

# Transportation Management & Reporting

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WASBO Spring Conference  
May 16, 2024



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**Public Instruction**  
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# Sources of Pupil Transportation Aid

- **Students provided specialized transportation as required by the individual student's IEP (Fund 27)**
  - **Based on the qualifying costs reported**
- **Students qualifying to receive pupil transportation and actual participation in one of the (Fund 10) programs**
  - **Based on distance from pupil's residence to school of attendance following the shortest commonly traveled route**

# Fund 10 Pupil Transportation Aid programs

- PI-1547-SS – public and private school students transported to attend summer sessions and/or interim sessions
  - Starts the school year, due by September 30<sup>th</sup> of current year
  - Report transportation provided for summer session that starts after the previous school year ends and before the current school year begins
  - Includes interim sessions from the previous school year.
  - Based on one category (distance); whether the student is transported either 2 – 5 miles or over 5 miles
  - Part of the transportation audit process

# Fund 10 Pupil Transportation Aid programs

- PI-1547 – public and private school students transported during the regular school year by school districts and charter schools
  - Report opened May 15 and is due June 28
  - Five distance categories
  - Only districts that have a DPI approved Unusually Hazardous Transportation (UHT) plan can enter riders in the “Less Than 2 Miles (hazardous area)” category
  - Per Board policy, a district may transport and include *Open Enrolled In* students from the district border to school of attendance
  - District can also include students transported based on a contract with a parent or service provider

# Fund 10 Pupil Transportation Aid programs

- PI-1547 – public and private school students transported during the regular school year by school districts and charter schools
  - *Districts are responsible to provide reliable documentation and NOT undocumented assumptions or estimates to support the number of pupils reported as actually transported at least once during the school year.*
    - A signed and dated document listing students who rode each bus during the school year by bus driver is great!
    - The qualifying distance the student was transported can come from the transportation director/contractor.
  - \$24,000,000 is distributed based on the PI-1547-SS and PI-1547 data from the previous school year in January and June

# Fund 10 Pupil Transportation Aid programs

- High Cost Pupil Transportation Aid is a separately funded program.
  - Paid in June, for the previous school year, based on audited information. Example: FY23 will be paid in June of 2024.
- This aid program provides additional funding to school districts that have higher per pupil transportation costs when compared to the statewide average per pupil transportation cost
  - To qualify the district's Fund 10 cost/student must exceed 140% of state average/student cost and have 50 students/square mile or less
  - Allocation = \$22,800,000

# PI-1547-SS summer/interim reporting

Distance in Miles	Summer/Interim (PI-1547SS)
Less Than 2 miles (hazardous area)	NA
Over 2-5 miles	\$10/pupil
Over 5 up to 8 miles	\$20/pupil
Over 8 up to 12 miles	\$20/pupil
Over 12 miles	\$20/pupil

- Increased and only one factor to be considered for summer school interim: distance from student's residence to school (attendance).
- Districts are not required to transport for summer/interim sessions to the same standard as during the regular school year.

# PI-1547 regular year reporting

Distance in Miles	Regular Year (PI-1547)
Less Than 2 miles (hazardous area)	\$15/pupil
Over 2-5 miles	\$35/pupil
Over 5 up to 8 miles	\$55/pupil
Over 8 up to 12 miles	\$110/pupil
Over 12 miles	\$400/pupil*

- The “Less Than 2 Miles (Hazardous Area)” category requires DPI approval before data can be entered.
- \*Reimbursement rate for the Over 12 miles category was raised per 2023 Act 19 (2023-25 biennial budget).



# Pupil Transportation Aid Payments

- As outlined earlier, Pupil Transportation Aid is determined by the number of students, attending both public and private schools, who are transported from residence to school of attendance at least once.
- When the district transports fewer students, under current law and related rules, their regular pupil transportation aid will be less in their January payment the following school year. After the January aid payment, the remainder of the funds (minus the transporting on ice aid - Bayfield) are paid out in June based on the District's percentage of state pupil transportation aid in January.

# Route Planning Tips

- **Regular meetings early and throughout the year with transportation department and/or bus company**
- **Review procedures with staff annually**
- **Verify student addresses**
- **Familiarize yourself with the bus routes and new students**

# How to report a student...

- **Transported to daycare location?** *If the most direct route to the daycare location is greater than the most direct route to the student's residence, the district must make the mileage category determination based on the student's residence location.*
- **Who moved during the school year?** *A student who is transported at least once will be counted in the mileage category as determined by the LEA on the PI-1547. The determination of the mileage category does not need to be modified for the given school year as long as the student continues residing in the school district.*
- **Being transported by a third party/parent?** *If the district is paying for this service, the student will be counted in mileage category that reflects the most direct route from residency to school of attendance. This payment is calculated from a contract with the provider at a daily rate.*

# Transporting Private School students

- Q/A # 3. Must a public school district provide transportation to private school pupils on days the public school is not in session? *An opinion from the Attorney General, 61 O.A.G. 240, 244 (1972), stated that a public school board is required to provide transportation for private school pupils attending school on days when the public school district is not in session. The Wisconsin Court of Appeals confirmed that position in Hahner v. Board of Education, Wisconsin Rapids, 89 Wis. 2d 180 (1979). It is beneficial to both the public and private school(s) in the same school district to have school calendars which are as consistent as possible. <https://dpi.wi.gov/parental-education-options/transportation/private-school-questions>*
- Also see “Transportation to Private Schools – General Information” <https://dpi.wi.gov/sfs/support/school-operations/pupil-transportation/private> webpage.

# Observed Patterns of Support

- *Provide training for new employees and develop a District Year-at-a-Glance; Institute a review process.*
- *Meet with your transportation vendor or employees on a regular basis including before student counts.*
- *While one pupil count is required per year, additional counts will provide documentation and probably increased ridership numbers.*
- *Complete counts ahead of time; institute a double-check process; predict what is different this year and plan how to address it.*

# State & IDEA Eligible Transportation

**For those students whose IEPs specify transportation needs, a district may provide specialized transportation and have those costs included in their overall costs eligible for Special Education and School-Age Parents Aid.**

- **When required by IEP**
- **Eligible route must be 100% IEP-required *with limited exceptions.***

# State & IDEA Eligible Transportation

## Limited Exceptions:

- **Incidental Benefit Exception: picked up at same location; no additional costs; doesn't displace rider with IEP**
- **Newly Homeless Accommodation or Foster Care: up to 20 days**

# State & IDEA Eligible Transportation

- **Additional service on regular route (to and from school)**
  - e.g. bus aide for one student per their IEP
  - Only the excess cost of the service is eligible (Fund 27)
  - Regular route transportation (Fund 10)
- **A student maybe be eligible for special education categorical aid for support services while being transported on the regular bus route and be eligible for Pupil Transportation Aid**



# State & IDEA Eligible Transportation

- **A student who exclusively rides a specialized transportation route may not be counted for Pupil Transportation Aid.**

# State & IDEA Eligible Transportation

**The following are some transportation scenarios a district may encounter.**

# State & IDEA Eligible Transportation

**Example: A district operates a route that transports several students with IEPs that require specialized transportation as well as a few other students who live along the route.**

**Is this route eligible for state Special Education Aid?**

# State & IDEA Eligible Transportation

**No: A route that serves students with and without IEPs is not eligible for state Special Education Aid. The district should report the number of students transported on the route on its PI-1547 Pupil Transportation Report, including the students with IEPs. The entire cost of the route is coded to Fund 10.**

# State & IDEA Eligible Transportation

**Example: A district owns a bus that has a wheelchair lift. This vehicle is used on a route that includes students without IEPs as well as one student with an IEP who uses a wheelchair.**

**Is this route eligible for state Special Education Aid?**

# State & IDEA Eligible Transportation

**No: The presence of a wheelchair lift does not in and of itself make the route eligible for state Special Education Aid. The district should report the number of students transported on the route on its PI-1547 Pupil Transportation Report, including the student with the IEP. The entire cost of the route is coded to Fund 10.**

# State & IDEA Eligible Transportation

**Example: A special education student with transportation identified in the student's IEP received specialized transportation at the beginning of the year, but during the year no longer needed that support and is switched to a regular bus route. Is the cost for transporting the student eligible for special education aid for specialized transportation AND eligible for regular pupil transportation aid for the regular bus route even though both took place in the same year?**

# State & IDEA Eligible Transportation

**Yes: In this example the student is eligible for special education aid for specialized transportation and eligible for regular pupil transportation aid because the student changed from specialized transportation to regular transportation based on IEP changes. However, a student exclusively receiving special or additional transportation all year could not also be counted for regular transportation aid.**



# State & IDEA Eligible Transportation

- **SPED vehicle/equipment purchases w/ pre-approval**
  - **No approval needed for equipment <\$10,000**
  - **Follow instructions on our website**
  - **Vehicle Purchase - Categorical Aid Request**

# State & IDEA Eligible Transportation

- **Additional Resources**

- [Special Education Transportation](#)

- [Specialized Transportation Aid Eligibility and Funding](#)

# Large Van Regulation

- **Wisconsin DOT School Bus Definition**

**motor vehicle which carries 10 or more passengers for the purposes of transporting students to or from school, curricular, or extracurricular activities.**

- **Wisconsin State Statute §121.555**

**Defines alternative methods of transportation**

**Limits vehicle size to 9 passengers or less**

# Issues with Large Vans

- **Higher Center of Gravity**
  - **Adding passengers and cargo moves the center of gravity higher and toward the rear of the vehicle**
  - **Causes instability and the potential for drivers to lose control during emergency handling maneuvers**
- **Flat sides contribute to instability in crosswinds**
- **Structural rigidity that was designed for the less demanding rigors of transporting cargo**

# Issues with Large Vans

## Underinflated Tires

- **NHTSA Study - 75% 15-passenger vans had improperly inflated tires**
- **Improperly inflated tires changes handling characteristics**
- **Increases potential for a rollover crash**

# Safety Recommendations for 10-Passenger Vans

- **Make sure the vehicle is properly maintained**

- **Properly inflated tires are critical**

**Check tire pressure and wear prior to each trip**

- **Large vans handle differently**

**Use drivers familiar with handling issues**

- **Keep the load light**

**Do not overload the vehicle with students and athletic equipment**

**Overloading the vehicle increases rollover tendency**

# Transporting Students in Alternative Vehicles

## School board must ensure compliance with Wis. Stat. § 121.555:

**(1)** A school board or the governing body of a private school may provide pupil transportation services by the following alternative methods:

- **(a)** A motor vehicle transporting 9 or less passengers in addition to the operator.
- **(b)** A motor vehicle transporting 10 or more passengers in addition to the operator and used temporarily to provide transportation for purposes specified under s. [340.01 \(56\) \(a\)](#) when the school board or the governing body requests the secretary of transportation to determine that an emergency exists because no regular transportation is available. The secretary of transportation shall approve or deny the request in writing. Any authorization granted under this paragraph shall specify the purpose and need for the emergency transportation service.

# Transporting Students in Alternative Vehicles

**School board must ensure compliance with Wis. Stat. § 121.555, and may consider including in contract the following:**

- Required insurance coverage limits
- Annual inspection – comply with DOT rules and requirements of Wis. Stat. § 110.075
- Operator Requirements
  - Valid WI driver's license
  - 18 years of age
  - Sufficient use of hands/feet to operate brake and accelerator - may be waivable
  - Medical opinion every 3 years stating no mental or physical disability impacting ability to operate motor vehicle – can use examination report used for school staff
- Limited to transporting the number of passengers that can be seated on permanently mounted seats facing forward without interfering with operator



# Tips for a Successful Audit

- *Stay current on new laws, especially during the development of the bi-annual state budget.*
- *Pre-audit conversation with auditors about areas of emphasis; model what is expected with employees.*
- *Create checks and balances.*
- *Complete counts on a timely basis.*
- *Maintain documentation.*
- *Call us for assistance.*

# Thank You!

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Visit our website: <http://dpi.wi.gov/sfs>