Texas Education Agency

Bus Pass/Bus Card Reimbursement Policy and Procedures
Effective School Year 2008/2009

1. The following requirements and procedures are applicable to:
   A. All schools currently approved to use bus passes/bus cards
   B. All new applications for approval to receive transportation funding.

2. With approval, a charter school may provide home-to-school/school-to-home transportation to students by providing bus passes/bus cards from a local metropolitan transit authority. Bus cards are a new type of bus pass system that has been implemented by the Metropolitan Transit Authority of Harris County. The bus card is a debit type card that funds are electronically loaded to and the card is debited each time it is used for the cost of the bus ride. If the metro in your city area informs you that it is going to transition to a bus card system it is important that you contact TEA School Transportation in order to ensure that a smooth transition from the paper/hard copy bus pass procedure to a bus card system is achieved.

3. The school will be reimbursed for bus passes/bus cards purchased and properly issued to eligible students in accordance with the policies established in this document. Student eligibility requirements are the same as for vehicular transportation that may be provided by the school.

4. Policies and procedures applicable to initial program approval as well as continued funding regarding bus pass/bus card accountability are outlined below.
   A. **Initial application requirements:** An application requesting approval to begin to receive transportation funding must be submitted to TEA School Transportation **not later than July 15th** prior to the beginning of a school year in order to allow time for review and approval prior to the start of student attendance. Applications arriving after July 15th will not be considered for approval. The only types of bus passes/bus cards that will be considered for state funding approval are Daily, Weekly/7-day or Monthly/30-day. Bus Passes/Bus Cards that cover a period of more than one month will not be approved for state funding. Approval will only be for the types of passes requested. If the school wishes to add a type of pass that was not included as part of the initial application a new request must be submitted noting it as an addition to previously approved types. The following documents must be included in the application:
      (1) **Letter of Application.** (*See Attachment A)*
      (2) **Estimated Average Daily Ridership.** (See *Attachment B)* This must be by resident school district for all charter schools whether the school was open prior to September 1, 2001 or after.
      (3) **Bus Pass/Bus Card Application Form.** (See *Attachment C)* The form is available for download on the TEA School Transportation website. Information required includes:
         (a) School Point of Contact information
         (b) Metropolitan Transit Authority information
         (c) Type of pass/bus card ride (daily, weekly, monthly) that approval is being requested for
         (d) Price of bus passes/bus card rides including any discount/promotions that the metro gives to student
      (4) **Detailed Internal Standard Operating Procedures (SOP).** At the time of initial application and not later than August 1st prior to each school year thereafter the school must submit for approval a Standard Operating Procedure (SOP) that will be followed by the school and its employees during the upcoming school year. The SOP must include clearly outlined procedures that will be followed by the school and its employees and must address each of the areas below:
         (a) Applicable to both Bus Passes and Bus Cards:
            (1) Establishment of student eligibility:
            (a) An Eligible Rider Roster must be established and maintained reflecting students eligible to receive the bus pass/bus card. The roster must clearly indicate if the student was eligible based on Two or More Mile eligibility requirements or on a school board's Hazardous Area Policy. Student eligibility requirements are the same as for vehicular/school bus transportation: residence must be two or more miles from the charter campus or be in a board designated hazardous traffic area if less than two miles, (A copy of the board policy must be on file with TEA).
            (b) If the charter has an approved Hazardous Area Policy, students who are eligible based on that policy must be identified on the Eligible Rider Roster and Bus Pass/Bus Card Issue Log.
            (2) Procedures must be included that address getting issued passes/bus cards back from students who are no longer eligible for transportation, or who have withdrawn from the school.
            (3) Passes/cards purchased may not be for periods exceeding one month.
            (4) Passes/cards must be purchased **and** issued during the same school year. Passes/cards may not be purchased during one school year for an upcoming school year. Accountability must be maintained within the school year. Caution should be taken to not over purchase passes/cards that are non returnable. Passes/cards not issued should be returned to the mass transit authority (Metro) for credit against original purchase and the credit voucher maintained as part of accountability documentation and a copy must be submitted to TEA along with receipts reflecting payment to the vendor for verification of purchase and cost.
            (5) Only passes issued to students are eligible for reimbursement.

(6) Purchase and issue of bus passes/bus cards are properly documented in accordance with TEA policies and procedures:

(a) Only those passes that are purchased/issued and are properly documented will be eligible for reimbursement. **A new procedure effective with School Year 2008-2009 is that all documents related to the purchase and issue of bus passes and bus cards are to be submitted to TEA on a monthly basis. Documentation for a completed school month must arrive at TEA no later than the last calendar day of the month following issues**;
EXAMPLE: August documentation is due at TEA no later than the end of September. This should provide an ample amount of time to gather all the necessary documents to include the receipts and records of payments. Following submission of the last school month's documentation but no later than July 1st the school must submit it's Transportation Route Services Report on line in the Foundation School Program (FSP).

(7) The necessary documents that must be submitted monthly for accountability and reimbursement consideration are noted below: The TEA Bus Pass/Bus Card Monthly Summary and the Issue Log forms are mandatory use for documenting monthly bus pass/bus card activity.

(a) **Bus Pass/Bus Card Monthly Summary** (See *Attachments D and E*). Is a summary of bus passes/bus card rides that were purchased, issued, or returned during the calendar school month. The entries for type and quantity of passes/rides issued should reflect only those that were properly issued and accounted for on the Bus Pass or Bus Card Issue Log. All Bus Pass or Bus Card Issue Logs used during the month are to be attached to the Bus Pass/Bus Card Monthly Summary.

(b) **Bus Pass Issue Log** (See *Attachment F and G*) or the **Bus Card Issue Log** (See *Attachments H and IF*). These forms are records of issue by a responsible school official to eligible students. Bus Pass/Bus Card Issue Logs are required for each calendar school month in which passes or bus card rides were issued. The Issue Log is the equivalent of an official student count for reporting purposes and the source for average daily ridership which must be reported as part of the Bus Pass Worksheet in the FSP.

(c) **Copies of purchase invoices and proof of payment.** If passes or bus card rides are not paid for at the time the passes/card rides are received then a record of receipt of payment from the Metropolitan Transit Authority (Metro) must be obtained once the purchases are paid for. The record of receipt from the Metro must reflect the invoices for which the payment was received. Invoices or purchase orders that only reflect the quantity of passes or cards ordered/requested is NOT acceptable as proof of purchase. Please ensure the vendor provides you proof of payment that corresponds to your request/order. Copies of bank statements or cancelled checks are also NOT acceptable. On an exception basis only, the transit authority may provide you a transaction summary which notes all individual transactions and reflects receipt of payment if it reflects the original receipt or invoice number and the actual purchase date corresponding to the original invoice.

(8) All monthly records applicable to passes/bus cards for **each** month are to be organized in the following order:

(a) Bus Pass/Bus Card Monthly Summary (Log template is available for download from the TEA school transportation website).

(b) Copies of documents reflecting purchase and payment, copies of documents showing turn in to the Metro of unused passes.

(c) Bus Pass or Bus Card Issue Logs (Log templates are available for download from the TEA School Transportation website).

(9) Passes or cards lost or stolen are not eligible for state funding if replaced by the school and any reissues of lost/stolen passes are not to be recorded on bus pass/bus card issue logs.

(10) Student ID cards purchased by the school or the student from the transit authority are not eligible for reimbursement.

(b) Applicable to Bus Cards Only: The below procedures are applicable if the metropolitan transit authority uses a bus card (debit card that is electronically loaded with funds/rides) instead of a paper/hard copy bus pass. When necessary these procedures may be modified by TEA during a school year if new information becomes available that may affect existing procedures. If that occurs interim procedures will be published and schools that are affected will be notified. Any charter school wanting or needing to go to a debit type bus card must notify TEA immediately for further instructions. Due to the difference in use of a Bus Pass and a Bus Card the below items must be specifically addressed in the schools internal Standard Operating Procedures in addition to the items listed above that are applicable to both the Bus Pass and Bus Card to include how procedures will be covered with students.

(1) The Bus Card must have its own card number so that the complete number may be assigned to a student. The bus card must be managed to ensure that cards loads/reloads are for only the school calendar days per month. It is very important that prior to issuance of bus cards to students that they understand the procedures related to issue and use of the bus card.

(2) The school must have procedures to ensure that eligible students are briefed on the use of the Bus Card and what their responsibilities are: (1) How to use the card to ride the bus, (2) Authorized and unauthorized use of the card and consequences of unauthorized use. It is recommended that a document such as a "Ridership

Contract" that provides the student and parent information about the card and outlines student responsibilities be developed and sent home with students for parent signature to be returned and kept in the student's file. Students should be familiar with the card's use and if applicable the difference between the new bus card and if compared to the bus pass previously being used. Students must understand that they may only use the card to ride the bus to and from school and that it is not to be used at any other time.

(3) The internal Standard Operating Procedures must outline procedures the school will follow regarding repetitive unauthorized use of the card. Example: first unauthorized use verbal warning, second unauthorized use letter sent to parent, third unauthorized use loss of bus card privileges.

(4) Students must report loss of a card to school administrators as soon as loss is realized so the school may remove funds from the card and cancel it.

(5) The below items are currently applicable to the Houston area Metropolitan Transit Authority of Harris County (Houston which is the only known metro to currently have bus cards in use instead of bus passes. If another metro implements bus cards that are different from the Houston Metro TEA policies and procedures will be updated accordingly.

(a) The MTA (Mass Transit Authority) provides cards with card numbers to the school's account holder based on the quantity of cards that the school requests. Following that the cards and funds added to the cards must be managed by the School's account holder on line. The card numbers are managed by the school's account holder from that point forward as far as electronic loading of the card with funds to cover the number of rides the student is eligible for.

(b) The online account allows the school's account holder to add/change names to each card number for the purposes of internal control. Based on this capability the school needs to assign names to eligible students within the online system and maintain accountability of the individual cards by card number and student name.

(c) Following assignment of student names to card numbers in the on line account the cards should be loaded with the dollar value necessary to cover a bus ride to and from school. Bus Cards should only be loaded with funds to cover the number of scheduled school days for the calendar month. Only one card can be designated to one student at a time with a complete card number.

(d) The card status (amount of funds/rides available) must be monitored on a monthly basis via the online account that the MTA has established for the charter school. During the last week of each calendar month each student's card should be checked for what was used during the month and the funds remaining available to use and funds should be added for the upcoming school calendar month. When reviewing card usage particular attention must be given to whether the card was used on days other than school days or was used for more times than what was required school on a school day. If a student used the bus card for other than authorized use, the equivalent dollar value for that number of rides should not be added to the card for the upcoming school month and the student notified that he/she is responsible for adding that amount to the card or find alternate transportation until the next issue month.

(e) Keep in mind that it could take up to three business days for the reloads to show as available on the card when read due to the fact that the bus might have to drive through the metro terminal to read the reload of funds. The group account holder should allow three days for every load/reload in order to ensure the funds are available on the card for use.

(f) The group account holder must keep track of any promotions that may be given by the MTA. Since the state reimburses the school 100% for all pass issues properly accounted for any promotion rides given as a result of numbers of rides purchased are to be used as part of the student's school paid bus pass account and are not for student personal use for riding the bus other than to or from school. Below are examples of determining number of rides/amount of funds to add to a card during a card review:

Example 1, allowing 3 days for load/reload to take affect: (card status review at the end of March). At the time the card status is checked if you have 3.5 school days left for March (7 rides/$3.50) you will need to remember not to count them in for your new reload. If at the 3.5 days prior to the end of the month and the student has eight days (16 rides/$8.00) still on his/her account you will carry over (4.5 days/9 rides/$4.50) and leave the 3.5 days/7 rides for the remainder of the month. If April has twenty two school days (44 rides/$22.00) in it you will only need to load for 35 rides/$17.50 due to the fact that you carried over 9 rides from the previous month.

Current Bal: $ Amount / Rides	School Days/ Rides/ $ Amount Left in this month	School Days/ Rides/ $ Amount needed in April	Rides / $ Amount Carried Forward	$ Amount/ Rides To Load
$8.00 (16 rides)	3.5 / 7 / $3.50	22 / 44 / $22.00	9/ $4.50	$17.50 (35 rides)

Example 2, allowing 3 days for load/reload to take affect **and** consideration of five free rides earned: (card status review at the end of April). For the month of April there were 22 scheduled school days/44 rides and the student had $17.50 (35 rides x $.50) put on his/her card at the end of March for use during April because of unused rides carried forward. Although the student would achieve the 50 ride point during the month of April the consideration for reaching the 50 ride point is not given until after the five reward rides show up on the student card account as not charged for a ride. A student who attends school regularly and rides the bus to/from school will reach the 50 trip point about every five weeks. During the April card status review the account holder notes that the student hit the 50 ride point and had five rides that were taken but there was no debit of the funds available on the card. There are 3 days of school left in the month of April and the student has $7.50 left on the card. ($7.50 ÷ $.50 = 15 rides; 3 days of school left = 6 rides + 5 reward rides were not charged leaving a balance of 4 rides that were not used because the student was absent and didn't ride the bus or parents transported the student two days. There are 21 scheduled school days in May which equals 42 rides/$21.00. 9 rides/$4.50 will be carried forward for use in May. 35 rides/$16.50 will need to be added to the card.

Current Bal. $ Amount / Rides	School Days/ Rides/ $ Amount Left in this month	School Days/ Rides/ $ Amount Needed in April	Rides / $ Amount Carried Forward	$ Amount/ Rides To Load
$7.50 (15 rides)	3 days / 6 rides / $3.00	21 days / 42 rides / $21.00	9 rides / $4.50	$16.50 (35 rides)

(g) Following update of the student's card with funds for the upcoming school month, the student must acknowledge those funds being added to the card for his/her home to school, school to home transportation. The student must sign the **Bus Card Issue Log** acknowledging the funds available on the card for the school month. Student acknowledgement should be done on the first school day of the month. If the student is absent on the first school day of the month or a new student is added as an eligible rider and a card is issued/loaded during the school month the student should acknowledge receipt on the first day present after the beginning of the school month.

(h) If a student is expelled or is no longer an enrolled student for any purpose, school administration must ensure the student turns in the bus card. If the student leaves the school and the school is unable to retrieve the card from the student on the first day the student is no longer enrolled the school must remove the funds available on the card via its online account and notify the MTA that the card is cancelled and request it be removed from the account in accordance with the procedures of the MTA for card cancellation. Only those bus card rides that are properly documented as issued will be eligible for reimbursement.

To: Texas Education Agency
State Funding Division
School Transportation
1701 North Congress
Austin, TX 78701

From: _____ Name of Charter School
_____ Address of Charter School
_____ Address of Charter School
_____ Phone Number of Charter School

Date: _____

Subject: Request Funding Approval for Providing Transportation to Eligible Charter School Students Utilizing Bus Passe/Cards Issued by a Metropolitan Transit Authority

Please consider the request of _____Charter School to provide transportation to our eligible students utilizing bus passes/bus cards purchased from _____ Metropolitan Transit Authority. Eligibility has been determined in accordance with the TEA Bus Pass/Bus Card Policy and Procedures. Attached is our Estimated Average Daily Ridership broken down by resident school district and the Bus Pass/Bus Card Application form that provides the required detailed information about the transit authority as well as the types of passes the school intends to purchase.

_____	_____	_____
Printed Name of Superintendent	Superintendent's Signature	Date Signed

Enclosures:
- Estimated Average Daily Ridership form
- Bus Pass/Bus Card Application Form

Attachment A

Estimated Average Daily Ridership

(A separate form is required for Regular and Special Programs if a special type pass is required for Special Needs handicapped students)

District Name	District CDN	# of STUDENTS

Attachment B

(For Example Purposes Only. Use form template posted on the TEA School Transportation Website)

Bus Pass/Bus Card Application Form

School Data:

Charter School Name: _____

School County District Number (CDN): _____

Name of School Point of Contact: _____

Telephone Number of School Point of Contact: _____

Email Address of School Point of Contact:

Metropolitan Transit Authority Data:

Name of Metro Transit from which passes will be purchased: _____

Name of Point of Contact at the Metro Transit: _____

Telephone Number/Email address of Metro Point of Contact:

Data Regarding the Type of Pass for which Approval is Requested:

Place X in box by the applicable type pass:

☐ **Monthly/ 30-Day:**
- **Full Price of Pass:** _____
- **School Discounted Cost of Pass:** _____
- **Estimated Quantity per month:** _____

☐ **Weekly/ 7-Day:**
- **Full Price of Pass:** _____
- **School Discounted Cost of Pass:** _____
- **Estimated Quantity per month:** _____

☐ **Daily:**
- **Full Price of Pass:** _____
- **School Discounted Cost of Pass:** _____
- **Estimated Quantity per month:** _____

☐ **Bus Card (Debit Card for Daily Rides):**
- **Full Price of Daily Ride:** _____
- **School Discounted Cost of Ride:** _____
- **Quantity of Rides Required Per Student Per Day:** _____
- **Estimated # of Eligible Students per month:** _____

☐ **Special Needs Transit:**
- **Full Price of pass:** _____
- **School Discounted Cost of Pass:** _____
- **Estimated Quantity per month:** _____

Attachment C

Bus Pass/Bus Card Monthly Summary Form

-Instructions-

This form shall be used as a summary document to be filed with supporting documentation submitted to the TEA following the completion of each calendar month. Documentation for a completed month is due to TEA no later than the end of the following month. Eligible bus pass/bus card issues for each month are to be reported on the Route Services Report no later than July 1st each year. One form must be completed for each calendar month that your school had bus pass/bus card purchases and issues. The following documents must be attached to the Bus Pass/Bus Card Monthly Summary Form:

1. Copies of Eligible Rider Rosters.

2. Copies of Bus Pass/Bus Card Issue Logs with student signatures for each student issue.

3. Copies of Receipts/Invoices reflecting that payment was received by the transit authority.

4. Documentation of passes that were returned to the vendor.

INSTRUCTIONS:

1. Fill in the Charter School Name and CDN (for charters having multiple campuses under one CDN fill in the campus name/location that the monthly documentation is for)

2. Fill in the calendar month and year

3. Fill in the invoice number and quantity of passes or bus pass rides that were purchased by type. (If more than one invoice for that month, enter the information on the next applicable line.)

4. Fill in the total number of Monthly/30-day, Weekly/7-day or Daily passes/Daily Rides that were properly issued and eligible based on the issue logs.

5. Fill in the total number of passes returned (for credit) to the transit authority

Attachment D

(For Example Purposes Only. Use form template posted on the TEA School Transportation Website)

Bus Pass/Bus Card Monthly Summary

Charter School/CDN: _____

Campus: _____

Calendar Month/Year: _____

Monthly/30-day Passes Purchased and Issued:

Invoice # and Qty: _____ _____

Invoice # and Qty: _____ _____

Invoice # and Qty: _____ _____

# of Passes Issued: _____

# of Passes Returned to Transit: _____

Weekly/7-day Passes Purchased and Issued:

Invoice # and Qty: _____ _____

Invoice # and Qty: _____ _____

Invoice # and Qty: _____ _____

# of Passes Issued: _____

# of Passes Returned to Transit: _____

Daily Passes/Daily Rides Purchased and Issued:

Invoice # and Qty: _____ _____

Invoice # and Qty: _____ _____

Invoice # and Qty: _____ _____

# of Passes/Rides Issued: _____

# of Passes Returned to Transit: _____

NOTE: # of passes/rides issued quantity should reflect only those that were properly issued and accounted for on the Bus Pass/Bus Card Issue log during the calendar month.

Copies of all documents related to bus pass/bus card purchases must be filed with this monthly summary form to include invoices, student pass issue forms and records of returns to the transit vendor. If passes are not paid for at the time of receipt of passes from the transit/vendor and the purchase order marked paid by the vendor, when the invoice is paid a record of receipt of payment by the vendor noting the invoice(s) paid is to be filed with the applicable month's records. This summary form and copies of all related documents for the month must be provided to TEA School Transportation at the time the annual Route Services Report is filed.

Bus Pass Issue Log

-Instructions-

This form shall be used for ***original*** bus passes issued to students for school transportation. This form shall not be used for passes that are re-issued for any reason. You may use as many copies of this document as needed for original issue passes in a calendar month. Simply complete each form in its entirety, paying special attention to the bottom right ***"page ___ of ____"* section.** All pages should be numbered. All items except the student signature are to be completed by a school administrator.

Bus Pass Issue Logs must be maintained and available for inspection with the items listed below. Copies of each month's completed documentation are required to be sent to TEA no later than the end of the following month. Example: August documentation is due no later than the end of September.

* Bus Pass Monthly Summary Form
* Copies of Eligible Rider Rosters
* Receipts/Invoices reflecting purchases and that payment was received by the transit authority
* Records of turn in to the Metro of unused passes

INSTRUCTIONS:

1. Fill in the Charter School Name & CDN **
2. Fill in the Campus number (if applicable) **
3. Fill in the calendar month and year **
4. Fill in the complete bus pass number**
5. Fill in the resident district CDN of the student**
6. Mark if the student is a Hazardous Area Eligible Student ** (double click box and select Checked)
7. Fill in the student's full name**
8. Have the student **sign** the form with his/her full name. Initials are not allowed.
9. Fill in the date of the issue/student signature (filled in by administrator at time of issue)
10. Fill in the type of pass issued (daily, weekly or monthly)**

** Indicates information can be entered electronically through the document template.

Attachment F

(For Example Purposes Only. Use form template posted on the TEA School Transportation Website)

BUS PASS ISSUE LOG

CHARTER SCHOOL/CDN: _____ **CAMPUS:** _____
CALENDAR MONTH/YEAR: _____
#OF SCHOOL DAYS IN THE CALENDAR MONTH: _____

	COMPLETE BUS PASS #	RESIDENT DISTRICT CDN	STUDENT NAME	HAZ (√)	STUDENT SIGNATURE	DATE	TYPE PASS
1				☐			
2				☐			
3				☐			
4				☐			
5				☐			
6				☐			
7				☐			
8				☐			
9				☐			
10				☐			
11				☐			
12				☐			
13				☐			
14				☐			
15				☐			
16				☐			
17				☐			
18				☐			

Not for use for issuing passes to students who have lost original passes issued. Reissued passes are NOT eligible for state funding reimbursement.

Attachment G

Bus Card Issue Log

-Instructions-

This form shall be used for student acknowledgment of funds added to a bus card for the student to use for to and from school transportation. You may use as many copies of this document as needed for bus card issues during the calendar month. Funds should be added to student cards prior to the first school day in the calendar month. Students must sign this form on the first school day of calendar month or if absent or a new student the first day the student attends school for that month and funds have been added to the bus card. In signing, each student is acknowledging the amount that has been carried over from the prior month, the amount that was added for the month and the total amount of funds available for the current calendar month. Simply complete each form in its entirety, paying *special attention* to the bottom right "***page*** ___ ***of*** ____***"*** section. All pages should be numbered. All items except the student signature are to be completed by a school administrator.

Bus Card Issue Logs must be maintained and available for inspection with the items listed below. Copies of each month's completed documentation are required to be sent to TEA no later than the end of the following month. Example: August documentation is due no later than the end of September.

* Bus Card Monthly Summary Form
* Copies of Eligible Rider Rosters
* Receipts/Invoices reflecting purchases and that payment was received by the transit authority

INSTRUCTIONS:

1. Fill in the Charter School Name & CDN **
2. Fill in the Campus number (if applicable) **
3. Fill in the calendar month and year **
4. Fill in the number of school days in the calendar month **
5. Fill in the cost per ride **
6. Fill in the complete bus card number**
7. Fill in the resident district CDN of the student**
8. Mark if the student is a Hazardous Area Eligible Student **(double click box and select Checked)
9. Fill in the student's full name**
10. Have the student **sign** the form with his/her full name. **Initials are not allowed**.
11. Fill in the date of the issue/student signature (filled in by administrator at time of issue)
12. Fill in the **dollar** amount carried over (the amount carried over is any unused dollar amount from the prior month that is available for use on the first school day of the current calendar month) **
13. Fill in the **dollar** amount added (the amount added is the dollar amount that you need for the calendar school days for the current month minus the carried over amount in item 12) **
14. Fill in the **total dollar** amount available for the calendar month (is the total of the amount carried forward in item 12 plus the amount added in item 13.) **

** Indicates information can be entered electronically through the document template.

Attachment H

(For Example Purposes Only. Use form template posted on the TEA School Transportation Website)

BUS CARD ISSUE LOG

CHARTER SCHOOL/CDN: _____ **CAMPUS:** _____
CALENDAR MONTH/YEAR: _____
#OF SCHOOL DAYS IN THE CALENDAR MONTH: _____
COST PER RIDE: _____

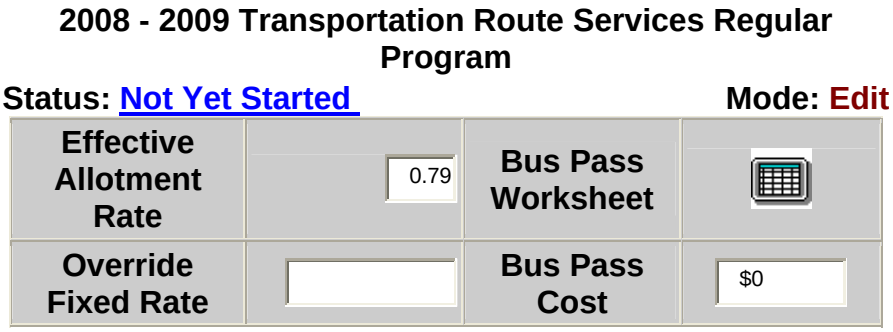
	COMPLETE CARD #	RESIDENT DISTRICT CDN	STUDENT NAME	HAZ (√)	STUDENT SIGNATURE	DATE	$ AMOUNT CARRIED FORWARD	$ AMOUNT ADDED	TOTAL $ AVAILABLE FOR MONTH
1				☐					
2				☐					
3				☐					
4				☐					
5				☐					
6				☐					
7				☐					
8				☐					
9				☐					
10				☐					
11				☐					
12				☐					
13				☐					
14				☐					
15				☐					
16				☐					
17				☐					
18				☐					

Student signature is acknowledgment that the school has electronically loaded funds to the card for to/from school transportation. Use of the card for other than to and from school transportation is not authorized. Students that lose their Bus Card must report the loss to the school immediately so the card may be cancelled.

Attachment I

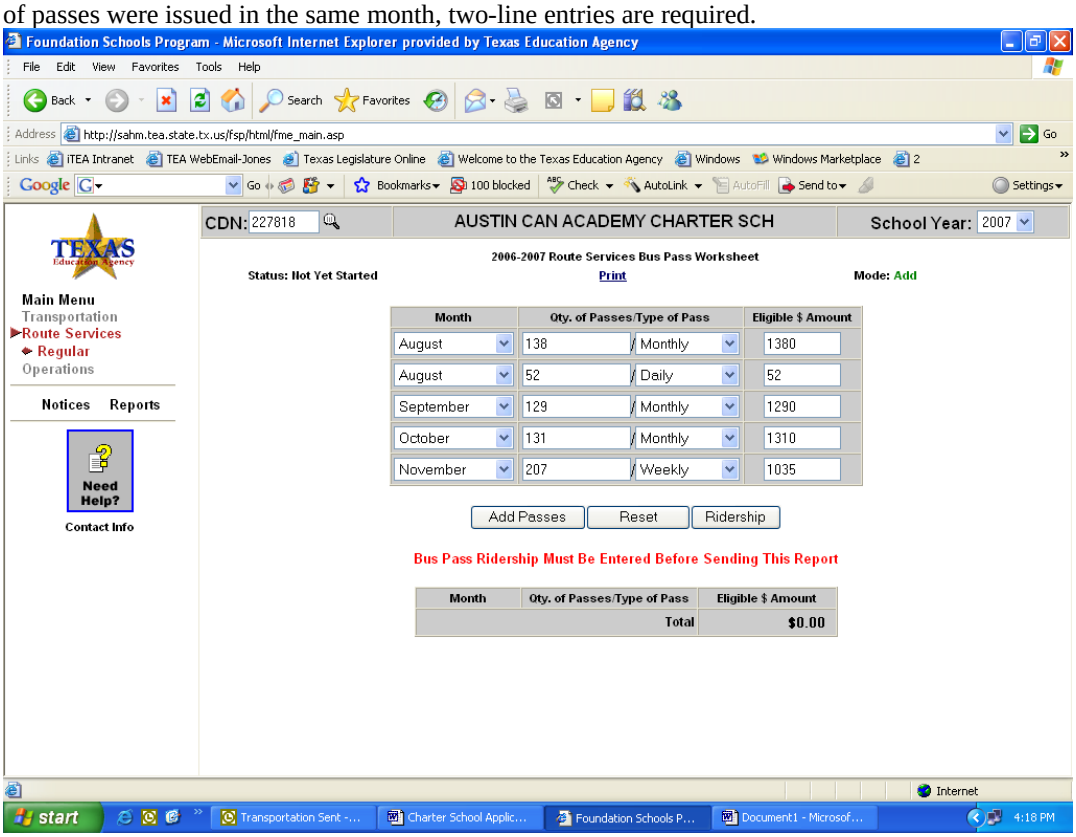
Instructions for Completing the Route Services Report Bus Pass Worksheet in the FSP System

Below are screen prints of the two screens that make up the Bus Pass Worksheet and the corresponding instructions for each. When you click on the Bus Pass Worksheet icon in the upper right portion of the Regular or Special Program screen, the Bus Pass Worksheet screen comes up. If special transit passes had to be purchased for eligible Special Needs students, those issues must be recorded and reported separately under Special Program.

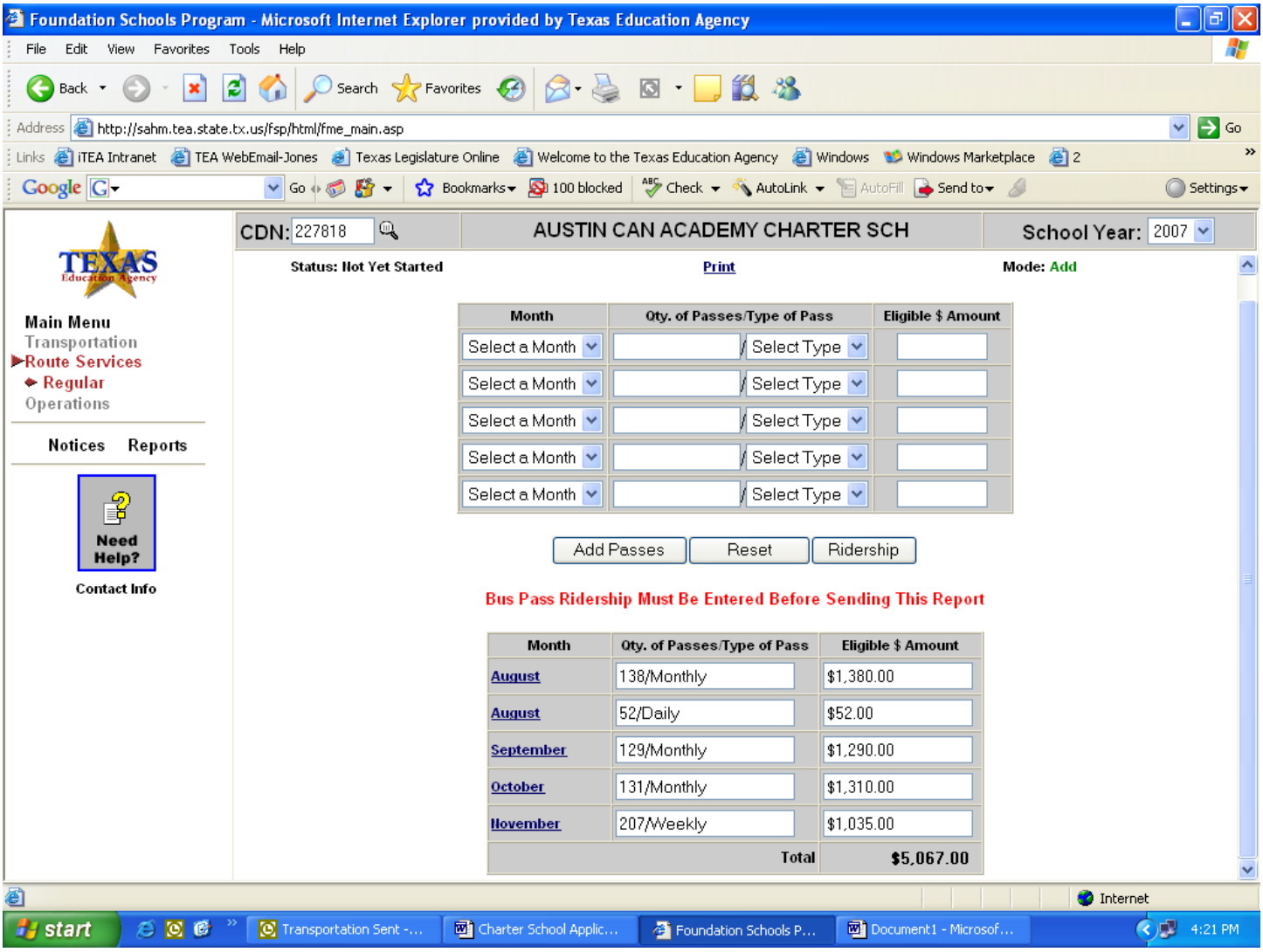


The Bus Pass Worksheet screen is the screen on which you enter **eligible** bus pass/bus card data. In the first column, select from the pull down list, the month in which the eligible passes were issued. This report is by **calendar** month. For example, if you issued passes on September 1st to be used in September and issued passes on the last day of September, to be used for October, both issues should be on the September issue log. In the second column, enter the quantity and select the type of pass that you are reporting as eligible for state funding. Types of passes are DAILY, WEEKLY, MONTHLY. Bus Card rides are to be entered as DAILY and the quantity is the total dollar amount eligible divided by the cost of the ride. In the third column enter the total amount paid for the eligible passes/rides you issued during the calendar month.

You may enter up to five (5) lines at a time. An individual line is required for each type of pass that was issued. If two different types of passes were issued in the same month, two-line entries are required.

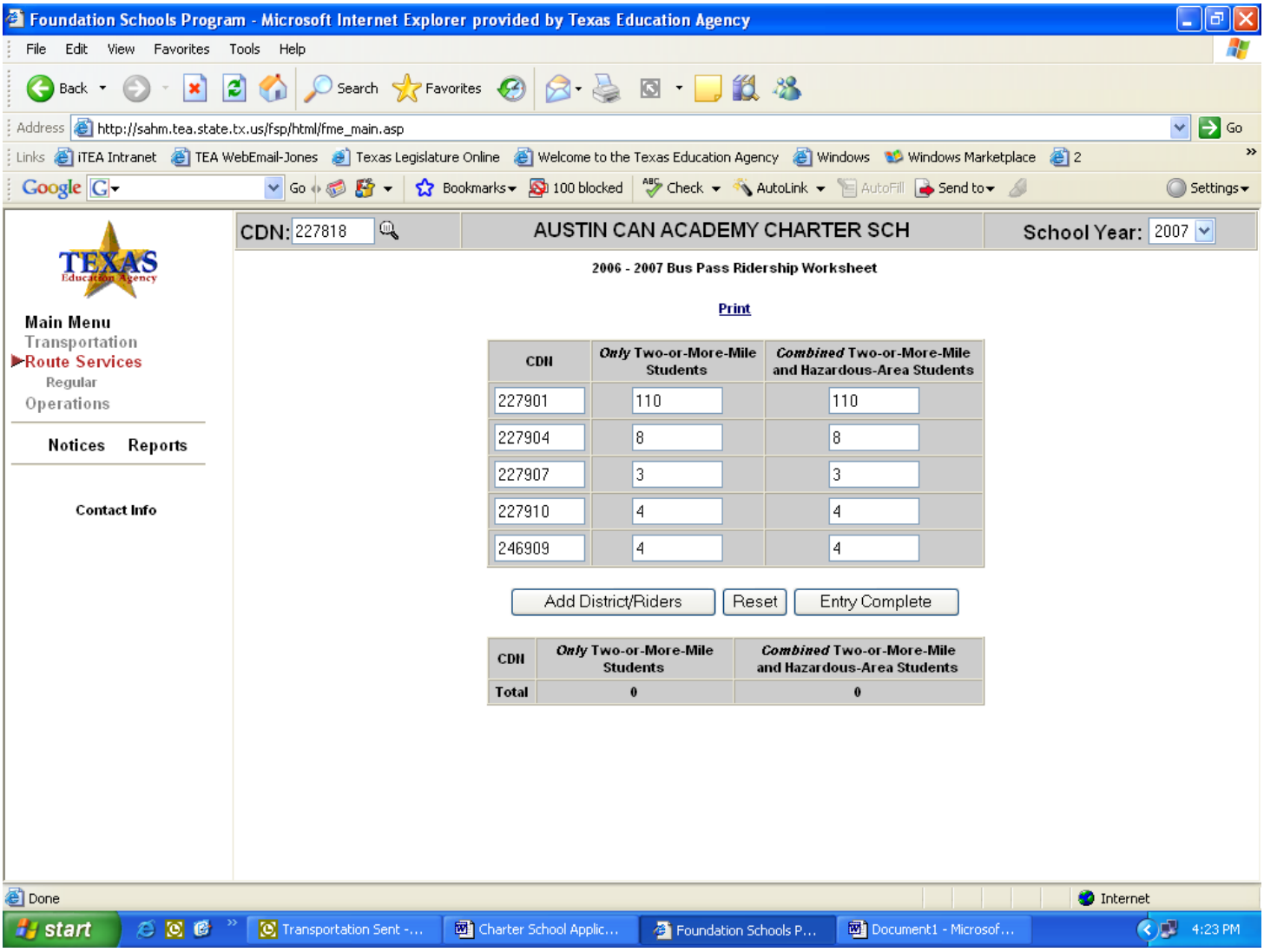


To save entries and to get five more lines if required, click on the **Add Passes** button. The months that were entered will be saved and will drop down to the lower portion of the screen and five blank lines will appear so that more entries may be made. See example below for Regular Program pass issues. The same procedures must be used for Special Program issues.

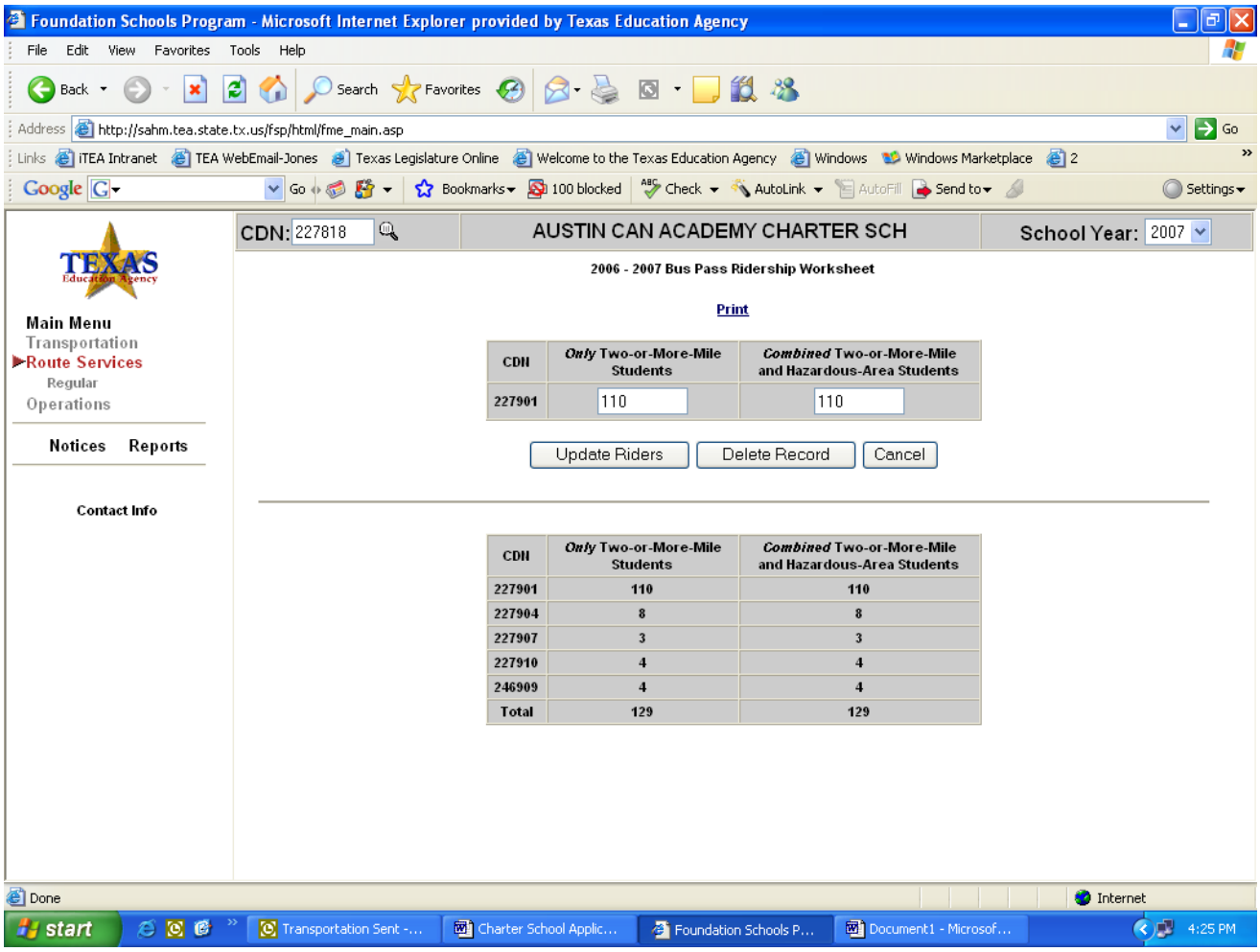


Once you have entered all Bus Pass/Bus Card Data, click on the **RIDERSHIP** button to complete your Ridership information by resident school district.

Enter the average daily ridership (average issues) for each resident school district from which you had eligible riders. Once you have entered 5 lines of ridership information you may click on **ADD DISTRICT/RIDERS** to save the entries and to get five more lines to complete if needed. Continue this procedure until all ridership information is complete, then click **ENTRY COMPLETE**.



After you have added district/ridership data and it appears in the lower part of the screen, if you need to edit data click on the CDN that you want to edit and that district's data will be brought to the top of the page where it can then be edited.



Once you click on the entry complete button on the Ridership screen you are returned to the main Bus Pass Worksheet screen. If you have finished entering both Bus Pass/Bus Card and Ridership Information, click on **ENTRY COMPLETE**. You will be taken back to the Program Screen where your bus pass/bus card cost will show up underneath the Bus Pass Worksheet icon. Click on ROUTE SERVICES on the menu to go to the Route Services main screen. Click on **SEND COMPLETED REPORT** to put your report into a SENT status.

After filing the report online in the FSP, mail all required supporting documentation to TEA School Transportation at the address shown below:

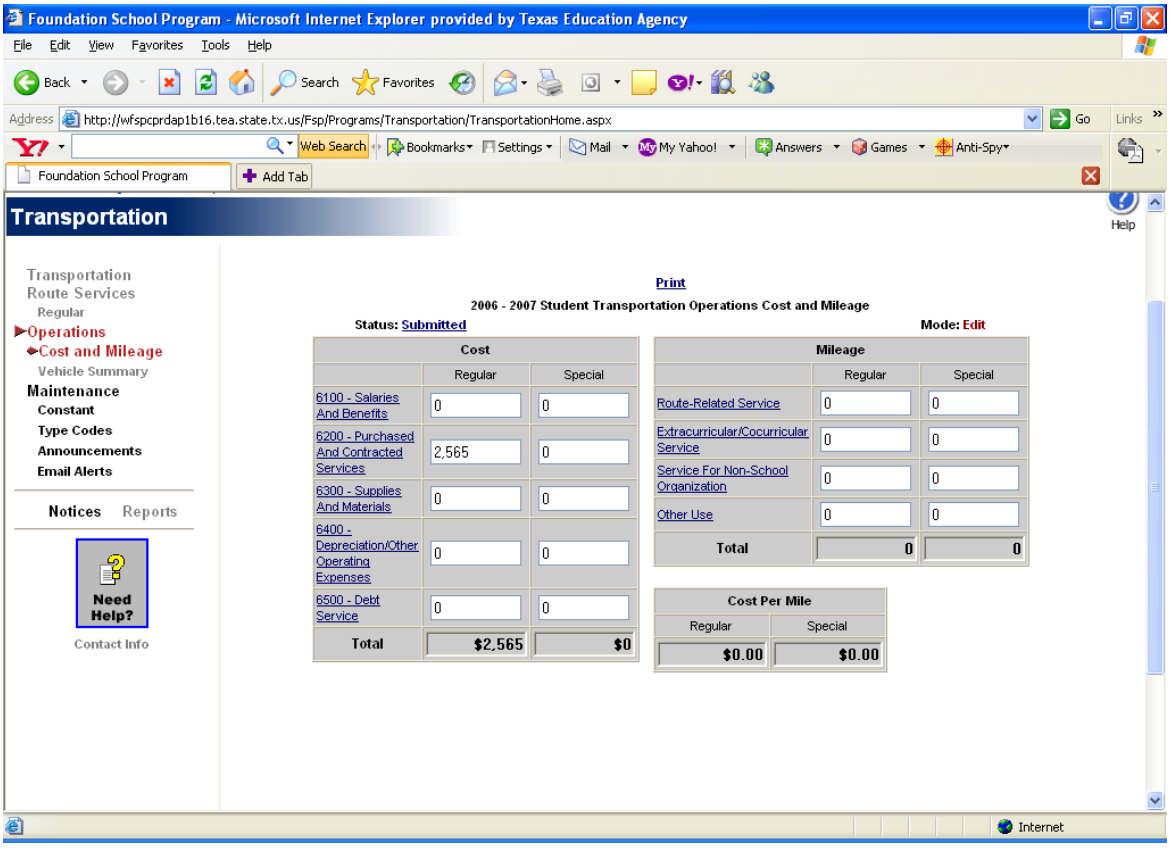
Texas Education Agency
Attn: School Transportation, State Funding Div.
1701 N. Congress Ave.
Austin, TX 78701

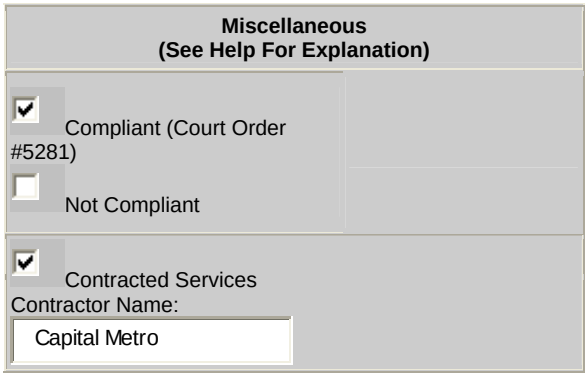
Instructions for Completing the Student Transportation Operations Report in the FSP System

(Submitted after the end of the School Year but prior to December 1)

The Operations report must be submitted to reflect annual cost of Student Transportation. For Charter Schools having **ONLY** bus pass/bus card school transportation for eligible riders, report total cost data for the school year. Total cost data includes the passes that were eligible for state funding, and also cost of ineligible passes that were purchased, as well as applicable administrative costs such as 6100 Salaries and Benefits. At a minimum your Operations Report must have cost data reported for object code 6200.

No mileage or Vehicle Summary data is reported for charters who only have approved bus pass/bus card programs. However, the Vehicle Summary section of the report must be saved and placed in Sent status along with the Cost and Mileage section. In the Miscellaneous section of the screen, check compliant with Court Order 5281 and enter the name of the metropolitan transit authority that you purchased passes/bus card rides from in the Contractor Name block. If multiple metro's were involved due to campus locations include the metro names by campus location in the Remarks section during the SEND COMPLETED REPORT process. Following completion of the Vehicle Summary screen click on the Save button in the lower left of the screen. Following completion of both sections of the report return to the Operations main screen and click on the SEND COMPLETED REPORT button. For those having both vehicular **and** bus pass/bus card program approval, actual cost and mileage data should be reported for both categories of transportation services. Completion of this report is required in order to reflect in the system that the charter school or district has completed all annual reporting requirements.





State Funding Eligibility Requirements for Student Transportation

to or from a Designated Child Care Facility (CCF) or Grand-parent's Residence (GPR)

(as enacted by SB 833 (09/01/01); amended by HB 3459 (9/1/03) and further amended by SB 1713 effective 09/01/07)

- Transportation of students to and from a parent designated CCF or GPR is a requirement if the location of the CCF or GPR is an approved stop on an approved route; all routes and stops are approved at local school board level. Those students with a qualifying special need (disability/impairment/handicap) are entitled to such transportation (regardless of the location of the CCF or GPR) as a necessary related service ***only*** if determined on an individual (case-by-case) basis by a duly authorized committee (i.e., ARD/504 committee).

- As defined in state law and regulation (see § 42.002, Human Resources Code), a CCF is a facility (establishment/operation) which is licensed, certified, or registered by the Department of Protective and Regulatory Services to provide assessment, care, training, education, custody, treatment, or supervision for a child who is not related by blood, marriage, or adoption to the owner or operator of the facility for all or part of the 24-hour day, whether or not the facility is operated for profit or charges for the services it offers.

  Examples of a CCF would include a licensed, certified, or registered child-care institution, individual or agency-operated foster home or foster group home, day-care center, group day-care home, or registered family home; however, it would ***not*** include a listed (non-registered) family home that provides regular care in the caretaker's own residence for not more than six (6) children under 14 years of age excluding children who are related to the caretaker and that provides care after school hours for not more than six (6) additional elementary school children but the total number of children including those related to the caretaker does not exceed 12 at any given time, ***nor*** would it include a home that provides care exclusively for any number of children who are related to the caretaker.

  Furthermore, it ***shall*** be the responsibility of the participating school district to ascertain/verify whether a parent-designated CCF or GPR meets the requirements for a legitimate CCF (as defined) by obtaining and maintaining documentation from the facility or GPR of its authenticity as a CCF or GPR prior to reporting such transportation services as eligible for funding.

- The parent-designated CCF or GPR ***must*** actually be located at least two miles from the respective student's assigned campus of regular attendance or in a district-designated hazardous traffic area within two miles of the campus; transportation provided exclusively to serve students to or from a designated CCF or GPR located within two miles of their campus of regular attendance that is not in a designated hazardous traffic area is ***not*** eligible to report for state funding. However, an eligible CCF could actually be located outside of a student's assigned attendance zone or resident district boundaries (as determined by the student's legal residence).

- A student's eligibility status ***shall*** be determined entirely by the location of the designated CCF or GPR and ***not*** the location of the student's residence; a student who actually lives two or more miles from his/her school or in a designated hazardous traffic area would not be considered an eligible rider unless the CCF or GPR is also located in such an eligible area. However, a resident student who is attending his/her assigned campus and is being provided transportation to or from a CCF or GPR that is located outside the student's assigned attendance zone or resident district is ***not*** considered an ineligible transfer student.

- State law allows a school district to charge a reasonable fee for transporting students to and from school who live within two miles of their campus of regular attendance ***if*** their residence is not in a designated hazardous traffic area for which the district receives funds under § 42.155(d) of the Education Code. This would include students being served to or from a designated CCF or GPR located in a non-hazardous traffic area within two miles of their school who would otherwise be eligible based on the location of their actual legal residence. However, the district is required to adopt reasonable procedures for waiving such a fee if an affected student or the student's parent or guardian is unable to pay it.

- A school district is ***not*** entitled to report eligible route service mileage not actually incurred or eligible student riders not actually transported because it chooses to provide transportation for students to and from their designated CCF or GPR instead of their legal residences. Also, reporting additional eligible mileage and/or fewer eligible riders because of choosing to transport students to and from their designated CCF or GPR instead of their residences could result in a lower effective linear density and corresponding lower funding rate (allotment per mile), which in turn could result in an overall reduction in such a district's transportation allotment for the succeeding school year.

- In accordance with current agency policy, the transportation of voluntary intra-district or inter-district in-grade transfer students (those whose academic/education program is available at a campus located in their assigned attendance zone or resident district) to attend school at a campus located in another attendance zone or school district is ***not*** eligible to report for state funding; however, such students may be counted as eligible riders for reporting purposes ***if*** they are served at established stops on eligible routes or eligible portions/segments of routes included in the district's reported total annual mileage for state funding.