STARS
Student Transportation Allocation Reporting System

Ridership Training Workshop
September 2020
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 30th
  • February 1st
  • May 3rd
Report Periods

- Fall
  - September – October
- Winter
  - November – January
- Spring
  - February – April
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 OSPI sample forms are OPTIONAL
• Use the OSPI form, an electronic form, a district form or modify the OSPI form
• Forms 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)
Student Count

Basic Program Counts

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

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

• Inter-district --- each district counts
  o Get transfer points as destinations
  o OSPI establishes all destinations
• Within district --- insure you only count each student once AM and PM
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
A table showing EXCEL workbook to help track counts (optional). The table details counts from Tuesday, September 1, 2020, to Friday, October 23, 2020, with columns for Basic Riders, Walk Area Riders, Transit Riders, Autocalculated Total Basic Student Count, Special Ed, Bilingual, Gifted, Homeless, Early Ed, Autocalculated Total Special Student Count, Best Median, and Reported Student Count Day 2nd Day. The counts vary across the dates with some days having no data.

Washington Office of Superintendent of PUBLIC INSTRUCTION

OSPI Student Transportation
### Student Count Workbook (Optional)

#### Summary Worksheet

<table>
<thead>
<tr>
<th>Student Count Report Summary 2020-21 School Year</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Report</strong></td>
<td></td>
</tr>
<tr>
<td>The three day count window is:</td>
<td></td>
</tr>
<tr>
<td>September 17, 2020</td>
<td>455</td>
</tr>
<tr>
<td>September 18, 2020</td>
<td>523</td>
</tr>
<tr>
<td>September 21, 2020</td>
<td>655</td>
</tr>
<tr>
<td>The student count of the day to report is highlighted.</td>
<td></td>
</tr>
<tr>
<td><strong>Winter Report</strong></td>
<td></td>
</tr>
<tr>
<td>The three day count window is:</td>
<td></td>
</tr>
<tr>
<td>November 19, 2020</td>
<td>775</td>
</tr>
<tr>
<td>November 20, 2020</td>
<td>525</td>
</tr>
<tr>
<td>November 23, 2020</td>
<td>680</td>
</tr>
<tr>
<td>If two day’s student counts are highlighted, use the first one.</td>
<td></td>
</tr>
<tr>
<td><strong>Spring Report</strong></td>
<td></td>
</tr>
<tr>
<td>The three day count window is:</td>
<td></td>
</tr>
<tr>
<td>February 19, 2021</td>
<td>786</td>
</tr>
<tr>
<td>February 22, 2021</td>
<td>518</td>
</tr>
<tr>
<td>February 23, 2021</td>
<td>696</td>
</tr>
<tr>
<td>If one of the three days is a zero day, call your regional coordinator.</td>
<td></td>
</tr>
</tbody>
</table>
Entering Student Counts

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

**STARS provides the totals**

#### Review Student Data - Fall 2020-2021

**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”!!!
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)
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
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 in the STARS Info Center.
• You can use any destination belonging to any school district
• Ask your RTC for help or training
Fall 2020 – COVID

• Wait as long as possible to finalize and submit route data
• Districts can include transportation to alternative “learning sites” temporarily (route and student data)
• New destinations must be requested for alternative learning sites and will be removed by OSPI later
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>
</tr>
</thead>
<tbody>
<tr>
<td>14005</td>
<td>Aberdeen</td>
<td>21</td>
<td>8</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>4</td>
<td>33</td>
<td>10</td>
<td>18</td>
<td>2.991864</td>
</tr>
</tbody>
</table>
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 **In Ink**
- Add students to program counts
  - OSPI Form 1022CS (optional)
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**
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 (2019-20 SY)
All transportation provided

- Number of student trips means each kid, each day, each way
- Number of miles
- Cost
McKinney-Vento Homeless Transportation Report
School Bus Mileage Report

2019-20 School Year Data
• To-and-from
• Field Trips
• Extracurricular
• Inter-governmental
• Other
School Bus Mileage Report

Student Transportation Allocation Reporting System

Update School Bus Mileage
Aberdeen
School Bus Mileage

To / From: 0
Field Trips: 0
Physical Fares: 0
Intergovernment: 0
Other: 0
Total: 0

Comment:
Year Rollover Default Value

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
Fuel and Mileage Workbook
(Optional)

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
<th>L</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>School Transportation Fuel and School Bus Mileage Workbook (optional)</strong></td>
<td><strong>School Bus Mileage Report</strong></td>
<td><strong>School Transportation Fuel Report</strong></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>12</td>
<td>To/From Mileage</td>
<td>22</td>
<td>Total To/From Diesel</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Field Trip Mileage</td>
<td>23</td>
<td>Total To/From Gas</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>14</td>
<td>Extracurricular Mileage</td>
<td>24</td>
<td>Total To/From Other Fuel</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>15</td>
<td>Intergovernmental Mileage</td>
<td>25</td>
<td>Total Covid Related Fuel</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>16</td>
<td>Other Mileage</td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Covid Related Mileage</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Total Mileage</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Percentage of Mileage in To/From</td>
<td>0.0%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Fill in data in the Yellow cells.*
*Green cells indicate calculations and are LOCKED.*

*Submit these values into the STARS Bus Mileage Report.*

*Submit these values into the STARS Fuel Report.*

Optional: available on OSPI STARS Website
### School Transportation Fuel Report

**Update School Transportation Fuel**

**Aberdeen**

**Diesel**
- Gallons Purchased: 0
- Total Cost: $0.00

**Gasoline**
- Gallons Purchased: 0
- Total Cost: $0.00

**Other**
- Description: 
- Gallons Purchased: 0
- Total Cost: $0.00

**Comment:**
- Year Rollover Default Value

OSPI Student Transportation
Documentation and Record Retention
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.
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

OSPI Student Transportation
STARS reports: Form 1022E

Email the 1022E to the RTC
ID the 3-day count period and student counts

ID the Count Day
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
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.

<table>
<thead>
<tr>
<th>CCDDD</th>
<th>District Name</th>
<th>Basic (A)</th>
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</thead>
<tbody>
<tr>
<td>14005</td>
<td>Aberdeen</td>
<td>0</td>
<td>0</td>
<td>0</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>
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>
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>14005</td>
<td>Aberdeen</td>
<td>21</td>
<td>7</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>4</td>
<td>32</td>
<td>10</td>
<td>17</td>
<td>2.986019</td>
</tr>
</tbody>
</table>
Funding Schedule

- Funding through January based on 2019-20 funding
- Funding adjustment to new level on the last business day of February
Where do I get help?

Student Transportation Allocation Reporting System

Info Center

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

STARS User Manuals
- User Manual
- Map (GIS) and Walk Route Manual

Route Help Files
- Destinations
- Request Add Destination
- Route Types
- District CCDDD Codes

STARS Excel Route Import Files
- Excel Route Import
- Excel Long Route Import
- Example Excel Route File

STARS XML Route Import Files
- XML Route Import
- Example XML Route File
- XSD XML Validator File

How to use the STARS Silverlight pages to manage district data.
How to manage route data using the Stars Map Control and how to create one mile safe walk route maps using the Walk Route Control.

A Excel reference document containing STARS Destinations used by routes.
Email Bruce Schneider to add a STARS destination.
A Excel reference document containing the different route types that can be used by a route.
A Excel reference document containing the Distiricts CCDDD codes.

A blank Excel route file used to import a District’s route.
A blank Excel route file used to import a District’s route with more than 3 destinations.
A example Excel route file that has been filled out correctly.

A blank XML route file used to import a District’s route.
A example XML route file that has been filled out correctly.
The XSD validation file used by districts with their own GIS Software to validate a XML route file.

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
STARS PUBLIC WEBSITE

Student Transportation Allocation Reporting System (STARS)

Student Count Workbook (optional) (XLSX) The Student Transportation Allocation Reporting System (STARS) is used for the distribution of operations funding for school district transportation and for providing an evaluation of relative efficiency. STARS funding uses a regression analysis using individual school district characteristics to determine an expected cost of operations. STARS efficiency ratings are calculated using a different statistical system (Data Envelopment Analysis). Funding reports and Efficiency Ratings are released at the end of February each year and are found at the links below.

Three annual non-funding related reports are also collected by STARS: School Transportation Fuel, School Bus Mileage, and McKinney-Vento Transportation.

Operations Allocation Detail Report 1026A
School district transportation operations funding for the 2019-20 school year.

Efficiency Detail Reports
Annually, the efficiency of each school district's transportation operations is rated using a statistical process (Data Envelopment Analysis) that uses data returned from STARS and 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 (KPI) are a valuable resource for evaluating a school district's transportation operations.

Quarterly Reports
The student counts reports are the primary drivers of student transportation funding. School districts report student ridership counts and other data three times per year: Fall, Winter and Spring. Counts consist of combined AM + PM ridership.

Contact Information

GIS/Mapping for STARS
Bruce Schneider
360-725-6125
bruce.schneider@k12.wa.us

Other STARS Related Questions
Patti Enbody
360-725-6122
patti.enbody@k12.wa.us

Report a problem with a school district's STARS data

Annual Non-Funding Reports

STARS Reporting Reference Material

Other (Optional) Forms
STARS Public Website

Funding and efficiency reports
Quarterly and annual historical reports
Reference Materials and optional forms
And your MOST important help resource...

Call Your Regional Coordinator
Remember The Due Dates

October 30, 2020
February 1, 2021
May 3, 2021
School Bus Driver Status Verification Report
(OSPI 1799)
School Bus Driver Verification Report

- Due by October 30, 2020
- 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
Bus Driver Certification App

Select: “Annual School Bus Driver Compliance Report”
Make the red boxes go away

<table>
<thead>
<tr>
<th>In Service</th>
<th>First Aid Exp</th>
<th>Med Exp</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/29/2019</td>
<td>03/20/2020</td>
<td>10/26/2019</td>
</tr>
<tr>
<td>10/19/2019</td>
<td>08/10/2020</td>
<td>06/07/2020</td>
</tr>
<tr>
<td>09/11/2020</td>
<td>09/27/2022</td>
<td>05/07/2022</td>
</tr>
</tbody>
</table>
Email your RTC with an explanation* if you still have active drivers out of compliance.

*no medical or sensitive details
Fall 2020 – COVID

• Districts have until October 31 to provide 2020-21 driver inservice
• Drivers out of compliance as of October 31, should be marked “on leave” in 1799 database
• Drivers must be in compliance with WAC 392-144 BEFORE transporting students
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) 392-164-160 requires each school district to annually evaluate each authorized school bus driver for continuing compliance with the provisions of chapter 392-164 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:

- [ ] Each authorized school bus driver has completed the current year’s inservice training as required by WAC 392-164-031(5).
- [ ] Each authorized school bus driver has a current and valid driver’s license.
- [ ] Each authorized school bus driver has a current and valid FBI card.
- [ ] Each authorized school bus driver is in compliance with WAC 392-164-031(5)(a), which includes the demonstration of strength and agility and has provided the employer with a current and valid copy of their Medical Examiner’s Certificate.
- [ ] Each authorized school bus driver has completed an updated disclosure statement as required in WAC 392-164-160(1).
- [ ] Each authorized school bus driver’s current and original abstract has been obtained from the Department of Licensing and the driving record is in compliance with WAC 392-164-031(5)(b), (e) and (f).
- [ ] For each authorized school bus driver, the online database includes the current dates for the driver’s license, medical examiner’s certificate, FBI card and annual school bus driver inspection.

Individual completing this form:

Drivers:
First names: 
Last names: 
Email address:

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