later than November 1st of each year.

Washington Administrative Code (WAC) 392-144-160 requires each school district to annually evaluate each authorized school bus driver for continuing compliance with the provisions of chapter 392-144 WAC. Completing this form verifies the evaluation of driver authorization compliance has been conducted and the School Bus Driver online database has been updated to reflect the current status of all authorized school bus drivers.

PLEASE NOTE: If an authorized school bus driver is on a leave of absence (medical or personal), the driver is required to meet all the requirements of an authorized school bus driver prior to resuming duties transporting students.

Please indicate completion of items by selecting the box on the left.

- Both authorized school bus driver has completed the current year’s annual physical exam as required by WAC 392-144-020(3).
- Each authorized school bus driver has a current and valid driver’s license.
- Both authorized school bus driver has a current and valid first aid card.
- Each authorized school bus driver is in compliance with WAC 392-144-102(3)(a)(ii), which includes the demonstration of strength and agility and has provided the employer with a current and valid copy of their medical examiner certificate.
- Each authorized school bus driver has completed an updated disclosure statement as required in WAC 392-144-102(4).
- Each authorized school bus driver’s current and original license has been obtained from the Department of Licensing and the driving record is in compliance with WAC 392-144-102(3), (2), (1), and (3).
- For each authorized school bus driver, the online database indicates the current status for the driver’s license, medical examiner certificate, first aid card and annual school bus driver’s card.

Individual completing the form:

First name:
Last name:
Email address:

By submitting this form, I certify (decline) that the foregoing is true, correct, and accurate to the best of my ability.

OSPI Student Transportation
Enter the District, Your First and Last Name and Email. Click the “Submit” button.

Annual School Bus Driver Compliance Report

District: 
First Name: 
Last Name: 
Email address: 

By submitting this form, I certify (declare) that the foregoing is true, correct and accurate to the best of my ability.

Submit  Cancel

OSPI Student Transportation
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.

OSPI Student Transportation
The 1799 Report will be verified by your RTC

PLEASE MAKE SURE YOUR DATES ARE UPDATED

OSPI Student Transportation
Any Questions?

And thanks for all you do to keep kids safe

OSPI Student Transportation