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Washington Office of Superintendent of
PUBLIC INSTRUCTION
Chris Reykdal, Superintendent

k12.wa.us

September 1, 2023

(X) Action Required
Due date: October 31, 2023
() Informational

BULLETIN NO. 051-23 STUDENT TRANSPORTATION

TO: Educational Service District Superintendents
School District Superintendents
School District Business Managers
School District Transportation Administrators
Regional Transportation Coordinators

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Required Student Transportation Operations, 2023–24 School Year

CONTACT: Patti Enbody, Director
360-725-6122, patti.enbody@k12.wa.us

PURPOSE/BACKGROUND

This bulletin provides information for all required local education agencies' student transportation operations reports. As required by Revised Code of Washington (RCW) 28A.160.170, each school district must submit to the Office of Superintendent of Public Instruction (OSPI) the operational data necessary to determine each school district's transportation operations allocation. All data is required to be submitted using the Student Transportation Allocation Reporting System (STARS) on the Education Data System (EDS) available online at [EDS application](#).

STARS consist of two types of reports: 1) the data required to calculate the district's operation allocation, and 2) non-funding data required specifically by statute. The fall report is due October 31st and consists of operational data and non-funding reports. There is a winter report due on February 1, 2024, and a spring report due on May 1, 2024. The winter and spring reports consist of operational data.

DATA COLLECTION ELEMENTS

- 1. Student Ridership Data.** School districts are required to report the total daily number of students riding the school bus on home-to-school routes in the morning and school-to-home routes in the afternoon. The school district selects a count period of three consecutive school days. The total daily student count of those three days shall be compared, the high and low values thrown out and the middle value is reported. School bus drivers must fill out a school bus route count sheet (Form SPI 1022D, optional) or data may be collected electronically. All school bus route count records must be maintained in the school district in accordance with the school district's retention schedule and are not to be submitted to OSPI.
- 2. School Bus Route Data.** School districts are required to provide the location of all school bus stops and associated destinations. For the fall report, all AM routes must be reported and any out-of-district destinations or out-of-district school bus stops in the PM that are not reflected in the AM route data. For the winter and spring reports, route data must be updated for all out-of-district school bus stops or destinations. Route information is only required to reflect data accurate on any day within the report period. It is not required to have the route data reflect the stops current on the student count day.
- 3. Non-Funding Reports.** School districts are required to provide an annual report of total school bus mileage, an annual report of the total quantity and cost of fuel purchased for to-and-from school transportation, and the annual cost, mileage and number of students provided with transportation under the requirements of the McKinney-Vento Homeless Assistance Act. These reports will summarize the data resulting from student transportation operations during the 2022–23 school year.

An Excel workbook to assist district staff in calculating the mileage and fuel reports is available online by clicking on "Other (Optional) Forms" at [Fuel and Mileage Workbook](#).

VERIFICATION OF RIDERSHIP DATA SUBMITTED

OSPI Form 1022E is provided in three separate versions: 1022EF, 1022EW, and 1022ES. These correspond to the fall, winter, and spring reports. The report is emailed to the regional transportation coordinator. The district should print a copy of 1022E and should keep it as documentation of the count period and day selected for reporting.

DATA COLLECTING AND REPORTING REQUIREMENTS

All data collection must be completed in sufficient time to submit the required reports by October 31st. The student count period must not be within five school days of the end of the reporting period.

ADDITIONAL INSTRUCTIONS AND (OPTIONAL) DATA COLLECTION FORMS

Additional instructions, detailed guidance, and optional data collection forms are attached. Care should be taken to ensure appropriate data is submitted in accordance with the specific instructions supplied with this year’s forms. **All reports are required. Use of the other provided forms is optional.**

WORKSHOPS

Meetings will be conducted statewide during September to provide detailed instructions. Each regional transportation coordinator will announce workshop details to facilitate participation.

Information necessary for the completion of this report will be emailed and is available online at the [Student Transportation Forms](#) webpage. Questions or concerns should be directed to the respective regional transportation coordinator.

Regional transportation coordinators will be available to assist school districts with the forms and method of reporting. Additional workshops will be conducted during the winter and spring report periods to provide detailed guidance for completing the winter and spring reports.

Please contact your regional transportation coordinator if you have any questions about your reports. Their contact information is provided below.

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| <p>Region 1 (For districts in ESD 112 and ESD 113) Rodney McKnight ESD 112 2500 NE 65th Avenue Vancouver, WA 98661-6812 360-952-3595 rodney.mcknight@esd112.org</p> | <p>Region 2 (For districts in ESD 114 and ESD 121) Chris Jose Puget Sound ESD 121 1282 Valentine Avenue SE Pacific, WA 98047 253-686-1126 cjose@psed.org</p> |
| <p>Region 3 (For districts in ESD 189) Mark Dennis Northwest ESD 189 1601 "R" Avenue Anacortes, WA 98221 360-299-4008 mdennis@nwesd.org</p> | <p>Region 4 (For districts in ESD 105, ESD 123, and ESD 171) Dan Payne ESD 105 33 S. Second Avenue Yakima WA 98902 509-454-3105 dan.payne@esd105.org</p> |
| <p>Region 5 (For districts in ESD 101) Eric Engle NEW ESD 101 4202 South Regal Spokane, WA 99223-7738 509-789-3558 eengle@esd101.net</p> | |

TRANSPORTATION ALLOCATION REPORT

After the data collected from the student transportation winter report is processed, each district's transportation allocation will be updated and available online no later than February 16, 2024, at [STARS Operations Allocation Detail Report](#). **It is the district's responsibility to ensure the student count data, route data, and district car mileages in STARS accurately reflect the data submitted in the fall and winter reports.** If a district's transportation allocation report is not correct, please contact your regional transportation coordinator.

INFORMATION AND ASSISTANCE

Questions concerning the transportation reports in this bulletin and general questions regarding transportation reporting requirements may be directed to Patti Enbody, Director of Student Transportation, at 360-725-6122 or patti.enbody@k12.wa.us. The OSPI TTY number is 360-664-3631.

This information is also available on OSPI's [Bulletins](#) webpage.

Tennille Jeffries-Simmons
Chief of Staff

T.J. Kelly
Chief Financial Officer
Financial Resources

Patti Enbody
Director
Student Transportation and Traffic Safety Education

CR:kmk

Attachment 1 – General Instructions for the Student Transportation Operations Report
Attachment 2 – Detailed Guidance for the Student Transportation Operations Report

OSPI provides equal access to all programs and services without discrimination based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal by a person with a disability. Questions and complaints of alleged discrimination should be directed to the Equity and Civil Rights Director at 360-725-6162/TTY: 360-664-3631; or P.O. Box 47200, Olympia, WA 98504-7200; or equity@k12.wa.us.