# Welcome to the 2024-25 Transportation Reimbursement Workshop

## Transportation Cost Study Project
## Macomb ISD

# Transportation Reimbursement Workshop

M***eeting being recorded. Please mute your microphones.***

***Questions?***

***Write in the chat.***

***Questions answered at the end of the presentation.***

# Transportation Reimbursement Workshop

Your presenter and resource people:

Mac Dashney, Presenter/Moderator, TCS Project

Katrina Morris, MAPT, Virtual Meeting Technical Support

Paul Bodiya, MISD, Financial Support, TCS Project

Chris Frank, MISD, Financial Support, TCS Project

Troy Hansbarger, MDE, Technical Support

# Transportation Reimbursement Workshop

Workshop objectives:  Districts will:

- Understand data collection.
- Self-correct data **E**rrors, **I**nconsistencies, & **O**missions **(90%).**
- Prepare MDE data collection & reporting documents accurately, correctly, and legally.
- Support the use of pre-report worksheets contained in the **S**upplemental **R**eporting **P**ackage.

# Transportation Reimbursement Workshop

## Abbreviations and Meanings

ATE – **A**ctual **T**ransportation **E**xpenditures

CpR – **C**ost **p**er **R**ider

IPS – **I**nstructional **P**rogram **S**ite

EIO – **E**rrors, **I**nconsistencies, & **O**missions

GSRP – **G**reat **S**tart **R**eadiness **P**rogram

MCpR – **M**edian **C**ost **p**er **R**ider

MSAB – **M**ultifunction **S**chool **A**ctivity **B**us

NPSR – **N**on-**P**ublic **S**chool **R**iders

PTE – **P**redicted **T**ransportation **E**xpenditures

RpSqM – **R**iders **p**er **S**quare **M**ile

SB – **S**chool **B**us

SBE - **S**chool **B**us **E**lectric

STV – **S**chool **T**ransportation **V**ehicle

SRP – **S**upplemental **R**eporting **P**ackage

TNC – **T**ransportation **N**etwork **C**ompany

# Transportation Reimbursement Workshop

What is an **I**nstructional **P**rogram **S**ite?

A location where students receive experience, knowledge, and skill resulting in promotion to the next grade, credit towards graduation, or a professional/technical certificate. Authorization or sponsorship is required by a student's resident school district.

New Executive Department -

MI-LEAP – **L**ifelong **E**ducation, Advancement & **P**otential

Administers ***G***reat ***S***tart ***R***eadiness ***P***rograms

# Transportation Reimbursement Workshop

## 3rd-party Deduction (New to Data Collection)

## Definition & Application

Deduction – the act of taking away; something subtracted

Deduct – When?

3rd-party: Grants, Awards, and or Reimbursements

Inter-district funding exchange reported as revenue

No Deduct – When?

Intra-district funding exchanges

# Transportation Reimbursement Workshop

## Legislative Approval:

Transportation Categorical

State Aid Act - MCL 388.1622l

PA-120 of 2024

Effective October 1, 2024

537 LEAs
285 PSAs
56 ISDs
878 Districts

Authorized Reimbursement for Reg. Ed. Trans.

Legislature Appropriated $125,000,000

Reimburse districts' ***out-of-pocket costs*** incurred ***transporting eligible riders*** in ***eligible vehicles*** over the most ***direct eligible miles*** to ***approved I***nstructional ***P***rogram ***S***ites. ***Districts incurring expenditures must report expenditures***.

# Transportation Reimbursement Workshop

How is this new law implemented?

MDE Uses Dist. Data to Implement this process

- Arrange districts by **R**iders **p**er **S**quare **M**ile (L-H) into;
- Octiles, 8 groups, of **~82** districts per group; ***identify***
- **Median** **C**ost **p**er **R**ider (**MCpR**) for each group: **~41st** district's **CpR**
- **MCpR** x **District's** ***Eligible Riders*** = ***P***redicted ***T***rans ***E***xpenditure (***PTE***)
- District's **Actual CpR** x its ***Eligible Riders*** = ***A***ctual ***T***ransportation ***E***xpenditure (***ATE***)
- A district's ***reimbursement claim*** is the ***lessor*** of its ***A***ctual ***T***ransportation ***E***xpenditures **OR** its ***P***redicted ***T***ransportation ***E***xpenditures.

Sec. 388.1622l amended Oct 1, 2024(3) ***"To remain eligible for funding"*** Districts report **N**on-**P**ublic **S**chool **R**iders. Reporting specifics will follow.

# Transportation Reimbursement Workshop

The 4094 Transportation Expenditure Report - end of the reporting process. Districts dump transportation expenditures.

What data reported?

Riders
Miles
Vehicles
Expenditures

***Reimbursement cannot be calculated without all these data!***

# Transportation Reimbursement Workshop

Count number of riders transported, and miles traveled **TO** an **I**nstructional **P**rogram **S**ite?

A student may **enter** an IPS for the **first time** more than once, e.g., CTE.

**AM** 15 bus to IPS (HS)
10 enter IPS (1st count)
5 shuttle to & enter CTE (1st count)

**PM** 5 shuttle to & enter CTE (2nd count)
5 return shuttle to and enter IPS (HS) (2nd count)

4159 Reg. Transportation and Specialized Trans **Logs**

**"Eligible" (380.1321)** student - each ***resident*** public or ***nonpublic*** school pupil

≥1.5 by nearest traveled route

to public or state approved nonpublic schools within the district

Riders & Miles Worksheets

# Transportation Reimbursement Workshop

How are data collected and reported about the ***vehicles*** used to transport riders to an **I**nstructional **P**rogram **S**ite?

4107 Inventory **Report**

Amortization Chart (What Vehicles?)

Optional Equipment Choices (What Options?)

**New** **B**us **C**ost Worksheet (Official MDE)

Pre-report worksheet

**U**nintended
**D**ouble
**D**ipping

# Transportation Reimbursement Workshop

How do you report all the ***approved costs*** incurred to provide pupil transportation for ***eligible pupils***?

4094 Transportation **Expenses**

4094 Official MDE Image

Table of Conversions

4094 Interactive (Pre-report worksheet)

**U**nintended
**D**ouble
**D**ipping

# Transportation Reimbursement Workshop

**Calendar** for **collecting**, **recording**, and **reporting** transportation **data** to comply with the

2024-25 Reimbursement cycle:

**Starts** ***September 30,*** 2024 – Count Week

**Ends** October 7, 2025 – Submit 4094 Expense Report

# Transportation Reimbursement Workshop

If you have **more questions**, after-webinar **Office Hours** are scheduled for Fridays, **Sept. 20th** & **Sept. 27th**, **10:30 AM** to **11:30 AM** Eastern Time.

An **email** will be **sent** out **with the link** to the office hours.

# Transportation Reimbursement Workshop

Thank You for the Attention

Comments, Questions, & Reviews

Welcomed

SE-4159-RL: 9/14

# 2023-2024 Regular Transportation Log

**Michigan Department of Education Office of Special Education**
**September 2023**

Direct questions regarding this form to the Michigan Department of Education, Office of Financial Management, Troy Hansbarger at 517-241-5383.

## Instructions

Complete a separate log for each route for October 2 - October 6, 2023. Submit this form to HansbargerT@michigan.gov by no later than **October 18, 2023**.

## District Information

School District Name District Code No.

Address City Zip Code

Telephone (include area code)

## Bus/Mileage Information

Bus Number Route Number Driver Name

Does this bus have a special education run? (≥51% Spec Ed riders) Yes No

Name of first bus aide (if any)

Name of second bus aide (if any)

| Mileage | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|---|
| Starting Mileage | | | | | |
| Ending Mileage | | | | | |
| Total Mileage (subtract starting from ending) | | | | | |

**Week's Total Mileage** **Average Mileage** (Week's total mileage divided by 5)

MICHIGAN Department of Education

1

## Pupil Count Information

**Regular education pupil count exiting the bus at the listed school site.**

| School | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|---|
| | | | | | |
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| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| **Total Pupil Count** | | | | | |

**Week's Total Pupil Count** **Average Pupil Count** (Week's total pupil count divided by 5)

MICHIGAN Department of Education

2

## Regular Transportation Log Instructions

This form is to be completed each day during the count week for every vehicle providing regular education transportation services. You may make as many copies of the log as is necessary.

**A separate form is to be completed for each vehicle (owned, leased or contracted by the district) and for each route.**

Complete this form for each route which transports pupils to school. Do **not** complete this form for routes which transport pupils from school, or for mileage traveled on recreational trips or educational trips made at any time during the school year.

### Starting Mileage

The odometer reading when the vehicle starts its route.

### Ending Mileage

The odometer reading when the vehicle terminates its route[1]. This may be at a school or at the vehicle storage area.

### Total Mileage

The starting mileage subtracted from the ending mileage.

### Week's Total Mileage

The sum of the five (5) daily total mileage.

### Average Mileage

The week's total mileage divided by 5.

### Pupil Count

The head count of the pupils exiting the regular transportation vehicle on the way to school. If the vehicle has multiple stops, record the number of pupils exiting at each of the stops. Stops may be school buildings or transfer points. Do not count pupils on their way home from school.

[1] The actual daily path of travel of a school bus from an approved bus facility, a school in the district, or the first pick-up point through a series of pick-up stops and delivery points to a final delivery point plus the shortest reasonable path for the bus to travel back to the approved bus facility, school, or first pick-up point.

(MDE transportation reimbursement interpretations, 1976-77)



### Total Pupil Count

The sum of the pupils exiting at various stops.

### Week's Total Pupil Count

The sum of the five (5) daily total pupil counts.

### Average Pupil Count

The week's total pupil count divided by 5. This figure, summed across all routes, will be entered on the 2022-23 SE-4094 Transportation Expenditure Report, line 32, column 4, "Total Riders per the Count Week."

**Note:** The 2022-23 SE-4094 Transportation Expenditure Report is filed with the Center for Educational Performance Information (CEPI) by October 6, 2023.

SE-4159-SL: 9/23

# 2023-2024 Specialized Transportation Log

**Michigan Department of Education Office of Special Education**
**September 2023**

Direct questions regarding this form to the Michigan Department of Education, Office of Special Education, Program Finance, Shelby Zenk at 517-282-4985.

## Instructions

Complete a separate log for each specialized transportation route for October 2 - October 6, 2023. Submit to: MDE-OSEProgramFinance@michigan.gov no later than October 27, 2023.

## District Information

School District Name District Code No.

Address City Zip Code

Telephone (include area code)

## Bus/Mileage Information

Bus Number Route Number Driver Name

Does this bus have a special education run? Yes No

Name of first bus aid (if any)

Name of second bus aid (if any)

| Mileage | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|---|
| Starting mileage | | | | | |
| Ending mileage | | | | | |
| Total mileage (subtract starting from ending) | | | | | |

**Week's Total Mileage**

**Average Mileage** (week's total mileage divided by 5)

MICHIGAN Department of Education

1

## Pupil Count Information

Special education pupil count exiting bus at the listed school site.

| School | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|---|
| | | | | | |
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| | | | | | |
| **Total Pupil Count** | | | | | |

**Week's Total Pupil Count**

**Average Pupil Count (week's total pupil count divided by 5)**

MICHIGAN Department of Education

2

## Specialized Transportation Log Instructions

This form is to be completed each day during the count week for every vehicle providing specialized transportation services. You may make as many copies of the log as is necessary.

**A separate form is to be completed for each vehicle (owned, leased or contracted by the district) and for each route.**

Complete this form for each route which transports pupils to school. Do not complete this form for routes which transport pupils from school, or for mileage traveled on recreational trips or educational trips made at any time during the school year.

### Starting Mileage

The odometer reading when the vehicle starts its route.

### Ending Mileage

The odometer reading when the vehicle terminates its route[1]. This may be at a school or at the vehicle storage area.

### Total Mileage

The starting mileage subtracted from the ending mileage.

### Week's Total Mileage

The sum of the five (5) daily total mileage.

### Average Mileage

The week's total mileage divided by 5.

### Pupil Count

The head count of pupils exiting the specialized transportation vehicle on the way to school. If the vehicle has multiple stops, record the number of pupils exiting at each of the stops. Stops may be school buildings or transfer points. Do not count pupils on their way home from school.

[1] The actual daily path of travel of a school bus from an approved bus facility, a school in the district, or the first pick-up point through a series of pick-up stops and delivery points to a final delivery point plus the shortest reasonable path for the bus to travel back to the approved bus facility, school or first pick-up point.

(MDE transportation reimbursement interpretations, 1976-77)



### Total Pupil Count

The sum of pupils exiting at various stops.

### Week's Total Pupil Count

The sum of the five (5) daily total pupil counts.

### Average Pupil Count

The week's total pupil count divided by 5. This figure, summed across all routes, will be entered on the 2023-24 SE-4094 Transportation Expenditure Report, line 32, column 4, "Total Riders per the Count Week."

**Note:** The 2023-2024 SE-4094 Transportation Expenditure Report is filed with the Center for Educational Performance Information (CEPI) in the Financial Information database (FID) by October 6, 2023.



# 10

# School Bus Inventory System User Manual

Revised May 29, 2020

Add, Delete, Edit and or Transfer

District Owned:

a) School Buses and/or **approved**

b) School Trans. Vehicles

Michigan Department of Education
Office of Special Education



## Introduction

The SE-4107 School Bus Inventory System (SBIS) is a web based application to provide electronic submission of your school bus data to the Department of Education. This application should be utilized to report to the Department of Education all black and yellow vehicles used by a district to transport pupils to and from school. This includes all black and yellow vehicles contracted from a third party carrier such as Dean Transportation or First Student. Non black and yellow vehicles such as district owned cars or trucks are not to be reported through the School Bus Inventory process. The application will streamline the process of data collection and will provide districts with a useful tool to help manage their bus fleet.

The SBIS has been rewritten beginning in the 2011-12 school year. The new system includes enhanced features to help with the data entry process, such as drop down menus. It also allows the district to sort the vehicles in their fleet listing by any of the columns within the Edit/Delete or Transfer Screen.

Beginning in the 2011-12 school year, all districts must Certify their vehicle listing yearly. Failure to complete the Certify process will result in vehicles not being amortized and districts losing funding for those vehicles. Please read the section in this manual referencing the "Certify Bus" feature.

## Accessing the Application

The SBIS is authenticated by a MEIS application. To access the application you must create a MEIS User Account by clicking in the top box on the MEIS home page. Once you have created a MEIS User Account you must complete the Pupil Transportation Security Access form. The link for this form is listed on the MEIS home page below the link for access to the SBIS.

It is important that the Pupil Transportation Security Access Form is completed completely and accurately. You must enter your school district code (this is a five digit code) and your school district name. It is extremely important that you enter your MEIS account number in Step 4 accurately. This number begins with an "A". Without this number, the Department is unable to grant you access to the SBIS

School districts may have a number of individuals authorized to access the SBIS. The number and type of access for each individual will be determined by the district's Superintendent or Chief Operating Officer. The types of access include:

Read Only or Edit/Update for local districts and public school academies. Intermediate School Districts also may have access as an Intermediate School District Administrator which allows access to their constituent local districts.

## Pupil Transportation Security Access

**Michigan Department of Education Office of Special Education**
**December 2021**

Use this form to request access to the school bus inventory system.

### Step 1: Michigan Education Information System (MEIS) Account

Users must have a Michigan Education Information System (MEIS) account to complete this form. If you do not have a MEIS account, go to the MEIS website and select the **Create a New MEIS Account** link. Enter the required information and select **Submit**.

Enter the MEIS account in step 3 below.

### Step 2: School District Information

District Name District Code

### Step 3: Designated User Information

Provide information for the designated individual who is authorized to use the MDE pupil transportation system to report data and assign internal security.

Name Title

Email Address Phone Number

MEIS Account Number

**Request Access**

- Read Only
- Edit/Update
- Intermediate School District Administrator



### Step 4: Designated User Signature

I agree to protect my user identification and password from unauthorized use. I understand all access under my user ID is my responsibility. I further understand that by reporting data via the Internet, I am certifying that the data reported is correct. All information I obtain from the pupil transportation system be used only in the proper conduct of my organization's business.

Signature of Individual Requesting Authorization Date

### Step 5: Superintendent or Chief Operating Office Information and Approval

I attest that the above-named individual is authorized to submit pupil transportation information and data to the MDE.

Name of Organization

Name Title

Signature of Superintendent Date

### Step 6: Submit Form

Email, fax, or mail this signed form to:

**Mr. Alejandro Trevino**
Michigan Department of Education, Office of Special Education
P.O. Box 30008 Lansing, Michigan 48909
Fax: 517-241-7128
Phone: 517-241-1723
Email: trevinoa3@michigan.gov

#11

# Cost of Bus Worksheet

**Author**: Michigan Department of Education, Office of Special Education
**Last updated**: 3/27/17

Use this form to calculate the cost of new vehicles added to your fleet.

## School District Information

_____
Date

_____
Legal Name of School District District Code No.

_____
Address City Zip Code

_____
District Telephone No.

## Form Instructions

The following list describes what must be included in each form field:

- Bus Number.
- Engine Number: The Vehicle Identification Number (VIN).
- Base Cost of Bus: The body and chassis.
- Cost of Radio: The two-way radio is added as new equipment.
- Interest: Any interest charges for financing the bus.
- Total Cost: The sum of the base cost, the two-way radio, and the interest.
- Deduction: Amount received from the sale of the bus that is being replaced, if applicable.
- Amortization Amount: The total cost of the bus, minus the deduction. Enter this amount in the Cost column on the SE-4107.



## New Bus Cost Worksheet

The amortization amounts calculated in this form must be entered in the Cost column of the SE-4107 Preliminary Report.

**Bus 1**

Bus Number _____
Engine No. (VIN) _____
Base Cost of Bus _____
Cost of Radio + _____
Interest + _____
Total Cost = _____
Deduction – _____
Amortization Amt. = _____

**Bus 2**

Bus Number _____
Engine No. (VIN) _____
Base Cost of Bus _____
Cost of Radio + _____
Interest + _____
Total Cost = _____
Deduction – _____
Amortization Amt. = _____

**Bus 3**

Bus Number _____
Engine No. (VIN) _____
Base Cost of Bus _____
Cost of Radio + _____
Interest + _____
Total Cost = _____
Deduction – _____
Amortization Amt. = _____

**Bus 4**

Bus Number _____
Engine No. (VIN) _____
Base Cost of Bus _____
Cost of Radio + _____
Interest + _____
Total Cost = _____
Deduction – _____
Amortization Amt. = _____



# 11

# Transportation Allowable Expenditures for 2021-2022 and 2022-2023

Michigan Department of Education
Office of Special Education
September 2022

MICHIGAN Department of Education

## Table of Contents


Transportation Allowable Expenditures for 2021-2022 and 2022-2023 ..... 3
Function Code 271 – Transportation ..... 3
Object Code – 1000 – Salaries ..... 3
Object Code – 1000 – Support Salaries ..... 3
Object Code – 2000 – Employee Benefits ..... 4
Object Code – 3000-4000 – Purchased Services ..... 4
Object Code – 3000-4000 – Non-Vehicle Related Costs ..... 5
Object Code – 5000 – Supplies/Materials ..... 6
Object Code – 7000 – Other Expenses ..... 7


**# 12**