Nebraska Department of Education
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Instructions Updated: April 18, 2023

Pupil Transportation Report

Due Date: June 15
Audit Window Close Date: June 30

SCOPE
The Pupil Transportation Report exists to collect transportation and bus information from all Public, State, Nonpublic and ESU entities. All systems must complete this report – even if no pupil transportation services are provided.

DIRECTIONS
Access

Accessing the Pupil Transportation Report requires a Consolidated Data Collection (CDC) activation code – Transportation, All or Approver UserType. If access to the Consolidated Data Collection (CDC) in Data Collections is needed, an activation code will need to be requested from the District Administrator. For further detailed access instructions, view the CDC Instructions found here:
https://www.education.ne.gov/dataservices/consolidated-data-collection-cdc/

Navigation

Upon entering the collection, the following will display

1. The Title & a Main Menu list of options

PUPIL TRANSPORTATION REPORT

Contact Us   Click for Instructions

2. An area to indicate pupil transportation was not provided

☐ **Check this box if the educational entity does not provide pupil transportation in any form.**
  - **Pupil transportation is not provided for routes, field trips, or any other school related purpose.**
  - **There has been no pupil transportation provided by any contracted provider.**

3. A list of the sections within the collection to report, and their status

Click on the link to complete each section below:	STATUS
Section 1: Pupil Transportation Verification and Information	☒
Section 2: Pupil Transportation Vehicle Data	☒

☒ = Incomplete   ✓ = Completed

4. A View Summary Report button

View Summary Report

5. A compliance check box, and

Before you can submit this form, please make sure that you have complied wit
☐   The district/system affirms that:
  - pupil transportation safe riding practice instruction and emergency drills I §79-609(2)(c) and 92 NAC91-005.05.
  - a Safe Pupil Transportation Plan was adopted pursuant to 92 NAC 91-0(
  - the pre-trip vehicle inspections (92 NAC91-005.01), post trip checks (92 corrections were completed pursuant to §79-602 and 92 NAC92-008).

6. The Submit/Approve section (Only Approver user types will see the Approve button)

ACTION	STATUS	DATE	USER
SUBMIT	Not Submitted	N/A	N/A
APPROVE	Not Approved	N/A	N/A
Print Page			

Main Menu

1. <u>Contact Us</u> – Lists NDE contacts to call or email if there are questions while completing the report
2. <u>Click for Instructions</u> – Opens this document

Other menu items seen through the collection include
1. <u>Collection Main Page</u> – Returns to Pupil Transportation Report collection main page
2. <u>CDC Main Page</u> – Returns to the Consolidated Data Collections main page
3. <u>Logout</u> – Closes the current tab and returns to NDE Portal
4. <u>Print Page</u> – Prints a copy of the current page

If the District/System DID NOT provide Pupil Transportation during the school year
Check the box where indicated at the beginning of the pupil transportation report.

Note: Providing no transportation means the district/system did not transport pupils using district/system owned vehicles or through contracts with a private transportation provider such as First Student, etc.

After checking the box, be sure to Submit and Approve the collection. Detailed instructions at the end of this document.

If the District/System PROVIDED Pupil Transportation during the school year
Click on the link to Section 1.

Section 1: Pupil Transportation Verification and Information

Questions 0-3: Verification of pupil transportation information
Question 0 Confirm district/system has provided all pupil transportation drivers (route and activity) a minimum of two hours in-service training pursuant to 92 NAC 91-003.03E.

Note: Drivers transporting students on routes and on activities in pupil transportation vehicles must be provided the two hour in-service training. This includes drivers of small vehicles and buses.

Note: The training must include the following topics: emergency evacuations, loading/unloading students, student management, vehicle inspections and the school's Safe Pupil Transportation Plan (92 NAC 91-005.02)

Question 1 Confirm the district/system has completed the pupil transportation safe riding practice instruction and emergency evacuation drills as required for the current school year by §79-609 and NDE Rule 91 Section 004.05.

(1) Our students have participated in the pupil transportation safe riding instruction and emergency evacuation drills at least twice during the past school year. This includes pupil transportation provided by the school and by all private contractors for the school (§79-609).

    ○ No   ○ Yes

Note: If students are transported by a private transportation provider for field trips, athletic contests, etc., safe riding practice instruction and evacuation drills **are still required**. The evacuation drills can be conducted by the contractor or other designated personnel. A policy is recommended to be in place to address this issue.

Note: This includes vehicles rented to transport students.

Question 2 Confirm the district/system has adopted a Safe Pupil Transportation Plan as required by NDE Rule 91 Section 005.02.

(2) The school has established a safe pupil transportation plan (Rule 91.005.02). All drivers of school owned/leased pupil transportation vehicles and private contractors have copies or have read the school's Safe Pupil Transportation Plan.

    ○ No   ○ Yes

Note: If students are transported by a private transportation provider for field trips, athletic contests, etc., the district/system **is still required** to have a safe pupil transportation plan in place. Board policy is recommended to be in place to address this issue.

Note: Pupil transportation vehicle drivers employed by the district/system and private transportation providers must be familiar with district/system Safe Pupil Transportation Plan.

Question 3 Confirm the district/system has completed pre-trip vehicle inspections, post trip checks and regular scheduled mechanic inspections and necessary corrections on district/system pupil transportation vehicles.

(3) Pre-trip vehicle inspections (92 NAC91-004.01), post trip checks (92 NAC91-004.02), and regular scheduled mechanics inspections and corrections have been completed on all vehicles used for pupil transportation (§79-602).

    ○ No   ○ Yes

Note: If students are transported by a private transportation provider for field trips, athletic contests, etc., the contractor must make assurances to the district/system that these inspections and corrections have been completed. These documents must be on file with the district/system.

If No submitted for any of questions 0, 1, 2, and/or 3, the district/system is not in compliance with State Statute or NDE Pupil Transportation Rules. This may result in the district/system experiencing problems with insurance coverage or with liability issues which may arise in case of an accident involving a pupil transportation vehicle. It is imperative to correct this situation for the following school year.

Also, if No is the response to any of these questions, the Collection Main Page will include a verification statement indicating the district/system is aware that they are not in compliance and a text box will need to be completed, including feedback for next year's plan. This section appears in order to verify corrective action will take place so the school will meet all of these requirements before the next school year and the text box is provided for explanation.

> **According to the selections made in Section 1 of this report, the following has not been completed by the district/system:**
> · Two Hours Training Plan
> If "no" was your answer to questions 0, 1, 2 and/or 3, you must check the statement below and provide a plan to correct for next year in order to submit this report:
>
> ☐ We are aware that we are not in compliance with the above State Statute and Safety Regulations. The district/system will establish a process to meet the statutory and regulatory requirements for the next school year.
>
> Next Year Plan (Can't be blank, 25 ~ 500 characters):

Questions 4 and 5: Mileage traveled by district/system
Note: The previous year's information reported by district/system will have been added for reference.

Question 4 Report mileage for regular school bus routes to and from school during the school year which just ended.

	Reported Prior Year
(4) Total annual mileage of school owned, contracted, or leased vehicles driven over regular school bus routes to and from school INCLUDE SPED MILEAGE (do not include activity travel). [0]	2345

- This figure should reflect the total miles dedicated to the transportation of Pre K through Grade 12 students to and from school and should include the mileage of any vehicle used for this purpose.
- Include mileage between attendance sites in a district/system INCLUDING SPED MILEAGE.
- Do not include activity travel, parent-driven miles, and Driver Education class miles.
- Include Special Education miles driven over regular school bus routes.

Question 5 Report total mileage driven by all district/system owned, leased, and contracted vehicles for activity trips.

(5) Total annual mileage of school owned, contracted or leased vehicles used between schools and for activity trips, etc. (other than regular routes). [0]	789

- Include athletic trips, visits, or any trip where students were transported.
- Do not include regular route mileage.
- Do not include Driver Education class miles. If a Driver Education vehicle is used for activities other than Driver Education class, count only the activity mileage.

Question 6 Students transported by district/system
This does not apply to Special Purpose schools.
Note: The previous year's information reported by district/system will have been added for reference.

Report the total number of students ACTUALLY transported at this district/system expense for routes and between school buildings as of the last day of school this year.

Question 6a Include K-12 public students who are residents of this district and are eligible for transportation in accordance with §79-611 and who are actually transported.

(6) All Districts/Systems (including Non-public) should report **ALL** students **ACTUALLY** transported over regular routes to, from, and between schools at this School District/System's expense during the school year just ended in the appropriate column.

a) Enter the total number of eligible public students who are residents of   0   100
this district and eligible for transportation and who are actually transported in accordance with §79-611. Option Students - Students **optioning in** your district are counted as **eligible** if they meet the free lunch qualifications.

- Include students optioning into district if they meet free lunch qualifications.
- Exclude Wards of the State/Court who are eligible for reimbursement from the Nebraska Department of Health & Human Services, and all other non-resident students.

Question 6b Include all other K-12 public students actually transported who are either not residents of this district, or who are residents but are not eligible for transportation under §79-611.

b) Enter the number of **public students** who are either **not residents** of   0   15
this district, or who are residents but are **not eligible** for transportation under §79-611 that were transported. Include in this column non-resident Special Education students, enrollment option students (non-eligible), Wards of the State/Court, and any other nonresident students, if actually transported.

- Include non-resident Special Education students, Wards of the Courts, etc. if actually transported.
- Learning Community Schools include all students transported that are participating in Open Enrollment.

Question 6c Include K-12 nonpublic students transported by this district/system as provided in §79- 601.

c) Enter the number of **non-public school students** transported by this   0   2
district/system as provided §79-601. Non-publics should enter students they actually transport on regular routes.

- Nonpublic systems should report students they actually transport over regular bus routes.

Question 6d Report the number of Infants/Toddler (children from birth to 3 years of age) transported on routes for any purpose.

d) Enter the number of Infants/Toddlers (ages birth to three years)   0   0
transported on routes or any other purpose.

- Do not include pre-K students who are transported on an older sibling's field trip.

Question 6e Report the number of Preschool age students (ages 3 to pre-kindergarten entrance) transported on routes for any purpose.

e) Enter the number of Preschoolers (ages 3 to pre-kindergarten entrance) transported on routes or any other purpose. `0`   0

- Do not include pre-K students who are transported on an older sibling's field trip.
- Do not report kindergarten age students in this section.

Additional Information for Section 1
- Class III and IV districts: Report all resident students who attend an elementary school (whether or not that elementary school is in the district in which the student lives) and reside more than four miles from that elementary school.
- Class III districts: Report resident students who attend a secondary school in their own district and live more than four miles from that secondary school.
- Class IV districts: Do not report resident students who attend a secondary school.
- Class V districts: Report resident students in grades K-9 who attend an elementary or junior high school in their own Class V district and live more than four miles from that school. Do not report resident students in grades 10-12.

Click on the **Save Data** button at the bottom when complete.

Save Data You must click on the Save Data Button when you are finished updating to complete this section.

Returns to the collection Main Menu.

An Annual Route Mileage Summary section is now listed on the home page. This displays the difference in reported mileage from the previous year compared to what is reported in the current. Route mileage is included in the Transportation Allowance in the State Aid Calculation. Incorrect information could negatively impact the Transportation Allowance.

Annual Route Mileage You Reported in Section 1	
Total Route Mileage Reported (#4):	2500
Prior Year Total Route Mileage Reported:	1200
Difference:	1300
% Change:	1.08

Confirm the information is correct.
If changes are necessary, return to Section 1 to correct.

Ensure the data is accurate and return to Section 1 if necessary.

Click on the link to complete each section below:	STATUS
Section 1: Pupil Transportation Verification and Information	✅
Section 2: Pupil Transportation Vehicle Data	❌

❌ = Incomplete   ✅ = Completed

If the information is accurate, select the **Section 2: Pupil Transportation Vehicle Data** link.

Section 2: Student Transportation Vehicle Data
If the district has vehicles that are new or are in service that are not listed, add them to the list by completing the ADD A NEW VEHICLE section. Complete all required information (VIN, Capacity, Year, Make of Body and Status), then click the **Add** button.


- If district contracts for pupil transportation with a private provider, they must identify those vehicles by keying in the VIN, Capacity, Year and Make of Body then clicking the "Contracted" button. This information should be provided to district by private transportation provider.
- If district has rented or leased a vehicle for the purposes of pupil transportation, they must identify those vehicles by keying in the VIN, Capacity, Year and Make of Body then clicking the "Leased" button. This information should be provided by the company from which the district rented or leased the vehicle.

Note: VINs have 17 characters if the vehicle was manufactured after 1981. VINs do not include letters I, O, or Q.

Review each listed vehicle in the UPDATE VEHICLES section including Vehicle Identification Number (VIN), capacity, year and make of body. This list is based on the information submitted by the district/system for the previous year.

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The **Upload Vehicles** button is used by district/system to upload their information rather than reviewing the information in the list provided.

UPDATE VEHICLES (vehicles submitted previous year)

IMPORTANT INSTRUCTIONS: you may either update the vehicle list below **OR** do an upload of all vehicles for the above school year. If you choose to do an upload, **ALL** vehicle data will be deleted for the current school year and replaced with the uploaded data. See Instructions for more information on updating vehicles.

Upload Vehicles

Specific instructions to upload information are displayed once the Upload Vehicles button is selected.

UPLOAD VEHICLES

Below is the record layout for the file.
File should be prepared as a comma separated value file (.csv) or (.txt)

Upload Vehicle data by following the record layout below. **DO NOT INCLUDE HEADER ROW**. Please note: If you choose to upload your vehicle data, each time you upload, you will replace the existing data for the school year referenced above. If there are errors in the file, they will display below. Only error free files will be allowed to upload.

COUNTY	Char(2)	2 digit NDE assigned county number.
DISTRICT	Char(4)	4 digit NDE assigned district number.
DATAYEARS	Char(8)	8 digit school year, no dashes. Sample: 2008-2009 would be "20082009"
VIN	Varchar(26)	Vehicle VIN number
CAPACITY	Int	number of people vehicle holds (Bodymake: Cars = not over 9; Van = not over 12; Pickup = not over 7; SUV = not over 12; no capacity limit on Bus.
CHASISYEAR	Char(4)	4 digit year of the vehicle
BODYMAKE	Varchar(21)	Bodymake of the vehicle (VAN, CAR, BUS, SUV or PICKUP only)
STATUS	Char(1)	Code for status of the vehicle. Valid codes: 1 = Owned, 2 = Contracted, 3 = Leased

Browse...   Upload File

If Edits to the list of vehicles is necessary:
- Select the **Delete** button if the vehicle listed is out of service or if the vehicle is no longer owned by the school.

		VIN	CAPACITY	CHASISYEAR	BODYMAKE	STATUS
Update	Delete	12345612354654646	12	2008	BUS	Leased

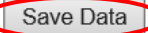- The **Update** button allows a change to the vehicle status only (Leased, Owned or Contracted).

		VIN	CAPACITY	CHASISYEAR	BODYMAKE	STATUS
Update	Delete	12345612354654646	12	2008	BUS	Leased

- If there is an error in the vehicle information, click Delete for that vehicle then ADD the vehicle back at the top of the page.
- If a vehicle listed has a column with no information, delete the vehicle, and add it again.

Additional Information for Section 2
- Make of Body is the description of the vehicle body type – choices are limited to Bus, Van, Car, SUV, or Pickup.
  - The SUV category includes Chevy Suburban, Ford Expedition, and other vehicles similar in size.
- Capacity is the total capacity of the vehicle (including the driver).
  - Bus – Capacity of 12 or more
  - Van – Capacity of 11 or less
  - Car – Capacity of 6 or less

Click the **Save Data** button at the bottom when information is complete.

Returns to the collection Main Menu.

Finalize Data

Both sections of this collection must be completed before it can be submitted. The Status Column of each section must have a green circle with a check mark indicating completion.

Once all schools have green check marks associated with them, click **View Summary Report** to download a printable copy of the report for district files.

Before Submitting the Form, be sure to read the pupil transportation assurances indicated and check the box.

Before you can submit this form, please make sure that you have complied with the pupil transportation assurances by checking the box below:

☐ The district/system affirms that:

- All pupil transportation drivers (route and activity) have been provided a minimum of two hours in-service training pursuant to 92 NAC 91-003.03E.
- pupil transportation safe riding practice instruction and emergency drills have been conducted at least twice during the school year pursuant to §79-609(2)(c) and 92 NAC91-004.05.
- a Safe Pupil Transportation Plan was adopted pursuant to 92 NAC 91-005.02; and
- the pre-trip vehicle inspections (92 NAC91-004.01), post trip checks (92 NAC91-004.02), and regularly scheduled mechanics inspections/corrections were completed pursuant to §79-602 and 92 NAC92-008).

If the section below appears in your submission, your District/System appears to be in non-compliance pupil transportation regulations based on selections made in Section I. Before submitting, a brief description of the District/System's plan to address non-compliant items for the following year must be completed. Your District/System must resolve these non-compliant issues during the next school year.

Submit / Approve
After data entry is completed click on the **SUBMIT** button, indicating the collection is ready to be reviewed by District Administrator.

When the District Administrator has reviewed the data and determines it to be correct, they will click on the **APPROVE** button to submit the data to NDE.

NOTE: Only the person who is designated as APPROVER (typically the District Administrator) in the CDC will see the **APPROVE** button in the box below the **SUBMIT** button. The APPROVER can submit and approve the collection.

Once the collection has been approved, changes will no longer be able to be made to this collection. If changes are necessary after approval, please contact the NDE Helpdesk and they will need to re-open the collection.