

TECHNICAL ASSISTANCE NOTE



Pam Stewart, Commissioner

School Business Services

School Transportation Management Section

No. 2019-01

Contact:
Robert Manspeaker
850-245-9795

Maintenance of Transportation Records

DATE: September 11, 2018
TO: District Transportation Directors
FROM: Mark Eggers, Assistant Deputy Commissioner
Division of Finance and Operations

A handwritten signature in blue ink that reads "Mark Eggers".

SUBJECT: Maintenance of Transportation Records

School district student transportation requirements and associated funding are addressed in sections 1006.21, 1006.22, 1006.23, 1006.25 and 1011.68, Florida Statutes (F.S.). This technical assistance note identifies transportation records that must be maintained at the local level to support the submission of data used to calculate student transportation funding. Please distribute this technical assistance note to appropriate staff within your school district and charter schools.

STUDENT ELIGIBILITY FOR TRANSPORTATION FUNDING

Reporting and eligibility requirements are provided in Appendix F of the *FTE General Instructions* at <http://www.fldoe.org/core/fileparse.php/7508/urlt/1819FTEGeneralInstruct.pdf>.

Locally Maintained Records

Locally maintained records must document student eligibility, ridership, school attendance and vehicle type. The school district or charter school must be able to document the qualifying criteria for each student being claimed for transportation funding in each membership category, and must ensure the retention of records to document the student's home address and qualifying criteria for each hazardous walking location, as specified in section 1006.23(2), F.S. A completed *Hazardous Walking Site Review Checklist* provides adequate documentation of qualifying criteria for a hazardous walking location (see blank form attached).

Linda Champion
Deputy Commissioner, Finance and Operations

Source Documents:

The specific bus or other type of vehicle in which the student was transported to school and the days during the survey week when the student rode, or at least the first day on which the student rode said bus or other vehicle must be verified. This verification must be documented and attested to (signed and dated) by the school bus operator as a source document.

A sample *Student Ridership Data Collection Form* is attached. This is a prototype of the form on which each school bus operator is required to document students who ride the bus. The specific form to be used may be locally determined, but the minimum data elements and documentation that it must provide include:

- School District Number (where the student receives current instruction/service)
- Florida Education Identifier (FLEID) for each student transported
- Survey Period Code
- Fiscal Year
- Year-Round/Extended School Year FTE Indicator
- Days In Term (For FTE Purposes)
- Transportation Membership Category
- Vehicle Category
- Bus Number
- Bus Route Number
- School District Number (where the student is currently enrolled)
- Date and Signature of driver

Radio Frequency Identification (RFID) readers or similar scan technology may be used to collect student ridership data as long as the items listed above are provided on a printable report.

When it is necessary to alter a source document after it has been signed and dated by the school bus operator, the school bus operator must indicate the specific change made and the reason for the change, then initial and date the change.

Vehicle Categories

School districts and charter schools must maintain inventory records and written contracts or agreements to verify that vehicles claimed in daily service are one of the following:

- **B** - School buses meeting Florida school bus specifications
- **E** - Passenger car or allowable multipurpose passenger vehicle owned, operated or contracted by the school board, transporting fewer than 10 students
- **P** - Privately owned motor vehicle or boat (for disabled or isolated students)
- **G** - General-purpose transportation (city buses, trains, etc.)

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The school district or charter school must maintain records for each student claimed for transportation funding using general-purpose transportation. The records must identify students who are provided city bus passes, train vouchers, etc., and must be maintained as supporting documents to verify student eligibility. Information regarding round trip fares, bus numbers, time period covered by the pass or voucher and any other documentation necessary to verify that students used general-purpose transportation at least once during survey week must be included.

The Automated Student Information System does not eliminate the requirement to maintain auditable records. Records that document school board approval for students claimed for transportation funding who ride in private passenger cars or boats must be maintained. Such records must reflect the names of the students, the schools attended and the mileage to the bus stop or school. There may be other documentation needed for auditing purposes that is not identified in this technical assistance note.

If you have further questions, please call the School Transportation Management Section at 850-245-9795.

ME/rm

Attachments: Hazardous Walking Site Review Checklist
Student Ridership Data Collection Form (sample)

cc: District School Superintendents
District Management Information Systems Directors
Robert Manspeaker, Director of School Transportation

Hazardous Walking Site Review Checklist

(To assist in determining eligibility for school transportation based on hazardous walking conditions, in accordance with section 1006.23, Florida Statutes)

Walkways Parallel To The Road

YES

NO

- | | | |
|-------|-------|--|
| _____ | _____ | 1. Is the location in a residential area with little or no traffic? Is the location in a residential area and on a road or street that is not used as a major artery or cut-through? |
| _____ | _____ | 2. Is the location on a road where the traffic volume is fewer than 180 vehicles per direction per hour at 6 - 9 a.m. and 2 - 4 p.m.? |
| _____ | _____ | 3. Is the area located in a residential area and on a road that has a posted speed limit of 30 miles per hour or less? |

*** If the answer to 1, 2 or 3 is “YES,” the area does not qualify as a hazardous walking location.**

*** If the answers to 1, 2 and 3 are all “NO,” continue to next question.**

If the posted speed limit is less than 50 mph:

- | | | |
|-------|-------|---|
| _____ | _____ | 4. Is there an area at least four feet wide with a “surface upon which students may walk” that prevents the students from having to walk on the road? |
|-------|-------|---|

***Note:** The surface does not have to be a sidewalk, but may be simply a surface upon which the students may walk. Weeds, tall grass or flooding may be temporary maintenance problems that do not constitute a hazardous walking area. A walking surface does not include drainage ditches, sluiceways, swales or channels. A paved area contiguous with the paved roadway or extended shoulder (also known as a “breakdown lane”), with no separation from the driving area or raised curb, is **not** a walkway.*

If the posted speed limit is 50 mph or greater:

- | | | |
|-------|-------|---|
| _____ | _____ | 5. Is the road uncurbed with a four-foot wide walking surface (as defined in #4) separated from the road by an additional three or more feet? |
| _____ | _____ | 6. Is the road curbed with at least a four-foot wide walking surface (as defined in #4)? |

*** If the answer to 4, 5 or 6 is “YES,” the area does not qualify as a hazardous walking surface.**

Location Code (for local use) _____

Walkways Crossing Over The Road

(When students must cross the road)

A. For an “uncontrolled crossing site” (no crossing guard, traffic enforcement officer, stop sign or other traffic control signal present during student walk times):

YES

NO

1. Does the traffic volume exceed 360 vehicles per direction, per hour (either direction, including all lanes in each direction)?

2. Does the road have a posted speed limit of 50 MPH or greater?

3. Does the road have six or more lanes (not including turning lanes)?

*** If the answers to all of the above questions are “NO,” the area does not qualify as a hazardous walking surface.**

*** If the answer to any of the above questions is “YES,” the area would qualify as a hazardous walking surface.**

B. For an intersection or crossing site controlled by a stop sign or other traffic control signal, without crossing guards or traffic enforcement officers during the times students must walk:

4. Does the total traffic volume (total in both directions) exceed 4,000 vehicles per hour?

*** If the answer is “NO,” the area does not qualify as a hazardous walking surface.**

C. Any intersection or other crossing site with a crossing guard or other traffic enforcement officer does not qualify as a hazardous walking location, regardless of the posted speed limit.

D. Comments/Notes/Diagrams:

Location Code (for local use) _____

Hazardous Walking Site Authorization and Signature Verification

School District: _____ Site Review Date: _____

Hazard Location: _____

Hazard Location is: _____ Parallel to the road Traffic Count: _____

_____ Crossing over the road Traffic Count: _____

Hazard Jurisdiction: _____ Municipal (Identify: _____) _____ County _____ State

Has a letter of determination been requested from the jurisdiction to indicate a correction date? ____Yes ____No

Permanent Hazard? ____ Yes ____ No If no, anticipated correction date: _____

School District Representative: _____

*Print Name**Signature*

Email: _____ Phone: _____

Roadway Jurisdiction Representative: _____

*Print Name**Signature*

Agency/Entity: _____

Email: _____ Phone: _____

Law Enforcement Representative: _____

*Print Name**Signature*

Agency/Entity: _____

Email: _____ Phone: _____

Metropolitan Planning
Organization Representative:*(If applicable)**Print Name**Signature*

Agency/Entity: _____

Email: _____ Phone: _____

Location Code (for local use) _____

STUDENT RIDERSHIP DATA COLLECTION FORM

Days in Term		Survey #		Term Type:		Signature of Driver:																						
Vehicle Category		Fiscal Year		Driver (print)		Buster Bussman																						
Bus #		Route #		District:		Date signed by Driver:																						
2015-11		63521		01-Alachua		Friday, February 9, 2018																						
Bus Stop #	Student Student ID #		Survey Code #	Membership Category	District # of Instructional Services	District # of Enrollment	Friday 01/26/18		Monday 01/29/18		Tuesday 01/30/18		Wednesday 01/31/18		Thursday 02/01/18		Friday 2/2/18		Monday 02/05/18		Tuesday 02/06/18		Wednesday 02/07/18		Thursday 02/08/18		Friday 2/9/2018	
	School #	Grade					AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
1	Ralph K. Stewmaker 199887766554321	9	E	M	1	1	[X]	[]	[X]	[]	[X]	[]	[X]	[X]	[X]	[]	[X]	[]	[X]	[]	[X]	[]	[X]	[X]	[X]	[]	[X]	[]
1	Jim Bob Dishwasher 200112233445589	8	E	M	1	1	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	
1	Bartholwew P. Simpson 199887766556565	9	E	L	54	1	[X]	[]	[X]	[]	[X]	[]	[X]	[]	[X]	[]	[X]	[]	[X]	[]	[X]	[]	[X]	[]	[X]	[]	[X]	[]
2	Johnnie B. Goodman 200112233470597	8	E	N	1	1	[]	[]	[]	[]	[X]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	
2	Bob E. Bowden 199887766581567	9	E	N	1	1	[X]	[X]	[X]	[X]	[X]	[X]	[X]	[X]	[X]	[]	[X]	[X]	[X]	[X]	[X]	[X]	[X]	[X]	[X]	[]	[X]	[]
2	Jane C. Moore 200112233495605	8	E	F	1	1	[]	[]	[X]	[]	[]	[]	[X]	[]	[]	[]	[]	[]	[X]	[]	[]	[]	[X]	[]	[]	[]	[]	
3	Jack N. Jilhill 199887766606569	9	E	L	54	1	[X]	[X]	[X]	[X]	[X]	[]	[X]	[]	[X]	[]	[X]	[X]	[X]	[X]	[X]	[X]	[]	[X]	[]	[X]	[]	
4	Garfield N. Odie 200112233520613	8	E	N	1	1	[]	[]	[]	[]	[]	[]	[]	[]	[X]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[X]	[]	[X]	[]
4	Jim B. Fisherman 199887766631571	9	E	M	1	1	[X]	[X]	[]	[]	[]	[]	[X]	[X]	[]	[]	[X]	[X]	[]	[]	[]	[]	[X]	[X]	[]	[]	[]	[]
4	Larry D. Cableman 200112233545621	8	E	M	1	1	[]	[X]	[X]	[X]	[X]	[]	[]	[]	[]	[]	[]	[X]	[X]	[X]	[]	[]	[]	[]	[]	[]	[]	[]
4	John D. Cook 199887766656573	9	E	M	1	1	[]	[]	[X]	[X]	[X]	[X]	[X]	[X]	[]	[]	[]	[]	[X]	[X]	[X]	[X]	[X]	[X]	[X]	[]	[]	[]
4	Joe D. Plummer 200112233795631	8	E	M	1	1	[X]	[X]	[X]	[X]	[X]	[X]	[X]	[X]	[]	[]	[X]	[X]	[X]	[X]	[X]	[X]	[X]	[X]	[X]	[]	[]	[]
4	Mark D. Bossman 199887766681575	9	E	M	1	1	[X]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[X]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]
4	Marco Polo 200112234045646	8	E	N	1	1	[]	[]	[]	[]	[]	[]	[]	[]	[X]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[X]	[]	[X]	[]
4	John Walton 199887766710580	9	E	M	1	1	[X]	[X]	[]	[]	[]	[]	[X]	[X]	[]	[]	[X]	[X]	[]	[]	[]	[]	[X]					

STUDENT RIDERSHIP DATA COLLECTION FORM

[illegible]