



**PUPIL TRANSPORTATION REPORT**

Nebraska Department of Education  
 School Finance & Organization Services  
 301 Centennial Mall South, PO Box  
 94987 Lincoln NE 68509-4987  
 NDE Helpdesk 1-888-285-0556  
 Updated May 11, 2018

**Collection Close Date: June 15**  
**Audit Window: June 16 - June 30**

**GENERAL INSTRUCTIONS**

All public and state operated districts, non-public systems and ESUs must complete this report – even if no pupil transportation services are provided.

**IF YOUR DISTRICT/SYSTEM DID NOT PROVIDE PUPIL TRANSPORTATION DURING THE SCHOOL YEAR:**

1. Check the box where indicated at the beginning of the pupil transportation report.

\*\*Providing no transportation means that 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.

**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.

2. After checking the box, you will verify that your district/system did not provide pupil transportation in any form by clicking the “Submit” and “Approve” buttons. This completes your submission of the Pupil Transportation Report.





Upon completion of this form, the District must Submit and Approve Below:

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





**NOTE:** Only the District/System Administrator will see the “Approve” button in the box below the “Submit” button. The District/System Administrator can **Submit** and **Approve** the collection.

**IF YOUR DISTRICT/SYSTEM PROVIDED PUPIL TRANSPORTATION DURING THE SCHOOL YEAR:**

1. Click on the links on the Pupil Transportation Report page to complete the Pupil Transportation Verification and Information and the Pupil Transportation Vehicle Data.

Click on the link to complete each section below:	STATUS
<a href="#">Section 1: Pupil Transportation Verification and Information</a>	
<a href="#">Section 2: Pupil Transportation Vehicle Data</a>	
 = Incomplete  = Completed	

2. **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.

Click on the link to complete each section below:	STATUS
<a href="#">Section 1: Pupil Transportation Verification and Information</a>	
<a href="#">Section 2: Pupil Transportation Vehicle Data</a>	
 = Incomplete  = Completed	
<a href="#">View Summary Report</a>	

3. Before submitting this collection, click the “**View Summary Report**” button on the first page. Changes to the information can be made at this point.

**COMPLETING THE REPORT**

**Section 1: Pupil Transportation Verification and Information**

**PUPIL TRANSPORTATION REPORT  
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- |   |  |
|---|--|
| (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). | <input type="radio"/> No<br><input checked="" type="radio"/> Yes |
| (2) The school has established a safe pupil transportation plan (Rule 91.006.02). All drivers of school owned/leased pupil transportation vehicles and private contractors have copies or have read the school's Safe Pupil Transportation Plan.                                      | <input type="radio"/> No<br><input checked="" type="radio"/> Yes |
| (3) Pre-trip vehicle inspections (92 NAC91-005.01), post trip checks (92 NAC91-005.02), and regular scheduled mechanics inspections and corrections have been completed on all vehicles used for pupil transportation (§79-602).  | <input type="radio"/> No<br><input checked="" type="radio"/> Yes |

**Verification of the following pupil transportation information (Questions 1-3):**

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 005.05.
  - *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.*
  - *This includes vehicles rented to transport students.*
  
2. Confirm the district/system has adopted a Safe Pupil Transportation Plan as required by NDE Rule 91 Section 006.02.
  - *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.*
  - *Pupil transportation vehicles drivers employed by the district/system and private transportation providers must be familiar with district/system Safe Pupil Transportation Plan.*
  
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.
  - *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 you answered “NO” to questions 1, 2, and/or 3, your 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 first screen (Collection Main Pg) of this collection will include a verification statement indicating the district/system is aware that they are not in compliance and a text box requiring feedback for next year’s plan. The check box 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:**

- Emergency Drills
- Safe Pupil Transportation Plan
- Mechanical Inspection

If "no" was your answer to questions 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):

**Mileage traveled by district/system (Questions 4 & 5):**

	Reported 2015-2016
(4) Total annual mileage of school owned contracted, or leased vehicles driven over regular school bus routes to and from school <b>INCLUDE SPED MILEAGE</b> (do not include activity travel).	0
(5) Total annual mileage of school owned, contracted or leased vehicles used between schools and for activity trips, etc. (other than regular routes).	0

**\*\*\*Please note: The previous year's information reported by your district/system for questions 4, 5, and 6 will have been added for reference.**

4. Report mileage for regular school bus routes to and from school during the school year just ended.
  - This figure should reflect the total miles dedicated to the transportation of pre-K – 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.
  
5. Report total mileage driven by all district/system owned, leased, and contracted vehicles for activity trips.
  - **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.

**Students transported by district/system (Question 6):**

\*\*\*Question 6 does not apply to Special Purpose school.

(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 this district and eligible for transportation and who are actually transported in accordance with §79-611. Option Students - Students <b>optioning in</b> your district are counted as <b>eligible</b> if they meet the free lunch qualifications.	<input type="text" value="0"/>	3
b) Enter the number of <b>public students</b> who are either <b>not residents</b> of this district, or who are residents but are <b>not eligible</b> 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.	<input type="text" value="0"/>	4
c) Enter the number of <b>non-public school students</b> transported by this district/system as provided §79-601. Non-publics should enter students they actually transport on regular routes.	<input type="text" value="0"/>	5
d) Enter the number of Infants/Toddlers (ages birth to three years) transported on routes or any other purpose.	<input type="text" value="0"/>	6
e) Enter the number of Preschoolers (ages 3 to pre-kindergarten entrance) transported on routes or any other purpose.	<input type="text" value="0"/>	7

6. 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 in the following categories:

**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.

- Include students optioning into your 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.

- 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 non-public students transported by this district/system as provided in §79-601. **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. 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. 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.

7. Click on the “Save Data” button at the bottom when your information is completed.

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

**Additional Information for Section 1:**

4. *Class II, 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.
5. *Class II and III districts:* Report resident students who attend a secondary school **in their own district** and live more than four miles from that secondary school.
6. *Class IV districts:* Do not report resident students who attend a secondary school.
7. *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.

**Section 2: Student Transportation Vehicle Data**

PUPIL TRANSPORTATION REPORT  
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 PUPIL TRANSPORTATION VEHICLE DATA

ADD A NEW VEHICLE: To add a new vehicle, complete information below and click on "ADD"					
Vehicle Identification Number (17 digits)	Capacity	Year	Make of Body	Status	
			--Select--	<input type="radio"/> Owned <input type="radio"/> Contracted <input type="radio"/> Leased	ADD

UPDATE VEHICLES (vehicles submitted previous year)						
<b>IMPORTANT INSTRUCTIONS:</b> you may either update the vehicle list below <u>OR</u> do an upload of all vehicles for the above school year. If you choose to do an upload, <b>ALL</b> 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	
		VIN	CAPACITY	CHASIS	YEAR	BODYMAKE STATUS
Update	Delete	1B5A34Z98777VB3RW	10		2015	VAN Owned

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

1. Under “UPDATE VEHICLES”, review each listed Vehicle Identification Number (VIN), capacity, year and make of body for accuracy. This list is based on the information submitted by the district/system for the previous year.
  - Click the “**Delete**” button if the vehicle listed is out of service or if the vehicle is no longer owned by the school.
  - The “**Update**” button allows you to *change the vehicle status only*. If you find an error in the vehicle information, click “**Delete**” for that vehicle, you will need to key all the information at the top of the page, review for accuracy, and click “**Add**”.
  - If a vehicle listed has a column with no information, delete the vehicle, and add it again.



- The “**Upload Vehicles**” button is used by district/system to upload their information rather than reviewing the information on the list provided. After clicking the “**Upload Vehicles**” button, specific instructions to upload information are displayed.
2. If you have 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 and click on the “**Add**” button.
    - **Please note that VINs have 17 characters if the vehicle was manufactured after 1981.** VINs do not include letters I, O, or Q. Please verify that your vehicles VINs are correct.
    - If you contract for pupil transportation with a private provider, you 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 you by your private transportation provider.
    - If you have rented or leased a vehicle for the purposes of pupil transportation, you 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 to by the company from which you rented or leased the vehicle.
  3. Click on the “Save Data” button at the bottom when your information is completed.

#### **Additional Information for Section 2:**

8. “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.
9. “Capacity” is the total capacity of the vehicle (including the driver). For example: Bus – Capacity of 12 or more; Van – Capacity of 11 or less; Car – Capacity of 6 or less.

#### ***SUBMITTING THE REPORT:***

At the bottom of the first screen, click the “**Submit**” button. This acknowledges the data is ready to be reviewed by the District/System Administrator.

10. The District/System Administrator reviews the data and clicks the “**Approve**” button to submit the information to the Department.
11. To print or save a copy for school files, click the “**View Summary Report**” button and click the “**Print Page**” button.
12. *If changes are necessary after the data has been approved, contact Janice Eret ([Janice.Eret@nebraska.gov](mailto:Janice.Eret@nebraska.gov) or 402-471-2248) or the NDE Helpdesk ([NDE.Helpdesk@nebraska.gov](mailto:NDE.Helpdesk@nebraska.gov) or 1-888-285-0556) to get the submission opened so changes can be made.*

**NOTE:** Only the District/System Administrator will see the “**Approve**” button in the box below the “**Submit**” button. The District/System Administrator can **Submit** and **Approve** the collection.

***Schools will have an opportunity to make changes to their report during the “Audit Window.” After that point, the information submitted will become final and no changes will be permitted.***

**THIS COLLECTION WILL CLOSE ON JUNE 15  
AUDIT WINDOW WILL BE JUNE 16 – JUNE 30**