

## Texas Education Agency

# Instructions for Completing the School Transportation Route Services Report

*Effective School Year 2011–2012*

This document describes how to complete and submit the **School Transportation Route Services Report** using the web-based Foundation School Program (FSP) System. It also describes eligibility and reporting requirements related to the report. The report must be transmitted via the FSP System after the end of the school year and not later than July 1. Normally, the FSP System is available for report data entry June 1.

Please read this document carefully and follow all instructions for submitting each applicable section of the **School Transportation Route Services Report**. For additional information on determining eligible student transportation route services, please refer to the ***School Transportation Allotment Handbook***, available on the Texas Education Agency (TEA) School Transportation Funding page at [http://www.tea.state.tx.us/index2.aspx?id=2147484107&menu\\_id=645](http://www.tea.state.tx.us/index2.aspx?id=2147484107&menu_id=645).

Unless specified otherwise, in these instructions, "district" refers to the school district, county unit, charter school, or other approved local education agency submitting a School Transportation Route Services Report.

For further assistance, please contact the TEA School Transportation Unit by phone at (512) 463-9238, by email at [schtrans@tea.state.tx.us](mailto:schtrans@tea.state.tx.us), or by fax at (512) 305-9165.

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## Notice of Significant Change (Effective With School Year 2011–2012)

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The Texas Education Code (TEC), §42.155(l), as added by House Bill 3506, 82<sup>nd</sup> Texas Legislature, authorizes a school district to provide a bus pass or card for another transportation system to each student who is eligible to use the regular transportation system of the district but for whom the regular transportation system is not a feasible method of providing transportation. Refer to the *Bus Pass/Bus Card Reimbursement Policy and Procedures* on the TEA School Transportation Funding web page at [http://www.tea.state.tx.us/index2.aspx?id=2147484107&menu\\_id=645](http://www.tea.state.tx.us/index2.aspx?id=2147484107&menu_id=645) for instructions and application procedures.

# Requirements for Locally Maintained Route Service Documentation

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Following are general requirements related to route descriptions, eligible rider rosters, and official counts of eligible riders. Your district must maintain these documents locally and provide them to the TEA upon request. Your district will use the information in these documents to complete the School Transportation Route Services Report in the FSP System at the end of the school year.

## *Route Descriptions*

Your district must maintain a turn-by-turn route description measured to the nearest tenth of a mile for all eligible routes while the routes are in operation. Each route description must begin and end at the location the school bus or passenger car type vehicle is parked and represent the **actual total daily mileage** required to transport eligible students. This requirement applies to all routes.<sup>1</sup>

To be eligible for full route description mileage, a route must be consistently fully run (all stops made/roads traveled) on a daily basis. If a route was not consistently fully run because of student absences or students' not riding the bus consistently, then only the percentage of full route description mileage that was averaged over the school year should be reported as eligible.

## *Eligible Rider Rosters*

Your district must maintain an eligible rider roster for each eligible route while the route is in operation, no matter what the route's program type (regular, special, career and technical education, or private program) or subprogram type. Each route's eligible rider roster must include the items listed in subsection II.A.5 of the *School Transportation Allotment Handbook*, including the route's assigned identification number or name and each eligible rider's name and grade level or home campus.

For **regular program home-to-school/school-to-home subprogram routes**, if the route provides service to two-or-more-mile students and hazardous-traffic-area students, the roster must clearly differentiate between the two types of eligible riders, indicating which students are hazardous-traffic-area students. (This requirement is **not** applicable to curriculum/academic route service that occurs between campuses or instructional sites during the school day.)

## *Official Counts of Eligible Riders*

For each **regular program home-to-school/school-to-home subprogram route**, an official count of eligible riders must be conducted and documented during at least two months of the school year.<sup>2</sup>

Eligible rider counts are **not** required for 1) regular program curriculum/academic subprogram eligible students who were transported between campuses or instructional sites during the school day, 2) special program routes, or 3) career and technical education program routes. Ridership for these routes

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<sup>1</sup> See subsection II.A.7 of the *School Transportation Allotment Handbook* for route description requirements.

<sup>2</sup> See subsections II.A.5 and II.A.6 of the *School Transportation Allotment Handbook* for detailed requirements for eligible rider rosters and official counts of eligible riders.

is to be reported in the FSP System as **the number of different eligible riders that were transported** during the school year.

Eligible rider counts are also **not** required for private program routes. Ridership for these routes is to be reported in the FSP System as **the number of students actually transported to and from school, or the nearest available route**, during the school year.

### **Requirements Related to Official Counts of Eligible Riders for Regular Program Home-to-School/School-to-Home Subprogram Routes**

An official count of eligible student riders must be conducted for each route during at least two months of the school year. Your district will use these counts to determine **average daily ridership** for these routes, which your district will report in the FSP System at the end of the school year. Each route's official count record must include the items listed in subsection II.A.6 of the *School Transportation Allotment Handbook*, including the date and time of day that the count was taken, whether each eligible rider was present at the time of the count, and the dated signature of the driver or other assigned school official who performed the count.

Your district may conduct the counts used for determining average daily ridership in either the morning or afternoon on any school day during a month. If a count is conducted in both the morning and afternoon on the same route and on the same day, the counts must be documented separately. Your district must use the higher of the two counts to determine average daily ridership. Morning and afternoon counts may **not** be combined or averaged together to determine average daily ridership on a count day.

Calculate the **average** daily ridership to be reported in the FSP System using the highest two official counts that were conducted and properly documented (average calculated by adding the two numbers together and dividing by two). Determine average daily ridership separately for two-or-more-mile and combined two-or-more-mile and hazardous-traffic-area students. (See "Entering Regular Program Data in the FSP System.")

## Special Requirements Pertaining to Bus Passes and Bus Cards

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**A school district or charter school that has been approved to provide metro bus passes/bus cards** for eligible student transportation must submit copies of required supporting documentation for purchases and issues in addition to submitting the School Transportation Route Services Report in the FSP System before allotments will be submitted to the Office of School Finance for funding. Instructions for entering approved bus pass/bus card program information into the FSP System bus pass worksheets are included in the bus pass policy and procedures posted on the TEA School Transportation Funding web page at [http://www.tea.state.tx.us/index2.aspx?id=2147484107&menu\\_id=645](http://www.tea.state.tx.us/index2.aspx?id=2147484107&menu_id=645).

# Special Requirements for Charter Schools and County Entities

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The following requirements apply to charter schools and county entities.

## *Charter Schools*

A charter school in operation before September 1, 2001, **no longer** must report average daily ridership by resident public school district as part of its School Transportation Route Services Report. Effective with the 2010–2011 school year, all charter schools will be funded as if they were school districts without Tier I local share or any local revenue. The TEA will use the charter school’s stand-alone weighted linear density as part of determining the regular program rate per mile.

## *County Entities*

County entities (Dallas County and Bowie County) that provide transportation support to contracted districts must submit paper reports for those districts in addition to submitting a composite report in the FSP System.

A county entity that contracts with charter schools is not allowed to include that transportation in its county report. **Charter schools must report their own student transportation.**

# Logging In to the FSP System and Accessing the Transportation Subsystem and Route Services Report

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The School Transportation Route Services Report must be submitted via the web-based FSP System. The FSP System is one of several applications available within the online Texas Education Agency Secure Environment (TEASE). To access the FSP System, you must have a TEASE login ID and password, and have applied for and been granted access to the FSP System. If you do not have a TEASE login ID and password or have not applied for access to the FSP System, please see the instructions for accessing the system that are available on the following web page:  
<http://www.tea.state.tx.us/index2.aspx?id=2147483706>.

To log in to the FSP System and the Transportation subsystem:

1. Go to the TEASE login page at <https://seguin.tea.state.tx.us/apps/logon.asp>.
2. Enter your user name and password, and click **Continue**.
3. Choose FSP - Foundation School Program Application from the list of applications, and click **Launch**. The **FSP Home** page is displayed.
4. Place the cursor over **Programs** in the blue FSP menu bar near the top of the page, and from the list that appears, choose **Transportation**. The **Transportation Welcome** page appears, with your district's county-district number displayed in the **District Number** box near the top of the page and the current school year displayed in the **School Year** box.
5. To access the School Transportation Route Services Report, click the **Route Services** link in the left program menu. The **Student Transportation Route Services Report** page appears.

If you are reporting route services information for this year for the first time, you must check the box next to each program (regular, special, career and technology, and private) for which you will be entering data and click **Save**. Once you have checked the applicable programs and clicked **Save**, the left program menu expands to include a link for each program that was checked.

6. When you are ready to enter data for a particular program (regular, special, career and technology, or private), click the name of the program in the left program menu.

**Note:** This document provides basic information on entering information in the FSP System. Detailed instructions for using the FSP System are available by clicking the **Need Help?** button in the left program menu of each system screen.

# Regular Program: Requirements and Instructions for Data Entry

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Eligible regular program route service is transportation provided to eligible regular and special education students **without** a qualifying disability or impairment that would require special program transportation.<sup>3</sup>

Your district must report eligible **regular** program route services by the following applicable subprogram types: 1) home-to-school/school to home subprogram and 2) curriculum/academic subprogram. Only transportation related to these two subprograms is eligible for funding.<sup>4</sup>

- **Home-to-School/School-to-Home Subprogram** – This subprogram is for reporting all home-to-school and school-to-home service provided to eligible two-or-more-mile and hazardous-area students during the regular school year. Data reported for only-two-or-more-mile service will be used to determine linear density and the corresponding regular program allotment rate for the next school year.

Note: Your district is not required to report all eligible service and may choose to not report a route or a segment of a route if doing so would adversely affect linear density. If a route or segment of a route is not reported for this reason, then neither the mileage nor the ridership for the route or segment of the route should be included.

Also, any interdistrict transfer student who is served on an otherwise eligible route or ineligible extension of an eligible route may not be included in the reported daily ridership.

- **Curriculum/Academic Subprogram** – This subprogram is for reporting transportation provided **during the school day** for a student to attend **required** academic courses/instruction (e.g., bilingual, gifted/talented, parenting, or prekindergarten courses/instruction) that the student is enrolled in but that is **not available at the student's assigned campus** of regular attendance. Hazardous-traffic-area service is **not** applicable to these routes; therefore, **combined two-or-more-mile and hazardous-traffic-area service** mileage and ridership will be the same as **only-two-or-more-mile service** mileage and ridership for this subprogram. Eligible rider rosters must be developed and maintained for each eligible route, but student counts of eligible riders are not required.

## Entering Regular Program Data in the FSP System

To enter regular program data, first access the Transportation subsystem of the FSP System (see "Logging In to the FSP System and Accessing the Transportation Subsystem and Route Services Report").

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<sup>3</sup> See subsections I.A. and II.B.1 of the *School Transportation Allotment Handbook* for detailed student and route service eligibility criteria.

<sup>4</sup> See subsection II.B.1 of the *School Transportation Allotment Handbook* for detailed route service eligibility requirements.

Next, click **Regular** in the left program menu. The **Transportation Route Services Regular Program** page appears, as shown in the following screen shot. From this page, you can access a route worksheet for each of the two regular program subprograms.

The page also displays the effective allotment rate for the program, as well as mileage and ridership totals for each subprogram. The mileage and ridership totals are generated automatically by the FSP System and are based on the information your district enters using the route worksheets. If you have not yet entered any data in the worksheets, all totals will be 0.

Transportation Route Services Regular Program

Status: Submitted Mode: 

Effective Allotment Rate	0.97	Bus Pass Worksheet	
Override Fixed Rate		Bus Pass Cost	\$0

  

Subprogram Type	Route WorkSheet 	Only Two-or-More-Mile Service		Combined Two-or-More-Mile and Hazardous-Area Service	
		Mileage	Average Daily Ridership	Mileage	Average Daily Ridership
Home-to-School/ School-to-Home		0	0	0	0
Curriculum/ Academic		0	0	0	0
<b>Total</b>					

**Total Program Allotment:**

To access the route worksheet for a subprogram, click on the worksheet icon  next to the subprogram name. The **Transportation Route Services Worksheet** page for that subprogram appears.

**Transportation Route Services Worksheet**  
Regular Program - Subprogram

Status: Submitted Print Mode: Edit

Only Two-or-More-Mile Service					Combined Two-or-More-Mile and Hazardous-Area Service			
Route Identity	Daily Mileage	Days Operated	Annual Mileage	Average Daily Ridership	Daily Mileage	Days Operated	Annual Mileage	Average Daily Ridership

Use the worksheet to enter, for each eligible subprogram route, the route identity, daily mileage, number of days operated, and average daily ridership applicable to two-or-more-mile service and combined two-or-more-mile and hazardous-traffic-area service, as described in the following subsections.

**Route Identity:** Enter the identity assigned to the route. The route identity should be the same as the identity specified on the turn-by-turn route description and the eligible rider roster. The route identity may be letters, numbers, or a combination of both. No two routes in the district should have the same number or name. (We recommend that the route identity **not** be the same as the bus number that is normally used on the route. Buses sometimes are used for more than one route or are moved between routes during a school year.)

**Daily Mileage:** Enter the eligible daily mileage for the route. Eligible route mileage is the total daily mileage that was required to:

- (1) transport eligible students between established stops at or near their respective residences (or a child care facility or a grandparent's home) and their assigned campuses (home-to-school/school-to-home subprogram) or
- (2) transport eligible students between campuses or instructional sites when during-the-school-day transportation was required for curriculum/academic purposes (curriculum/academic subprogram).

The eligible daily mileage reported for a route must be the actual mileage that was consistently traveled on a daily basis to transport eligible students to and/or from school while the route was in operation. Mileage must be rounded to the **nearest tenth** of a mile for each route. If a route was not run at all because of student absence, it is not eligible for funding for that day. Routes that were not consistently fully run (all stops made/roads traveled) during the school year because of students' cumulative or extended absences or because students did not consistently ride the bus should not be reported as eligible for full route description mileage. Report only that portion of the route's mileage that was consistently (on the average) incurred on a daily basis over the school year.

Your district must report eligible daily mileage for the following two categories of service:

**Only Two-or-More-Mile Service** – Report the eligible mileage incurred for providing service to **only** the two-or-more-mile eligible students on the route. (For a route that provided service to two-or-more-mile and hazardous-traffic-area students, this is the daily mileage that would have been incurred if only the two-or-more-mile students had been transported.)

**Combined Two-or-More-Mile and Hazardous-Traffic-Area Service** – Report the eligible mileage for providing service to **both** two-or-more-mile **and** hazardous-traffic-area students. If only two-or-more-mile eligible students were transported, then the mileage reported for this service is the same mileage that is reported for only two-or-more-mile service. If both categories of students were transported, the mileage reported for this service is the combined/total eligible mileage for transporting all eligible student riders on the route. If hazardous-traffic-area students were transported but no additional mileage was incurred over that required to transport only the two-or-more-mile students, then the mileage reported for combined two-or-more-mile and hazardous-traffic-area service is the same as that reported for only two-or-more-mile service.

**Requirement to Adopt a Board Policy to Report Hazardous-Traffic-Area Mileage:** If your district is reporting **new or revised** route service for hazardous-traffic-area students, your district's school board must have adopted and submitted documentation that establishes a district policy, in accordance with the TEC, [§42.155\(d\)](#), that 1) provides a current definition of hazardous traffic conditions applicable to the district **and** 2) identifies those specific hazardous traffic areas eligible for route service. The board policy must have been in effect during the time period for which hazardous-traffic-area mileage is reported. Your district must provide a copy of the board policy to the agency's School Transportation Unit to establish funding eligibility. The effective date of funding eligibility is the date the board adopts such a policy. If the policy is established after the beginning of a school year, the policy is not retroactive back to the beginning of the school year.

**Days Operated:** Enter the number of days that the route was operated.

**Days Operated: Home-to-School/School-to-Home Subprogram Routes:**

The days operated are the number of school days the route was in operation plus any TEA State Waivers Unit–approved missed instructional days and approved and conducted staff development days, not to exceed 180 days.

One hundred eighty days is not automatic. Do not report 180 days of operation unless:

- (1) the route was actually operated 180 days or
- (2) the total of actual days of operation plus TEA State Waivers Unit–approved missed instructional days and approved and conducted staff development days are equal to or greater than 180 days.

Missed instructional days that are eligible for waivers are those that occurred between the first and last day of student attendance due to bad weather or a health or safety issue. **Waived missed instructional days and staff development training days may only be counted toward days of operation for home-to-school/school-to-home subprogram routes.** To be eligible to be included, these days must have occurred during the time the route was in operation.

*Example 1:* A district had 177 days of actual route operation and had 2 approved staff development training days that occurred within the student calendar year. The district may report 179 days (177 + 2) as eligible days of operation.

*Example 2:* A district had 177 days of actual route operation. The district also had 2 staff development training days that occurred within the student calendar year and 1 missed instructional day due to bad weather, with all 3 days receiving TEA State Waivers Unit approval. The district may report 180 days (177 + 2 + 1).

**Days Operated: Curriculum/Academic Subprogram Routes:**

The days operated are the number of school days the route was in operation. Waived missed instructional days and staff development training days may **not** be counted toward days of operation for curriculum/academic subprogram routes.

**Daily Ridership:** Report eligible daily ridership for each route for each regular program subprogram, as outlined in the following paragraphs.

**Daily Ridership: Home-to-School/School-to-Home Subprogram Routes:**

Use the official counts of eligible riders to calculate average daily ridership, and report the **average** daily ridership for each route as outlined for each of the two types of service. (See "Requirements Related to Official Counts of Eligible Riders for Regular Program Home-to-School/School-to-Home Subprogram Routes.")

**-Only Two-or-More-Mile Service –** Report the **average** of the highest two months' official counts of two-or-more-mile eligible students for each route. (*Charter schools open before September 1, 2001, no longer must enter resident district average daily ridership into the Ridership Program that was part of their Route Services Report in the FSP System. All charter*

*schools now report the average of the highest two months' official counts of two-or-more-mile eligible students for each route, which is the same procedure that school districts follow.)*

-Combined Two-or-More-Mile and Hazardous-Traffic-Area Service – Report the **average** of the highest two months' official counts of the combined ridership for **both** two-or-more-mile **and** hazardous-traffic-area students. If there were no hazardous-traffic-area students on the route, the average daily ridership will be the same for both only two-or-more-mile service and combined service.

Note: When mileage and ridership data are entered for only two-or-more-mile service, the system automatically populates the combined two-or-more-mile and hazardous-traffic-area service cells. If the route had additional mileage and/or riders as a result of transporting eligible hazardous-traffic-area students, then your district must change the daily mileage and the average daily ridership shown for combined service.

**Important: A student may be part of average daily ridership on only one home-to-school/school-to-home route for the school year.** Take care not to count a student on more than one route to ensure that linear density is not artificially inflated.

Following are examples of situations in which students might be double-counted and instructions for avoiding double-counting:

- Your district provided home-to-school/school-to-home route service for students placed in a **disciplinary alternative education program (DAEP)**: Do not include a student as part of average daily ridership on both the DAEP route and the route the student rode to his or her regular home campus. Since student eligibility criteria are the same for all home-to-school/school-to-home route service, report the average daily ridership for DAEP routes as 1 to ensure students are not double-counted. DAEP routes were formerly reported in the Disciplinary Alternative subprogram.
- Your district provided midday transportation to half-day **prekindergarten** students: If the a.m. prekindergarten students rode to school on a regular route with full-day students and the p.m. prekindergarten students rode home on the same type route, the students may be included as part of average daily ridership on the regular route or the midday route but not both. These routes were formerly reported in the Pre/Kinder subprogram.
- Your district has both traditional and **year-round** calendars: Report routes that were for transportation of only year-round calendar students, and that existed while the traditional calendar track was not in session, with an average daily ridership of 1 to ensure students are not double-counted. These routes were formerly reported in the Year Round subprogram.

*(Continued on next page.)*

*(Continued from previous page.)*

- Your district provided transportation home for students who stayed after school for tutorials or other **after-school programs** and did not ride their regular route bus home: Since student eligibility criteria are the same for all home-to-school/school-to-home route service, the average daily ridership for the routes that transported these students home should be reported as 1 to ensure students are not double-counted. This type of route service was formerly ineligible route service.
- Your district created, deleted, or changed routes during the school year resulting in partial school year routes; students were reassigned routes and rode on more than one route during the school year: If a route was in operation for only a part of the school year and the students on that route were then assigned to another reported route or routes for the remainder of the school year, ensure you do not include a student as part of average daily ridership on both routes. The student may be included as part of average daily ridership on one or the other of the two routes but not both.

**Daily Ridership: Curriculum/Academic Subprogram Routes:**

Report daily ridership as the number of different students transported during the school year. Counts of eligible riders are not required on these routes.

### *Reviewing Regular Program Data in the FSP System*

Once you have entered data in the route worksheets, the FSP System will automatically calculate and update the following items on the route worksheet pages and/or the **Transportation Route Services Regular Program** page for you to review. The system will use the data you entered in the worksheets (data for both only two-or-more-mile service and combined two-or-more-mile and hazardous-traffic-area service) to make the calculations.

- **Total Daily Mileage:** The total mileage of all routes rounded to the nearest mile
- **Total Average Daily Ridership/Daily Ridership**
- **Total Annual Mileage:** The total mileage of all routes rounded to the nearest mile
- **Total Annual Allotment:** The total annual regular program allotment (for all applicable regular subprograms) rounded to the nearest dollar. The totals for each subprogram's route data from the route worksheets will be used in determining the allotment in accordance with the following:
  - The assigned allotment-per-mile rate reflected on the **Transportation Route Services Regular Program** page is determined by your district's effective linear density group rate as set by legislative appropriation, not to exceed its reported regular program "cost per mile" for the preceding year. If your district has not previously had regular program service and a resulting cost per mile for services provided, the district's initial assigned allotment-per-mile rate will be \$0.97.

- The total annual regular program allotment for transporting both two-or-more-mile and hazardous-traffic-area students is the total eligible mileage for combined two-or-more-mile and hazardous-traffic-area students multiplied by the assigned allotment-per-mile rate, not to exceed 110 percent of the total annual allotment for transporting only two-or-more-mile students. (The TEC, [§42.155\[d\]](#), limits funding of additional mileage incurred for provision of hazardous-traffic-area service to not more than 10 percent of the total two-or-more-mile-only service.)

**Transportation Route Services Regular Program**

Status: [Submitted](#)

Mode:

Effective Allotment Rate	0.97	Bus Pass Worksheet	
Override Fixed Rate		Bus Pass Cost	\$0

Subprogram Type	Route WorkSheet	Only Two-or-More-Mile Service		Combined Two-or-More-Mile and Hazardous-Area Service	
		Mileage	Average Daily Ridership	Mileage	Average Daily Ridership
Home-to-School/ School-to-Home	 	2,044,296	12,121	2,318,805	17,049
Curriculum/ Academic		0	0	0	0
<b>Total</b>		<b>2,044,296</b>	<b>12,121</b>	<b>2,318,805</b>	<b>17,049</b>
<b>Total Program Allotment: \$2,181,264</b>					

# Special Program: Requirements and Instructions for Data Entry

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Eligible special program route service is transportation provided to eligible special education and other health-impaired students. These are students with a qualifying disability or impairment that requires **special** transportation as a necessary related service for the students to access or benefit from their educational (instructional) program and necessary supportive (noninstructional) services (hereinafter, these students are referred to as "special program students"). Eligible special program route services are restricted to the transportation of **only** eligible special program students as determined on an **individual** (case-by-case) basis by a duly authorized admission, review, and dismissal (ARD) committee or 504 committee and documented in each student's individualized education program (IEP) or 504 Accommodation Plan. Eligibility is based on the individual student, not on membership in a particular program.<sup>5</sup>

Your district must report eligible **special** program route services by the following applicable subprogram types: 1) home-to-school/school-to-home and 2) auxiliary/extended school year.<sup>6</sup>

- **Home-to-School/School-to-Home Subprogram** – This subprogram is for reporting only basic home-to-school/school-to-home transportation provided during the regular school year.
- **Auxiliary/Extended School Year Subprogram** – This subprogram is for reporting the following types of transportation provided to eligible special program students:
  - Transportation during the regular school year and school day for prescribed educational purposes, including community-based instruction/learning or transitional life skills training, and certain noninstructional support services, such as developmental, corrective, or other supplementary services, including health exams, diagnostic testing, counseling, and therapy, as documented in and required by the student's IEP or 504 Accommodation Plan. Do not include mileage for school-related travel (discretionary or voluntary) provided exclusively for nonacademic purposes, such as attending or participating in an extracurricular or cocurricular activity or event.
  - Extended school year (ESY)/summer school transportation provided to eligible special program students as documented in and required by the students' IEPs.

## *Entering Special Program Data in the FSP System*

To enter special program data, first access the Transportation subsystem of the FSP System (see "Logging In to the FSP System and Accessing the Transportation Subsystem and Route Services Report").

Next, click **Special** in the left program menu. The **Transportation Route Services Special Program** page appears. From this page, you can access a route worksheet for each of the two special program subprograms.

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<sup>5</sup> See subsections I.B and II.B.2 of the *School Transportation Allotment Handbook* for detailed eligibility criteria.

<sup>6</sup> See subsection II.B.2 of the *School Transportation Allotment Handbook* for details of route service eligibility requirements.

The page also displays the effective allotment rate for the program, as well as mileage and ridership totals for each subprogram. The mileage and ridership totals are generated automatically by the FSP System and are based on the information your district enters using the route worksheets. If you have not yet entered any data in the worksheets, all totals will be 0.

Transportation Route Services Special Program

Status: \_\_\_\_\_ Mode: \_\_\_\_\_

Effective Allotment Rate	1.08	Bus Pass Worksheet	
Override Fixed Rate		Bus Pass Cost	\$0

  

Subprogram Type	Route WorkSheet	Mileage	Daily Ridership
Home-to-School/ School-to-Home		0 <input type="text"/>	0 <input type="text"/>
Auxiliary/ESY		0 <input type="text"/>	0 <input type="text"/>
<b>Total</b>			
<b>Total Program Allotment:</b>			

To access the route worksheet for a subprogram, click on the worksheet icon  next to the subprogram name. The **Transportation Route Services Worksheet** page for that subprogram appears.

**Special Program**      **Subprogram**

Status: **Not Yet Started**      [Print](#)      Mode: **Add**

Route Identity	Daily Mileage	Days Operated	Annual Mileage	Daily Ridership
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>

  
   

Use the worksheet to enter, for each eligible subprogram route, the route identity, daily mileage, number of days operated, and daily ridership, as described in the following subsections.

**Route Identity:** Enter the identity assigned to the route. The route identity should be the same as the identity specified on the turn-by-turn route description and the eligible rider roster. The route identity may be letters, numbers, or a combination of both. No two routes in the district should have the same number or name. (We recommend that that the route identity **not** be the same as the bus number that is normally used on the route. Buses sometimes are used for more than one route or are moved between routes during a school year.)

**Daily Mileage:** Enter the eligible daily mileage for the route. Eligible route mileage is the total daily mileage that was required to:

- (1) transport an eligible student, based on IEP or 504 Accommodation Plan requirements, between established stops at or near the student's residence and his or her assigned campus or
- (2) if transportation is required during the student's school day, transport the student between his or her campus and another designated location as described in the student's IEP or 504 Accommodation Plan.

Determine and report the eligible daily route mileage for each applicable special program subprogram (home-to-school/school-to-home or auxiliary/ESY, as defined above) according to the following criteria:

- The eligible daily mileage reported for a route must be the actual mileage that was consistently traveled on a daily basis to transport eligible students to and/or from school while the route was in operation. Mileage must be rounded to the nearest tenth of a mile for each route. If a route was not run at all because of student absence, it is not eligible for funding for that day. Routes that were not consistently fully run (all stops made/roads traveled) during the school year because of students' cumulative or extended absences or because students did not consistently ride the bus should not be reported as eligible for full route description mileage. Report only that portion of the route's mileage that was consistently (on the average) incurred on a daily basis over the school year.
- **ESY (Summer School) Service:** ESY/summer school transportation that is provided to special program students whose IEPs require the provision of ESY services with transportation must be documented with separate route descriptions. Ensure that the mileage for the days that the routes were in operation is reported in the auxiliary/ESY subprogram. Report the mileage in the same way as described in the previous paragraph. ESY route service should **not** be reported in the home-to-school/school-to-home subprogram.

**Days Operated:** Enter the number of days that the route was operated.

**Days Operated: Home-to-School/School-to-Home Subprogram Routes:**

The days operated are the number of school days the route was in operation plus any TEA State Waivers Unit–approved missed instructional days and approved and conducted staff development days. Missed instructional days that are eligible for waivers are those that occurred between the first and last day of student attendance due to bad weather or a health or safety issue. **Waived missed instructional days and staff development training days may only be counted toward days of operation for home-to-school/school-to-home subprogram routes.** To be eligible to be included, these days must have occurred during the time the route was in operation.

If a route is a single-student route and the route is not run because of student absence, the route is not eligible for the portion of a day or the day it was not run.

**Days Operated: Auxiliary/ESY Subprogram Routes:**

The days operated are the number of school days the route was in operation. Waived missed instructional days and staff development training days may **not** be counted toward days of operation for auxiliary/ESY subprogram routes.

If a route is a single-student route and the route is not run because of student absence, the route is not eligible for the portion of a day or the day it was not run.

**Daily Ridership:** Report daily ridership for each route as the number of different students transported during the regular or extended school year, as reflected on the route's eligible rider roster. (See "Eligible Rider Rosters" for requirements related to eligible rider rosters.)

**Daily Ridership: Home-to-School/School-to-Home Subprogram:**

The **daily** ridership for a route is the **number of different students** transported, per IEP or 504 Accommodation Plan requirements, to or from school during the regular school year and for whom mileage was incurred and is being reported as eligible for state funding. Do **not** include the same eligible rider on more than one route.

- *Example 1:* Route SP1 had an eligible rider roster that fluctuated between 8 and 11 during the school year. Report daily ridership as 11 because that was the number of **different** special program students who were transported on the route during the regular school year.
- *Example 2:* Student James Doe began the school year on Route SP1 but was transferred from that route to SP3 because his parents moved after midyear. Student Doe, if included in the ridership for SP1, should **not** be included again in the ridership for SP3. The total number of students for the home-to-school/school-to-home subprogram (all routes) should reflect the number of different students transported from home to school/school to home during the school year.

**Daily Ridership: Auxiliary/ESY Subprogram:**

The **daily** ridership is the **number of different students** whose IEPs or 504 Accommodation Plans required:

- transportation **during the school day** for educational purposes or transportation to/from IEP-required noninstructional services, such as developmental or physical therapy, for which transportation was required as a related service or
- attendance at and transportation to ESY services (summer school).

Normally, students who are transported in accordance with IEP or 504 Accommodation Plan requirements to auxiliary type services are also transported to/from school on a regular school year home-to-school/school-to-home subprogram route. Therefore, a student may be transported on both a home-to-school/school-to-home subprogram route **and** an auxiliary/ESY subprogram route, and may be reported as a rider on both routes. Report the total number of **different** special program students transported on each route.

## Reviewing Special Program Data in the FSP System

Once you have entered data in the route worksheets, the FSP System will automatically calculate and update the following items on the route worksheet pages and/or the **Transportation Route Services Special Program** page for you to review. The system will use the data you entered in the worksheet for each subprogram to make the calculations.

- **Total Daily Mileage:** The total mileage of all routes rounded to the nearest mile
- **Total Daily Ridership**
- **Total Annual Mileage:** The total mileage of all routes rounded to the nearest mile
- **Total Annual Allotment:** The total annual **special** program allotment rounded to the nearest dollar. The totals for each subprogram’s route data from the route worksheets will be used in determining the program allotment in accordance with the following:
  - The assigned allotment-per-mile rate reflected on the **Transportation Route Services Special Program** page is determined by the district's effective **special** program "cost per mile" for the **preceding** year, **not** to exceed \$1.08 per mile as set by legislative appropriation.
  - The total annual program allotment is the total annual mileage **multiplied by** the assigned allotment-per-mile rate, rounded to the nearest dollar.

Transportation Route Services Special Program			
Status: <b>Submitted</b>		Mode: Read Only	
Effective Allotment Rate	1.08	Bus Pass Worksheet	
Override Fixed Rate		Bus Pass Cost	\$0
Subprogram Type	Route WorkSheet		Daily Ridership
Home-to-School/ School-to-Home			1,960
Auxiliary/ESY			382
<b>Total</b>			<b>2,342</b>
			<b>Total Program Allotment: \$2,185,241</b>

## Career and Technical Education (CTE) Program: Requirements and Instructions for Data Entry

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Eligible CTE route service is transportation provided to eligible regular and special subprogram students who were transported during the school day to and from an approved CTE course or approved CTE instruction that was **not** available at their attendance zone campus and was **not** accessible without transportation to and from the location where the course or instruction was provided. *Community-based instruction/learning (CBI/L) or transitional life skills vocational training for special program students is **not** CTE eligible transportation. Only* transportation to and from approved CTE courses coded as such in the Public Education Information Management System (PEIMS) is eligible. This transportation is **not** home-to-school/school-to-home transportation.<sup>7</sup>

Your district must report eligible CTE program route services by the following applicable subprogram types: 1) regular subprogram and 2) special subprogram.

- **Regular Subprogram** – This subprogram is for reporting eligible transportation for regular and special education students **without** a qualifying disability or impairment that would require special subprogram transportation.
- **Special Subprogram** – This subprogram is for reporting eligible transportation for regular and special education students **with** a qualifying disability or impairment requiring special transportation as a necessary related service (TEC, [§42.155\[g\]](#)). Students attending CBI/L or transitional life skills training are **not** CTE eligible students (see "Special Program: Requirements and Instructions for Data Entry" for information on reporting transportation for these students).

### Entering CTE Program Data in the FSP System

To enter CTE program data, first access the Transportation subsystem of the FSP System (see "Logging In to the FSP System and Accessing the Transportation Subsystem and Route Services Report").

Next, click **Career and Tech** in the left program menu. The **Transportation Route Services Career and Technology Program** page appears. From this page, you can access a route worksheet for each of the two CTE program subprograms.

The page also displays the effective allotment rate for the program, as well as mileage and ridership totals for each subprogram. The mileage and ridership totals are generated automatically by the FSP System and are based on the information your district enters using the route worksheets. If you have not yet entered any data in the worksheets, all totals will be 0.

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<sup>7</sup> See subsections I.C and II.B.3 of the *School Transportation Allotment Handbook* for detailed eligibility criteria.

Transportation Route Services Career And Technology Program

Status:		Mode:	
Effective Allotment Rate	3.25	Bus Pass Worksheet	
Override Fixed Rate		Bus Pass Cost	\$0
Subprogram Type	Route WorkSheet	Mileage	Daily Ridership
Regular		0	0
Special		0	0
Total			
Total Program Allotment			

To access the route worksheet for a subprogram, click on the worksheet icon  next to the subprogram name. The **Transportation Route Services Worksheet** page for that subprogram appears.

**Career And Technology Program - Regular Subprogram**

Status: Not Yet Started [Print](#) Mode: Add

Route Identity	Daily Mileage	Days Operated	Annual Mileage	Daily Ridership
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>

Use the worksheet to enter, for each eligible subprogram route, the route identity, daily mileage, number of days operated, and daily ridership, as described in the following subsections.

**Route Identity:** Enter the identity assigned to the route. The route identity should be the same as the identity specified on the turn-by-turn route description and the eligible rider roster. The route identity may be letters, numbers, or a combination of both. No two routes in the district should have the same number or name. (We recommend that that the route identity **not** be the same as the bus number that is normally used on the route. Buses are sometimes used for more than one route or are moved between routes during a school year.)

**Daily Mileage:** Enter the eligible daily mileage for the route. Eligible route mileage is the total mileage that was required to transport eligible students to attend CTE instruction at:

- (1) another secondary public school campus,
- (2) a CTE course-work-based instructional site,
- (3) an area or cooperative CTE school, or

- (4) a state-regulated public or private postsecondary education institution or proprietary trade or technical school under contract for CTE program instruction.

The total daily mileage for a route must be the actual mileage that was incurred to serve eligible students **during** the regular school day and was incurred between their assigned campus and the location where the course/instruction was provided. Daily route mileage must be rounded to the **nearest tenth** of a mile for each route.

**Days Operated:** Enter the number of days that the route was operated. The days operated are the number of **actual school days the route was operated**, not to exceed 180 days, **except** as approved for certain ESY services for special education students. Missed instructional days and staff development days when school was not held are **not** applicable to CTE routes.

Note: If a route is a single-student route and the route is not run because of student absence, the route is not eligible for the portion of a day or the day it was not run.

**Daily Ridership:** Report daily ridership for each route as the number of different students transported during the regular school year, or when applicable, during the extended school year related to special needs students. The ridership reported should reflect the information in the route's eligible rider roster. (See "Eligible Rider Rosters" for requirements related to eligible rider rosters.)

### *Reviewing CTE Program Data in the FSP System*

Once you have entered data in the route worksheets, the FSP System will automatically calculate and update the following items on the route worksheet pages and/or the **Transportation Route Services CTE Program** page for you to review. The system will use the data you entered in the worksheet for each subprogram to make the calculations.

- **Total Daily Mileage:** The total mileage of all routes rounded to the nearest mile
- **Total Daily Ridership**
- **Total Annual Mileage:** The total mileage of all routes rounded to the nearest mile
- **Total Annual Allotment:** The total annual CTE program allotment rounded to the nearest dollar. The totals for each subprogram's route data from the route worksheets will be used in determining the program allotment in accordance with the following:
  - The assigned allotment-per-mile rate reflected on the **Transportation Route Services CTE Program** page is determined by the district's **regular** program "cost per mile" for the **preceding** year. Except as otherwise approved, if the district did not have regular program route service the preceding school year, a **new** program is assigned an initial allotment rate of \$0.97 per mile.
  - The total annual allotment is the total annual mileage **multiplied by** the assigned allotment-per-mile rate, rounded to the nearest dollar.

Transportation Route Services Career And Technology Program

Status: [Submitted](#)

Mode: Read Only

Effective Allotment Rate	3.25	Bus Pass Worksheet	
Override Fixed Rate		Bus Pass Cost	\$0

Subprogram Type	Route WorkSheet		Mileage	Daily Ridership
<a href="#">Regular</a>			<input type="text" value="23,468"/>	<input type="text" value="279"/>
<a href="#">Special</a>			<input type="text" value="32,099"/>	<input type="text" value="53"/>
<b>Total</b>			<b>55,567</b>	<b>332</b>
<b>Total Program Allotment: \$180,593</b>				

# Private Program: Requirements and Instructions for Data Entry

Eligible **private** program route service is restricted to privately owned vehicle transportation (provided by a parent or designated agent of the parent) **or** commercial transportation (provided by a motor bus company or other common carrier as designated by a parent) for **only** those students who meet eligibility requirements (TEC, [§42.155](#) [e] and [g]).<sup>8</sup>

Your district must report eligible **private** program route services by the following applicable subprogram types: 1) regular subprogram and 2) special subprogram.

- **Regular Subprogram** – This subprogram is for reporting eligible transportation for regular and special education students **without** a qualifying disability or impairment that would require special subprogram transportation (TEC, [§42.155\[e\]](#)).
- **Special Subprogram** – This subprogram is for reporting eligible transportation for regular and special education students **with** a qualifying disability or impairment requiring special transportation as a necessary related service (TEC, [§42.155\[g\]](#)).

## Entering Private Program Data in the FSP System

To enter private program data, first access the Transportation subsystem of the FSP System (see "Logging In to the FSP System and Accessing the Transportation Subsystem and Route Services Report").

Next, click **Private** in the left program menu. The **Transportation Route Services Private Program** page appears. From this page, you can access a route worksheet for each of the two private program subprograms.

The page also displays the effective allotment rate for the program, as well as mileage and ridership totals for each subprogram. The mileage and ridership totals are generated automatically by the FSP System and are based on the information your district enters using the route worksheets. If you have not yet entered any data in the worksheets, all totals will be 0.

Transportation Route Services Private Program

Status: \_\_\_\_\_ Mode: \_\_\_\_\_

Effective Allotment Rate		0.25	
Subprogram Type	Route WorkSheet	Mileage	Daily Ridership
<a href="#">Regular</a>		<input type="text" value="0"/>	<input type="text" value="0"/>
<a href="#">Special</a>		<input type="text" value="0"/>	<input type="text" value="0"/>
<b>Total</b>			
<b>Total Program Allotment:</b>			

<sup>8</sup> See subsections I.D. and II.B.4 of the *School Transportation Allotment Handbook* for detailed eligibility criteria.

To access the route worksheet for a subprogram, click on the worksheet icon  next to the subprogram name. The **Transportation Route Services Worksheet** page for that subprogram appears.

**Transportation Route Services Worksheet**  
**Private Program - Regular Subprogram**

Status: Submitted [Print](#) Mode: **Edit**

Route Identity	Daily Mileage	Days Operated	Annual Mileage	Daily Ridership
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>

Use the worksheet to enter, for each eligible subprogram route, the route identity, daily mileage, number of days operated, and daily ridership, as described in the following subsections.

**Route Identity:** Enter the identity assigned to the route. The route identity should be the same as the identity specified on the turn-by-turn route description and the eligible rider roster. The route identity may be letters, numbers, or a combination of both. No two routes in the district should have the same number or name.

**Daily Mileage:** Enter the eligible daily mileage for the route, rounded to the **nearest tenth** of a mile. The eligible daily mileage for a route is the **actual** miles traveled on public or private roads:

- (1) between an eligible student's residence and his or her assigned campus of regular attendance\* (morning **and/or** afternoon, **or** at midday) **or**
- (2) between an eligible student's residence and the **nearest available** route (morning **and/or** afternoon, **or** at midday).

As with any type of route, private program routes **are** required to have a turn-by-turn route description.

\*Note: For special subprogram students, the attendance campus may be a campus in a neighboring district that the student was approved to attend by his or her ARD committee or a regional day school.

**Days Operated:** Enter the number of days that the route was operated. The days operated are the number of **actual** school days the route was in operation, not to exceed 180 days, **except** as approved for certain ESY services for eligible special education students. School days that a student did not attend school/was absent and for which the student was not transported are **not** to be included in eligible days of operation. Missed instructional days and staff development days when school was not held are **not** applicable to private program routes.

**Daily Ridership:** Report daily ridership for the route. The number of eligible student riders for each applicable subprogram route is the number of eligible students **actually** transported to and from school or to and from the nearest available route (**either** morning **and/or** afternoon, **or** at midday) during the school year. Do not include the same eligible rider more than once in the reported ridership for the program (i.e., do not report the same student under both subprograms).

### Reviewing Private Program Data in the FSP System

Once you have entered data in the route worksheets, the FSP System will automatically calculate and update the following items on the route worksheet pages and/or the **Transportation Route Services Private Program** page for you to review. The system will use the data you entered in the worksheet for each subprogram to make the calculations.

- **Total Daily Mileage:** The total mileage of all routes rounded to the nearest mile
- **Total Daily Ridership**
- **Total Annual Mileage:** The total mileage of all routes rounded to the nearest mile
- **Total Annual Allotment:** The total annual private program allotment rounded to the nearest dollar. The totals for each subprogram's route data from the route worksheets will be used in determining the program allotment in accordance with the following:
  - The assigned allotment-per-mile rate reflected on the **Transportation Route Services Private Program** page is \$0.25, as set by legislative appropriation.
  - The total annual allotment is the total annual mileage **multiplied by** the standard allotment rate of \$0.25 per mile, **not to exceed** \$816 per eligible student, as set by legislative appropriation, rounding the **lesser** amount to the **nearest whole** dollar.

#### Transportation Route Services Private Program

Status: [Submitted](#)

Mode: Read Only

Effective Allotment Rate		0.25		
Subprogram Type	Route WorkSheet		Mileage	Daily Ridership
<a href="#">Regular</a>			<input type="text" value="0"/>	<input type="text" value="0"/>
<a href="#">Special</a>			<input type="text" value="3,818"/>	<input type="text" value="1"/>
<b>Total</b>			<b>3,818</b>	<b>1</b>
<b>Total Program Allotment: \$816</b>				

# Transportation That Is Ineligible for Funding and Should Not Be Reported

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The following types of transportation are ineligible for transportation funding and should not be reported on the School Transportation Route Services Report.

## *Head Start/Even Start Program Transportation*

Transportation provided exclusively for students to attend the federal Head Start/Even Start programs is **not** eligible for state transportation funding. Students who are not enrolled as district students and not attending district educational curriculum courses with PEIMS attendance reporting are not eligible students for transportation funding purposes.

## *Summer School Transportation*

Summer school transportation provided to regular or special education students without a qualifying disability or impairment that would require special program transportation is **not** eligible for state transportation funding and should not be included as part of eligible route service mileage.

## *Nonacademic School-Related Activity Transportation*

Transportation provided to regular or special education students to or from nonacademic school-related activities (extra-/cocurricular events or field trips) is **not** eligible for state transportation funding and should not be included as part of eligible route service mileage.

## *Interdistrict Voluntary Transfer Student Transportation*

Transportation provided to regular or special education students who have voluntarily transferred to or from another school district (interdistrict transfers) is **not** eligible for state transportation funding and should not be included as part of eligible route service mileage.