Appendix A
Statutes and Rules for Student Transportation

Federal Statutes

49 CFR Part 40 Procedures for Transportation Workplace Drug and Alcohol Testing Programs
http://www.access.gpo.gov/nara/cfr/waisidx_05/49cfr40_05.html

49 CFR Part 382 Controlled Substance and Alcohol Use and Testing
http://www.access.gpo.gov/nara/cfr/waisidx_05/49cfr382_05.html

Florida Statutes

The following laws are available under the Florida Statutes link at: http://www.leg.state.fl.us

Florida Statutes for Transportation of Public K-12 Students: Sections 1006.21-27, F.S.

Section 1011.68, F.S., Funds for Student Transportation

Section 1012.32, F.S., Qualifications of Personnel (Criminal Background Checks)

Section 1012.45, F.S., School Bus Drivers; Requirements and Duties

Section 1012.465, F.S., Background Screening Requirements for Certain Noninstructional School District Employees and Contractors

Excerpts from Section 1006.22, F.S., with the changes from 2006 Senate Bill 772 (words underlined are additions):

1006.22 Safety and health of students being transported.--Maximum regard for safety and adequate protection of health are primary requirements that must be observed by district school boards in routing buses, appointing drivers, and providing and operating equipment, in accordance with all requirements of law and rules of the State Board of Education in providing transportation pursuant to s.1006.21:

(1)(a) District school boards shall use school buses, as defined in s. 1006.25, for all regular transportation. Regular transportation or regular use means transportation of students to and from school or school-related activities that are part of a scheduled series or sequence of events to the same location. "Students" means, for the purposes of this section, students enrolled in the public schools in prekindergarten disability programs and in kindergarten through grade District school boards may regularly use motor vehicles other than school buses only under the following conditions:

4. When the transportation is for trips to and from school sites or agricultural education sites or for trips to and from agricultural education-related events or competitions, but is not for customary transportation between a student's residence and such sites.

(b) When the transportation of students is provided, as authorized in this subsection, in a vehicle other than a school bus that is owned, operated, rented, contracted, or leased by a school district or charter school, the following provisions shall apply:

1. The vehicle must be a passenger car or multipurpose passenger vehicle or truck, as defined in Title 49 CFR part 571, designed to transport fewer than 10 students. Students must be transported

in designated seating positions and must use the occupant crash protection system provided by the manufacturer unless the student's physical condition prohibits such use.

2. An authorized vehicle may not be driven by a student on a public right-of-way. An authorized vehicle may be driven by a student on school or private property as part of the student's educational curriculum if no other student is in the vehicle.

3. The driver of an authorized vehicle transporting students must maintain a valid driver's license and must comply with the requirements of the school district's locally adopted safe driver plan, which includes review of driving records for disqualifying violations.

4. The district school board or charter school must adopt a policy that addresses procedures and liability for trips under this paragraph, including a provision that school buses are to be used whenever practical and specifying consequences for violation of the policy.

Florida Motor Vehicle Laws

Available at http://www.leg.state.fl.us:

Section 316.159, F.S., Certain vehicles to stop at all railroad grade crossings

Section 316.172, F.S., Traffic to Stop for School Bus

Section 316.183, F.S., Unlawful speed

Section 316.6145, F.S., School buses; safety belts or other restraint systems required

Section 316.615, F.S., School buses; physical requirements of drivers

Florida State Board of Education Rules

Available at: http://www.firn.edu/doe/rules/6a-3.htm:

State Board of Education Rules for Student Transportation: Chapter 6A-3, FAC

Appendix B
INDEX:
STUDENT TRANSPORTATION
STATUTES AND RULES
Revised 9/5/06

Note: Index provided for informational purposes only. Index should not be used as a substitute for a comprehensive review of federal, state, and local statutes, rules and policies that might be applicable in a subject area.

Subject	Statute (F.S.)/Rule (FAC) EXAMPLE: 1006.22, F.S., IS FLORIDA STATUTE 6A-3.0171, FAC, IS STATE BOARD OF EDUCATION RULE
ADA, School District Exemption	49 CFR, Part 37.29 (Preamble)
Adult Transport	Section 1006.22(7), F.S.
Ag Trucks (agriscience education vehicles; also see "Vehicles, Acceptable for Use to Transport Students")	Section 1006.22, F.S.
Allergies; Epinephrine, Self-administration (also see "Medication")	Section 1002.20(3), F.S.
Anticipated Revenue to Purchase Buses (237 Loan)	Section 1011.14, F.S.
APA, Exemption from	Section 120.63, F.S.
Attendance Zone Authority (also see "Transportation Across District Lines")	Section 1001.42(4), F.S.
Auditing, DOE required to (also see "Monitoring" and "Enforcement of Laws/Rules")	Section 1008.32, F.S.
Authority of School Bus Driver; Authority of Principal (for Transportation)	Sections 1006.09 and 1006.10, F.S.; 2003 Senate Bill 30A
Behavior of Students-Zero Tolerance-Rule, Victims' Rights	Section 1006.13, F.S.
Belt Cutters	Rule 6A-3.0121, FAC; Florida School Bus Specifications
BEST Program (Business and Education in School Together; parents required to provide transportation)	Section 1013.501, F.S.
BFMP Reviews (Best Financial Management Practices reviews; also known as "Sharpening the Pencil Act")	Section 1008.35, F.S.
Breastfeeding (Teenage Parent Program)	Section 383.015, F.S.
Bus Stop Behavior	Sections 1006.07(2)(h), 1006.09(1)(b), and 1006.10(3), F.S.
Buses Simulating School Buses (also see "School Buses, Use by Other Organizations")	Section 316.72, F.S.
Buses, Other Use	Section 1006.21(3)(f), F.S.
CDL (Commercial Driver License; residents/nonresidents license requirements; disqualification)	Sections 322.01(33), 322.03(3)(a) and (b), 322.031(4), 322.57, 322.61, and 1012.45, F.S.
Charter Schools	Sections 1001.02(q), 1002.33, and 1013.62, F.S.
Charter Schools School Bus (DMV) Licensing	Section 320.10(1)(h), F.S.
Child Care Requirements (incl. caregiver ratio, transportation safety)	Section 402.305, F.S.; Chapter 65C-22, FAC

Subject	Statute (F.S.)/Rule (FAC) EXAMPLE: 1006.22, F.S., IS FLORIDA STATUTE 6A-3.0171, FAC, IS STATE BOARD OF EDUCATION RULE
Child Safety Seats	Section 316.613, F.S.
Choice Schools; Choice of schools by parents	Section 1002.31, F.S.
Code of Conduct (Transportation component required, student consequences; also see "Discipline of Students")	Section 1006.07(2), F.S.
Confidentiality (also see "Video Tapes on Buses")	Section 1002.22(1)(c), F.S.
Control of Property	Section 1001.42(2), F.S.
Criminal Background Checks, Fingerprinting; FDLE to Set Fees, Report Arrests of Employees; Districts to Report Employment Status and Changes (also see "Moral Turpitude, Definition of")	Sections 1012.32(2) and 1012.465, F.S.; Rule 6B-4.009(6), FAC
Crossing Guards	Sections 316.1895, 316.75, and 318.21, F.S.
Daycare Transportation	See "Child Care Transportation"
Definitions (Florida School Code)	Section 1000.21, F.S.
Diabetes Exemption	Section 316.302 (2)(j), F.S.
Discipline of Students: see "Authority of Bus Driver; Bus Stop Behavior; Code of Conduct; Throwing Objects From a Moving Bus;" 2003 Senate Bill 30A	
Disposal of Property (Surplusing, etc.)	Chapter 274 and Section 1013.28, F.S.; Chapter 60A-1, FAC
Div. of Motor Vehicles (DMV) Licensing	Sections 320.60-320.70, F.S.
DJJ (Dept. of Juvenile Justice) Programs	Section 1003.52, F.S.
Driver Curriculum Manual	Rule 6A-3.0141(4)(b), FAC
Driver License Points **Not** Affecting Ins.	Section 626.954(1)(d)4, F.S.
Driver Licensing: see "CDL"	
Drivers of School Buses (physical exams, training, licensure, other qualifications)	Sections 1002.42(14), 1012.45, and 316.615, F.S.; Chapter 322, F.S.; Rules 6A-3.0141and 6A-3.0151, FAC
Drivers, Rights to Continued Employment	Section 1012.40, F.S.
Driving History Checks, DHSMV	Rule 6A-3.0141(6),(7), FAC
Emergency Response Plans	Section 1006.07(4), F.S.
Emergency Vehicles	Sections 316.072 and 316.126, F.S.
Emergency, Use of School Buses in	Sections 252.38(1)(d) and 1006.07(4), F.S.
Enforcement of Laws/Rules (see also "Monitoring")	Sections 1001.03 and 1008.32, F.S.
Epinephrine Use (see also "Kelsey Ryan Act")	Section 1002.20(3)(i), F.S.
ESE Transportation	Rules 6A-1.0451 and 6A-3.0121, FAC
Evacuation Drills (of buses, principal's responsibilities)	Rule 6A-3.0171, FAC
Exceptional Students, Definition	Rule 6A-6.0301, FAC
Facilities, Education	Chapter 1013, F.S.
Firearms (also see "Weapons")	Sections 790.115 and 1006.07(2)(j), F.S.; Rule 6A-3.0171, FAC
Florida School for Deaf and Blind	Sections 1002.36, 1011.55, 1011.56, and 1011.57, F.S.
Funding, Transportation, FEFP Formula	Section 1011.68, F.S.
Funds for School Buses, Obligation of (237 Loan)	Section 1011.14, F.S.

Subject	Statute (F.S.)/Rule (FAC) EXAMPLE: 1006.22, F.S., IS FLORIDA STATUTE 6A-3.0171, FAC, IS STATE BOARD OF EDUCATION RULE
Funds for Student Transportation (also see “Two Mill Tax Levy”)	Section 1011.68, F.S.
Funds, Borrowing (also see "Anticipated Revenue")	Section 1011.14, F.S.
Goals, State Education	Section 1000.03, F.S.
Graffiti (on vehicles, buildings)	Section 1013.22, F.S.
Hazardous Walking	Sections 1006.21(3)(b), 1006.23, and 1011.68(1)(e), F.S.
Head Start Transportation	45 CFR, Part 1310 (1/18/01)
Headlight Use	Section 316.217, F.S.
Home Rule	Section 1001.32(2), F.S.
Homeless Child, Definition and School Attendance	Sections 1003.01(12) and 1003.21(f), F.S.; also see federal No Child Left Behind Act
Index, General (School Buses)	See Florida School Laws
Inspection of Buses (roadside, FHP, FDOT, school district self-inspection, DOE authority)	Sections 1006.22(11) and 316.610, F.S.; Rule 6A-3.0171, FAC; Florida School Bus Safety Inspection Manual
Insurance, Protection Against Loss; PIP	Sections 1001.42(9)(d), 1006.24, 1006.261, and 627.732, F.S.
Kelsey Ryan Act (also see “epinephrine use”)	Section 1002.20(3)(i), F.S.
Lab Schools	Section 1002.32, F.S.
Leasing (of School Buses)	Section 1011.71(2)(c), F.S.
Leaving Children Unattended	Section 316.6135, F.S.
Loading/Unloading: see "Pupil Warning Light Use"	
Loans to Purchase Buses: see "Anticipated Revenue"	
McKay Scholarships for Students with Disabilities	Section 1002.39, F.S.
McKinney-Vento Homeless Assistance Act	See No Child Left Behind Act (Section 721)
Medication, Administering by District Personnel	Section 1006.062, F.S.; Chapter 64F-6, FAC
Mileage Reimbursement Rate	Section 112.061, F.S.
Monitoring, DOE Required to	Section 1008.32, F.S.
Motor Vehicle Driving Records (MVRs): see Driving History Checks	
Moral Turpitude, Definition of (also see “Criminal Background Checks”)	Rule 6B-4.009(6), FAC
MyFloridaMarketPlace (state purchasing)	Section 287.057(23), F.S.; Rules 60A-1.030 to 1.032, FAC
National Uniform Driver Inspection Procedure, Penalty for Operating Vehicle Not in Compliance with	Section 316.3025, F.S.
No Child Left Behind Act (NCLBA)	Federal: Public Law 107-110 http://www.ed.gov/legislation/ESEA02/index.html
Non Public (private) Schools	Section 1002.42, F.S.
Non Public (private) Schools, Districts Authorized to Transport Private School Students (and vice versa)	Section 316.6146, F.S.
Nonpublic (private) Buses in School Zones	Section 316.615 (5), F.S.

Subject	Statute (F.S.)/Rule (FAC) EXAMPLE: 1006.22, F.S., IS FLORIDA STATUTE 6A-3.0171, FAC, IS STATE BOARD OF EDUCATION RULE
Nonpublic (private) School Bus Requirements	Section 316.615, F.S.
Occupant Restraint Systems (also see “Seat Belts”)	Sections 316.6145 and 1006.25(4), F.S.
Offenders, Zero Tolerance Crimes (restrictions, parent responsibilities regarding transportation)	Section 1006.13(5)(a)-(c), F.S.
OPPAGA, Best Practices Reviews	Section 1008.35, F.S.
Opportunity Scholarships	Section 1002.38, F.S.
Passing of Stopped School Buses (also see "Stops and Stopping Procedures")	Sections 316.172, 318.18(5), 318.19, 322.27(3)(d), F.S.; Rule 6A-3.0171(2)(e)3k, FAC
Physically Handicapped, Definition	Rule 6A-1.0451, FAC
Psychotropic Medication	Section 1006.0625, F.S.
Pool Purchase Program (also see “MyFloridaMarketPlace”)	Section 1006.27, F.S.
Pre-K; also see “School Readiness”	Section 411.01, F.S.
Pre-K Disabled	Section 1003.21(1)(e), F.S.
Private School Buses: see "Nonpublic"	
Private Car Transport (Handicapped or Isolated)	Sections 1002.20(21)(c), 1011.68(5), F.S.; Rule 6A-3.0171(10), FAC
Public Records, Inspection of	Section 119.07, F.S.
Public Schools, Definition	Section 1004.04, F.S.
Pupil Warning Light Use (also see “Stops and Stop Procedures”)	Section 316.172, F.S.
Purchase, Pool Purchase Program (also see “MyFloridaMarketplace” and “Purchasing, Emergency”)	Sections 1002.42(15) and 1006.27, F.S.
Purchasing (by school boards)	Rule 6A-1.012, FAC
Purchasing, Emergency	Section 287.057(5)(a), F.S.; Rule 60A-1.046, FAC
Purchasing of School Buses, Obligations across Budget Years	Section 1011.14, F.S.
Purchasing of School Buses by Private Schools (from FDOE bid)	Section 1002.42(15), F.S.
Purchasing Policies	Rules 6A-1.012 and 6A-1.013, FAC
Purchasing Statutes and Rules	Chapter 287, F.S.; Chapter 60A-1 and Rule 6A-1.012, FAC
Purchasing, Alternative Procedures for	Section 1010.04(4), F.S.
Purchasing, Ceiling Price Requirement (for buses)	Section 1011.68(4), F.S.; Rule 6A-3.005, FAC
Records and Reports (required from district)	Section 1002.51(12)(b), F.S.
Records Retention Rule	Rule 6A-1.0955, FAC
Right of Privacy	Section 1002.22(3)(d), F.S.
Rights of Students, Parents	Section 1002.22, F.S.
Route Duration Limitation (also see “Time on Board”)	Rule 6A-3.0171(6), FAC
RR Tracks, Obedience to Traffic Control Devices	Section 316.1575, F.S.

Subject	Statute (F.S.)/Rule (FAC) EXAMPLE: 1006.22, F.S., IS FLORIDA STATUTE 6A-3.0171, FAC, IS STATE BOARD OF EDUCATION RULE
RR Tracks, Stopped School Buses at	Title 49 CFR, Part 392, Subpart B; Section 316.159, F.S.; Rule 6A-3.0171, FAC; Basic School Bus Driver Curriculum
Rule-Making Authority	Sections 1001.02(1) and 1006.21, F.S.
Rules-Legislature shall review	Section 120.545, F.S.
Safe Driver Plans Required	Rule 6A-3.0141, FAC
Safe Paths to Schools	Section 335.066, F.S.
Safe Schools/Juvenile Justice Act	Sections 1006.07, 1006.08, 1006.09, F.S.
Safety and Security Best Practices	Section 1006.07(6), F.S.
School Board Responsibility: see "Transported Students"	
School Buses, Use by Other Organizations	Section 316.72, F.S.
School Crossing Guards: see "Crossing Guards"	
School Readiness; also see “Pre-K”	Section 411.01, F.S.
School Site Traffic Control and Hazards	Section 1013.36(4), F.S.
School Site and Traffic (Loading & Unloading)	Rule 6A-2.001, FAC; State Requirements for Educational Facilities (SREF), Chapter 5, Section 5.3
School Site, Separation of Traffic (cars and buses)	Rule 6A-2.001, FAC; SREF, April 1997, Section 5.3(2) (c) 3.b.
School Support Personnel; definition of; Trans expenses as “support expenses”	Section 1010.215, F.S.
School Zone Signage Requirements	Section 316.1895, F.S.
School Speed Zones, Police to Inspect Periodically	Section 316.1895, F.S.
Seat Belts (lap belts) on School Buses, Equipment and Usage Requirements (also see “Occupant Restraints)	Sections 316.6145 and 1006.25, F.S.; Rule 6A-3.0291, FAC; Florida School Bus Specifications
Seat Belt Cutters: see "Belt Cutters"	
Seat Belts, Use by Employees, School Bus Driver	Rules 60B-1.012 and 6A-3.0171, FAC
Sexual Offenders Near Schools, Stops	Section 947.1405, F.S.
Sharpening the Pencil Act (Best Financial Management Practices)	Section 1008.35, F.S.
Sidewalk Repairs Required	Section 1013.36(5), F.S.
Smoking prohibited on Buses (Clean Indoor Air Act)	Section 386.207, F.S.; Rule 6A-3.0171, FAC
Specifications for School Buses	Section 1006.25, F.S.; Rule 6A-3.0291, FAC; Florida School Bus Specifications (various years)
Speed Limits for School Buses	Section 316.183(2), F.S.
Stops for School Buses (also see “Stops and Stopping Procedures”)	Section 1006.22(12)(c), F.S.
Stops and Stopping Procedures (also see “Pupil Warning Light Use”)	Sections 316.172, 318.18(5), 318.19, F.S.; Rule 6A-3.0141(4)(b), FAC; Basic School Bus Driver Curriculum, Unit VIII
Strobe Lights, White	Section 316.2397, F.S.
Student Transportation Funding	Section 1011.68, F.S.; Rule 6A-1.0451, FAC

Subject	Statute (F.S.)/Rule (FAC) EXAMPLE: 1006.22, F.S., IS FLORIDA STATUTE 6A-3.0171, FAC, IS STATE BOARD OF EDUCATION RULE
Superintendent or Designee on MPO	Section 339.179, F.S.
Surplus Property, Selling of Buses (also see “Disposal of Property”)	Sections 274.05, 274.06, 1002.33(18)(e), 1013.28, F.S.
Survey Dates, Alternative	Rule 6A-1.0451(2), FAC
Tags, Permanent, Motor Vehicle	Section 320.0655, F.S.
Tax, Pollutant (Motor Fuels, Oils, Batteries, Solvent)	Sections 206.9925 and 206.9935, F.S.
Teenage Parent (TAP) Program (also see “Breastfeeding”)	Section 1003.54, F.S.; Rule 6A-6.0525, FAC
Telephone Procedures, State Government	Section 110.1082, F.S.
Throwing Objects From a Moving Bus (civil law)	Sections 790.19 and 806.13, F.S.
Time on Board (also see “Route Duration”)	Rule 6A-3.0171(6), FAC
Transportation Across District Lines (also see "Attendance Zone Authority")	Section 1001.42(4), F.S.; Rule 6A-3.001, FAC
Transported Students, School Board Responsibility	Sections 1001.42(8) and 1003.31, F.S.
Trespassing (on school buses and property)	Sections 810.095, 810.097, and 810.08, F.S.
Two Mile Limit: see “Funding”	
Two Mill Tax Levy for Bus Replacement	Sections 200.065(9)(a) and 1011.71(2)(c), F.S.
Unattended Children (left in vehicles; also see “Specifications for School Buses”)	Sections 316.6135, F.S.
Vans, Prohibition on Sale or Lease	Title 49 CFR, Part 571; United States Code B30112
Vehicles, Acceptable for Use to Transport Students	Section 1006.22, F.S.
Victims of Zero Tolerance Crimes (and siblings of victims)	Section 1006.13(5)(a)(b)(c), F.S.
Video Tapes on Buses, Educational Records (also see “Confidentiality”)	Section 1002.22(1)(c), F.S.
Vouchers (also see "Opportunity Scholarships")	Section 1002.38, F.S.
Waiver Authority, in Emergencies	Section 252.46, F.S.
Weapons (also see “Firearms”)	Sections 790.115, 790.053, 790.06 (1)(2), 1006.07(2)(j), F.S.
Windshield Obstructions	Section 316.2952, F.S.
Zero Tolerance for Crime and Victimization (transportation responsibilities)	Section 1006.13(5), F.S.

Appendix C
Vehicle Usage Memoranda and Opinions

The School Transportation Management Section recently published Technical Assistance Note (TAN) Number T-07-03, Student Transportation Vehicle Usage Update, which addresses vehicles that may be used instead of school buses and the acceptable circumstances for their use. The TAN and the accompanying attachments may be accessed at the following website:

http://info.fldoe.org/docushare/dsweb/View/Collection-100

Two opinions of the Department of Education Office of the General Counsel relating to vehicle usage issues are included on the following pages within this Appendix.

(Retyped 11/28/06 to be made ADA compliant. Original content and format were retained.)

FLORIDA DEPARTMENT OF EDUCATION
Frank T. Brogan
Commissioner of Education

MEMORANDUM

TO: Wayne V. Pierson, Director
Planning, Budgeting and Management

FROM: Dean Andrews
Deputy General Counsel

DATE: December 2, 1997

RE: Charter School Transportation

We have reviewed memorandums and conferred with DOE staff concerning the above matter.

In addition we have reviewed current statutes which are applicable to matters of charter school transportation.

Overall, we recognize the continuing role of our transportation officials to inform charter schools on the alternatives available to them within legal requirements for transporting their students to include standards and best practices which may affect the safety of their students and, thus, their liability.

It is our first observation that neither the Legislature nor the State Board of Education intended in any way to allow a different level of safety for charter school students from that of public school students. Section 228.056(11), Florida Statutes, makes clear that while charter schools shall be exempt from all statutes of the Florida School Code, they shall not be exempt from statutes pertaining to student safety.

Moreover, Section 228.056(13)(c), Florida Statutes, mandates that transportation of charter school students shall be consistent with requirements of Chapter 234, Florida Statutes, whether such transportation be under agreement or contract with the district school board, a private provider, or parents.

Turning then to Chapter 234, Florida Statutes, and particularly Section 234.02, Florida Statutes, which treats with requirements for safety and health of pupils, we find that maximum

regard for safety is a primary requirement and that approved school buses shall be used for all regular transportation. There are four (4) exceptions only when motor vehicles other than approved school buses may be used for transportation of students which are:

(1) When the student is physically handicapped or isolated.
(2) When transportation is part of a comprehensive contract for a specialized educational program.
(3) When transportation is provided through a public transit system.
(4) When transportation is necessary or practical in a passenger car which is not to exceed eight (8) students, or any other motor vehicle designed to transport ten (10) or fewer persons which meets all federal motor safety standards for passenger cars,

When provide the following observations to those exceptions.

We find that the word "isolated" is not otherwise defined. We, therefore, put a common sense interpretation to that word to mean--set apart from others on a regular, reasonable transportation route. Certainly "isolated" does not imply "all" when it comes to charter school students. We do not view "isolated" as a means to provide wholesale transportation of students in private passenger cars.

Transportation provisions for inclusion in a "comprehensive contract" are not defined, but we conclude that all events, a comprehensive contract does not otherwise relieve or excuse stated safety requirements for transportation, including the type of vehicles presently allowed as an alternative to school buses.

It is of interest to also review Section 236.083(5), Florida Statutes, regarding funds for student transportation. We note that monies may be utilized to pay for transportation exceptions to primary utilization of school buses, viz: Funds may be used to pay for local-general transportation systems and for private passenger cars which serve isolated or disabled students.

We observe that if other exceptions are to be afforded charter school students regarding matters of transportation, then such will require legislative enactment.

DA/jm

cc: Tracey Bailey
Charlie Hood

Office of General Counsel
Florida Department of Education

2001 Opinions

Date: September 5, 2001
Prepared By: Margaret O'Sullivan Parker
Phone: (850) 488-7707
Suncom: 278-7707
Opinion No.: 01-16
Staff Contact: Charlie Hood, Nancy Rivers, Diane McCain

MEMORANDUM OPINION

TO:	Mr. C. Jeffrey McInnis Anchors, Foster, McInnis & Keefe, P.A.
FROM:	James A. Robinson, General Counsel
SUBJECT:	Charter School Transportation and Funding Issues
RE:	Your letter of July 26, 2001

QUESTION PRESENTED: What are the funding and transportation requirements related to the transportation of students attended a charter school the Okaloosa County School District?

CONCLUSION: State statutes establish both the types of vehicles in which students may be transported and the situations for which transportation funding is authorized. As public schools, charter schools are required to comply with transportation safety and funding requirements. Each question is discussed in detail herein.

DISCUSSION: Charlie Hood has forwarded your letter of July 26, 2001, on behalf of the School Board of Okaloosa County, addressing the transportation of charter schools students to this office for review and reply.

Section 228.056, Florida Statutes, establishes the operation of charter schools, which are fully recognized as public schools. According to Section 228.056(11), Florida Statutes, charter schools are exempt from all statutes of the Florida School Code, with certain exceptions, such as provisions pertaining to student health, safety and welfare. With respect to transportation issues in particular, Section 228.056(14)(c), Florida Statutes, states that:

> Transportation of charter school students shall be provided by the charter

> school consistent with the requirements of chapter 234. The governing body of the charter school may provide transportation through an agreement or contract with the district school board, a private provider, or parents. The charter school and the sponsor shall cooperate in making arrangements that ensure that transportation is not a barrier to equal access for all students residing within a reasonable distance of the charter school as determined in its charter

As indicated in the provided documentation, a charter school intends to reimburse parents who drive their students and other students to the school in private vehicles and/or reimburse parents who contract with a third-party provider. Your inquiry covers two primary areas of concern: transportation safety and funding.

Parents frequently drive their children to school in private vehicles in the normal course of the day. Older students also drive their own vehicles. This inquiry does not concern those situations. Nor does it address whether a charter school may choose to reimburse parents on its own for transportation costs. Rather, the question focuses on whether parent-transported children may be reported by the charter school to the district for FTE funding under one of the above-listed categories, and if so, may those funds then be disbursed to the parents.

The Department of Education recently published the Charter Schools Transportation Resource Guide (Revised June 2001). This manual provides an extensive overview of transportation options for charter schools and addresses issues such as safety requirements, eligibility for transportation, estimating costs and reimbursement and parent reimbursement. I am enclosing a copy of the guide with this letter.

Many of the issues raised in your letter are addressed in the guide. I have listed your questions below, along with a response referring to the appropriate page in the guide, if applicable, and further discussion on the specific issue raised.

Question 1: Will the Florida Department of Education approve and fund student transportation FTE for students that are transported by their parents if those students are neither "physically handicapped nor "isolated" as set forth under the provisions of Section 234.02(a), Florida Statutes even if the student resides more than two miles from the school?

Answer: No. Students transported to charter schools may be included in the district's claim for transportation reimbursement from the state. As indicated on pages 12-14 of the guide, transported charter school students generate the same amount of funding as other district students. Students will only generate funding if documentation is properly maintained, and if the transportation is made under one of the statutory criteria.

There are only four exceptions listed in Section 234.02(a), Florida Statutes, that allow students to be transported in non-approved school buses:

> (a) When the student is physically handicapped or isolated;
> (b) When transportation is part of a comprehensive contract for a specialized educational program;
> (c) When transportation is provided through a public transit system; or

> (d) When the transportation of students is necessary or practical in a motor vehicle owned or operated by a school board other than a school bus, such transportation must be provided in designated seating positions in a passenger car not to exceed 8 students or in a multipurpose passenger vehicle designed to transport 10 or fewer persons which meets all applicable federal motor vehicle safety standards.

The funding of transportation is addressed in Section 236.083, Florida Statutes, which establishes an allocation formula based upon student membership in six different categories:

> (a) students who live two or more miles from school;
> (b) students with disabilities or enrolled in a teenage parent program, regardless of the distance to school;
> (c) students in a pre-kindergarten program, regardless of distance to school;
> (d) vocational, "dual enrollment" or students with disabilities transported from one school center to another;
> (e) elementary school students who are subject to hazardous walking conditions as provided in s.234.021; and
> (f) a pregnant student or student parent, or the child of a student parent, regardless of distance from school.

Subsection (5) of Section 236.083, Florida Statutes, further acknowledges that funding may be used to pay for transportation of students in private passenger cars when the student is isolated or disabled.

As to the whether transportation FTE can be funded for parents transporting students who are neither "physically handicapped" nor "isolated" as set forth under the provisions of Section 234.02(a), Florida, there is no authority to approve FTE outside of the statutorily authorized categories for transportation. Therefore, transportation cannot be claimed if the student does not meet those criteria, regardless of whether the student lives more than two miles away.

Question 2: Will the Florida Department of Education approve and fund student transportation FTE requested by a charter school to reimburse a student living two miles or more from the site of the charter school who is neither "physically handicapped" or "isolated" and who drives to school in a private vehicle?

Answer: No. For the same reason listed in the answer to Question 1, state-funded transportation must comply with one of the statutory guidelines. Students driving in personal vehicles are not authorized by statute to receive funding.

Question 3. Does the Florida Department of Education interpret the phrase "isolated" as used in section 234.02(a), Florida Statutes, to automatically include any and all students who are living at a distance greater than two (2) miles from a charter school site without regard to whether other school transportation is readily available and when public streets access the residential areas where these students may be living?

Answer: No. The term "isolated" is not defined in section 234.02(1), Florida Statutes. This office issued a 1997 opinion addressing charter school transportation issues and the

application of the term "isolated." That opinion, which can be found in Appendix D of the enclosed guide, places a common sense interpretation on the word:

Certainly, "isolated" does not imply "all" when it comes to charter school students. We do not view "isolated" as a means to provide wholesale transportation of students in private passenger cars.

Therefore, the fact that a student lives more than two miles from a charter school site would not automatically qualify him or her to be considered "isolated."

Question 4: Would it be within the bounds of Florida law for a public school district to include in its district transportation FTE report to the Florida Department of Education a count for students attending a charter school who are neither "physically handicapped" or "isolated" in accordance with the provisions of Section 234.02(a), Florida Statutes, and who are providing their own private transportation in private vehicles even though they may live more than two (2) miles away from the charter school site?

Answer: No. Please see the discussion for Questions 1 and 2.

Question 5: Is the provision of Section 234.02(b), Florida Statutes, which apparently allows the use of motor vehicles other than school buses when that transportation is part of a comprehensive contract for a specialized education program intended to cover a charter school operation and allow charter schools to simply disregard the standard requirement of Florida law that public school students be transported on properly certified and inspected school buses? As a follow up to this question, is a charter school contract considered to be a "comprehensive contract for a specialized education program" as contemplated by the provisions of Section 234.02(b), Florida Statutes.

Answer: No. The term "specialized education program" as used in Section 234.02(b), Florida Statutes, was added by Chapter 89-101, Laws of Florida. It refers to programs such as autism centers and Department of Juvenile Justice facilities. While there is a contract between the charter school and the district, that contract is not considered to be for a "specialized education program." Section 228.056(1), Florida Statutes, which was enacted after Chapter 89-101, Laws of Florida, went into effect, does not make reference to charter schools as "specialized education programs." Rather, they are considered to be "fully recognized as public schools."

Question 6: Are there any provisions of Chapter 234 regarding school transportation that are considered to be exceptions or that override the provisions under Section 228.056(11), Florida Statutes, that specifically sets forth the requirement that charter schools not be exempt from statutes that make provisions for student health, safety and welfare?

Answer: No. Chapter 234 does not make any direct reference to charter schools. As noted above, in addition to the general requirements regarding safety statutes, Section 228.056 (13)(c), Florida Statutes, directs that charter school students be transported in a manner consistent with the requirements of Chapter 234.

Chapter 7: Can a charter school make an "assignment" of student transportation revenue, at the direction of a student's parent, to a third party transportation provider without itself having a direct contract for such services with the third party provider? If such an

"assignment" of funds is made, does this relieve the charter school from liability in the event of an accident if the third party provider is not transporting students on approved and certified school buses, thus effectively transferring all such liability and risk of injury to the third party provider and the student's parent?

Answer: As I understand the FTE reporting process, the charter school reports the student to the district, which in turn reports the student for transportation FTE to the Department. Funds are then distributed to the district, which forward them to the charter school to pay for its transportation needs.

As stated above, there are limited situations in which private vehicles may be used to transport children. Furthermore, Section 228.056(12)(c), Florida Statutes, does permit charter schools to contract with the school district, a private provider, or parents to provide transportation. Therefore, a charter school may contract directly with, for example, a parent to transport his or her handicapped student. This situation is addressed on page 15 of the guide.

According to Section 228.056(c), Florida Statutes, the charter school and the district must "cooperate in making arrangements that ensure that transportation is not a barrier to equal access for all students residing within a reasonable distance of the charter school as determined in its charter. To that end, as noted on page 14 of the guide, the Department encourages the districts and charter schools to work together to on funding and eligibility issues.

Several offices of the Department of Education are available to assist the district and charter school in this area: Charlie Hood of the Department's Transportation Office, Nancy Rivers of the Department's Bureau of School Business, and Diane McCain of the Choice Office. Please let me know if we may provide any further assistance on this matter.

Enclosure

Cc: Charlie Hood
Nancy Rivers
Diane McCain
Robin Safley

Appendix D
Student Transportation Cost (Expenditures) Data
2004-2005

	District Name	Total Transportation Expenditures	Cost/Student Without Bus Purchases	Cost/Student With Bus Purchases
1	Alachua	$9,479,626.26	$725.89	$731.74
2	Baker	2,112,185.07	622.18	753.54
3	Bay	7,321,158.45	608.34	640.04
4	Bradford	1,487,560.59	615.67	762.60
5	Brevard	17,847,021.70	598.49	626.45
6	Broward	78,240,285.88	978.11	983.62
7	Calhoun	956,177.93	702.86	819.23
8	Charlotte	7,119,553.94	844.31	888.68
9	Citrus	8,102,943.75	709.08	877.00
10	Clay	9,654,291.65	661.07	677.49
11	Collier	19,248,762.09	916.06	1,012.81
12	Columbia	4,388,441.73	830.00	909.05
13	Miami-Dade	86,014,068.28	1,360.66	910.15
14	DeSoto	1,646,918.98	883.61	939.45
15	Dixie	1,183,713.21	751.31	918.42
16	Duval	43,128,294.68	918.42	668.32
17	Escambia	17,377,364.44	548.55	577.63
18	Flagler	4,082,989.28	577.63	2,100.55
19	Franklin	975,517.16	1,095.63	667.25
20	Gadsden	2,924,991.68	667.25	745.35
21	Gilchrist	1,116,734.90	638.36	928.31
22	Glades	395,459.70	928.31	981.98
23	Gulf	1,055,551.51	788.48	688.74
24	Hamilton	860,454.96	688.74	761.55
25	Hardee	1,797,421.25	740.86	659.51
26	Hendry	2,520,038.47	590.08	731.70
27	Hernando	9,107,057.16	630.57	936.73
28	Highlands	5,453,350.48	792.39	796.60
29	Hillsborough	65,355,520.33	687.84	708.76
30	Holmes	1,522,774.54	604.79	548.81
31	Indian River	3,806,103.76	526.65	801.52
32	Jackson	3,192,771.21	652.09	1,097.83
33	Jefferson	927,888.49	948.84	1,310.44
34	Lafayette	623,771.00	1,036.03	831.12
35	Lake	15,664,061.78	714.14	967.32
36	Lee	39,058,073.47	865.90	786.56
37	Leon	8,368,682.58	782.98	885.20
38	Levy	3,267,696.32	885.2	785.29
39	Liberty	559,555.33	690.98	808.27
40	Madison	1,525,047.75	761.14	739.28
41	Manatee	10,909,086.96	722.53	854.82
42	Marion	21,480,518.93	791.16	632.19

	District Name	Total Transportation Expenditures	Cost/Student Without Bus Purchases	Cost/Student With Bus Purchases
43	Martin	$5,802,063.80	$551.53	$1,373.68
44	Monroe	3,471,595.37	1,023.03	1,023.03
45	Nassau	3,767,359.73	624.18	636.29
46	Okaloosa	9,651,120.71	620.31	693.26
47	Okeechobee	2,584,344.92	601.72	699.56
48	Orange	64,513,708.13	753.38	907.99
49	Osceola	15,583,122.58	615.21	687.33
50	Palm Beach	48,713,995.84	638.28	759.07
51	Pasco	22,248,022.70	593.27	694.57
52	Pinellas	42,770,326.98	939.36	1,001.35
53	Polk	28,888,940.26	579.85	658.57
54	Putnam	5,245,936.18	708.22	800.09
55	St. Johns	8,259,467.73	563.52	851.45
56	St. Lucie	19,034,144.37	686.13	855.79
57	Santa Rosa	11,097,662.75	851.45	670.91
58	Sarasota	15,200,256.00	838.66	629.76
59	Seminole	19,862,046.00	654.48	846.31
60	Sumter	2,401,566.97	605.43	699.86
61	Suwannee	2,510,394.02	702.45	771.66
62	Taylor	2,193,743.26	949.16	1,194.84
63	Union	619,565.09	529.77	529.77
64	Volusia	18,897,247.00	612.58	763.97
65	Wakulla	2,475,444.31	565.87	651.14
66	Walton	3,106,870.71	616.56	774.59
67	Washington	1,875,111.79	803.36	823.77
	State	**$882,633,544.83**	**$771.53**	**$844.54**

Appendix E
State Reimbursement for Student Transportation
2004-05

		Base Funding			ESE Funding			
	District	Base Allocation	Adjusted Base Students	Allocation per Base Student*	ESE Allocation	Adjusted ESE Students	Allocation per ESE Student	Total Allocation per ESE Student**
1	Alachua	$5,075,794	12,955	$392	$731,218	564	$1,296	$1,688
2	Baker	1,154,936	2,803	412	58,860	43	1,363	1,775
3	Bay	4,323,615	11,439	378	383,449	307	1,251	1,629
4	Bradford	779,594	1,951	400	54,247	41	1,322	1,722
5	Brevard	10,443,938	28,489	367	995,430	821	1,213	1,580
6	Broward	28,717,132	79,544	361	3,242,136	2,714	1,194	1,555
7	Calhoun	459,994	1,167	394	32,072	25	1,304	1,698
8	Charlotte	2,935,706	8,011	366	396,164	327	1,212	1,578
9	Citrus	3,505,002	9,239	379	242,838	193	1,255	1,634
10	Clay	5,525,149	14,250	388	1,158,291	903	1,283	1,671
11	Collier	7,051,931	19,005	371	408,017	332	1,228	1,599
12	Columbia	1,991,150	4,827	412	309,897	227	1,365	1,777
13	Miami-Dade	21,345,807	62,616	341	6,946,989	6,160	1,128	1,469
14	DeSoto	717,305	1,810	396	84,160	64	1,312	1,708
15	Dixie	504,262	1,260	400	49,649	38	1,324	1,724
16	Duval	16,484,595	46,959	351	2,918,845	2,513	1,161	1,512
17	Escambia	9,657,648	26,001	371	1,553,956	1,265	1,229	1,600
18	Flagler	2,752,547	7,069	389	257,840	200	1,288	1,677
19	Franklin	183,335	464	395	43,639	33	1,306	1,701
20	Gadsden	1,778,457	4,384	406	310,690	231	1,342	1,748
21	Gilchrist	637,147	1,498	425	27,112	19	1,407	1,832
22	Glades	168,338	426	395	5,881	5	1,307	1,702
23	Gulf	420,572	1,075	391	17,735	14	1,295	1,686
24	Hamilton	518,713	1,249	415	12,186	9	1,374	1,789
25	Hardee	973,663	2,360	413	68,244	50	1,365	1,778
26	Hendry	1,484,230	3,821	388	81,759	64	1,285	1,673
27	Hernando	4,711,740	12,446	379	453,211	362	1,252	1,631
28	Highlands	2,164,623	5,822	372	228,584	186	1,230	1,602
29	Hillsborough	30,785,689	82,043	375	4,901,566	3,948	1,241	1,616
30	Holmes	867,454	2,149	404	25,383	19	1,336	1,740
31	Indian River	2,673,798	6,935	386	275,628	216	1,276	1,662
32	Jackson	1,612,120	3,983	405	280,656	210	1,339	1,744
33	Jefferson	347,828	845	412	62,303	46	1,362	1,774
34	Lafayette	193,473	476	406	0	0	0	0
35	Lake	7,279,835	18,847	386	517,749	405	1,278	1,664
36	Lee	14,757,784	40,378	365	2,165,967	1,791	1,209	1,574
37	Leon	4,020,794	10,640	378	322,294	258	1,250	1,628
38	Levy	1,529,847	3,691	414	191,559	140	1,371	1,785
39	Liberty	300,376	713	422	9,747	7	1,394	1,816

*Includes students receiving base funding.

**Includes student receiving base funding plus additional weighted ESE funding.

		Base Funding			ESE Funding			
	District	Base Allocation	Adjusted Base Students	Allocation per Base Student*	ESE Allocation	Adjusted ESE Students	Allocation per ESE Student	Total Allocation per ESE Student**
40	Madison	$760,152	1,887	$403	$27,271	20	$1,333	$1,736
41	Manatee	5,603,446	14,756	380	810,470	645	1,256	1,636
42	Marion	9,608,590	25,129	382	852,697	674	1,265	1,647
43	Martin	3,841,518	9,178	419	290,796	210	1,385	1,804
44	Monroe	1,278,422	3,393	377	148,207	119	1,246	1,623
45	Nassau	2,297,199	5,921	388	145,270	113	1,284	1,672
46	Okaloosa	5,068,511	13,921	364	701,757	583	1,205	1,569
47	Okeechobee	1,440,947	3,694	390	88,192	68	1,290	1,680
48	Orange	26,064,616	71,051	367	1,282,088	1,056	1,214	1,581
49	Osceola	8,835,182	22,672	390	295,583	229	1,289	1,679
50	Palm Beach	25,427,358	64,176	396	3,384,597	2,582	1,311	1,707
51	Pasco	12,406,626	32,031	387	1,306,286	1,019	1,281	1,668
52	Pinellas	15,252,406	42,713	357	2,141,142	1,812	1,181	1,538
53	Polk	17,170,994	43,866	391	2,273,667	1,756	1,295	1,686
54	Putnam	2,568,904	6,557	392	115,802	89	1,296	1,688
55	St. Johns	5,220,225	13,115	398	415,544	316	1,317	1,715
56	St. Lucie	8,249,751	22,491	367	811,595	669	1,214	1,581
57	Santa Rosa	4,781,801	13,034	367	241,147	199	1,214	1,581
58	Sarasota	6,560,538	17,762	369	588,462	482	1,222	1,591
59	Seminole	11,090,606	29,605	375	794,215	641	1,239	1,614
60	Sumter	1,301,035	3,432	379	131,106	105	1,254	1,633
61	Suwannee	1,338,357	3,253	411	51,529	38	1,361	1,772
62	Taylor	698,319	1,836	380	64,960	52	1,258	1,638
63	Union	454,888	1,170	389	10,298	8	1,287	1,676
64	Volusia	9,634,563	24,736	390	1,266,075	982	1,289	1,679
65	Wakulla	1,710,319	3,802	450	16,353	11	1,488	1,938
66	Walton	1,593,549	4,011	397	86,062	65	1,314	1,711
67	Washington	915,543	2,276	402	63,556	48	1,331	1,733
	State	**$392,010,286**	**1,045,106**	**$375**	**$48,230,678**	**39,340**	**$1,226**	**$1,601**

*Includes students receiving base funding.

**Includes students receiving base funding plus additional weighted ESE funding.

Appendix F
CHARTER SCHOOL STATE TRANSPORTATION REIMBURSEMENT ESTIMATING WORKSHEET

A.	Annual State Allocation per Eligible Transported Student	X	Estimated # of Charter School Students Eligible for State Transportation Funding (only those who will be transported)	=	Base Transportation Funding from State
+ B.	Annual State Supplemental Allocation Per Transported ESE Student (Students Eligible for Weighted Transportation Funding)	X	Estimated # of Transported Charter School ESE Students Eligible for Weighted Transportation Funding (only those who will be transported)	=	ESE Student Weighted Transportation Funding from State

= C.	Subtotal		
– D.	Max. 5% Administrative Fee by District		
= E.	TOTAL (Estimated State Reimbursement)		

Appendix G
Transportation Survey Dates

Department of Education COEFO Memorandum Number 07-01, July 2006-07 Transportation Survey, is included on the following pages within this Appendix. This memorandum includes the student transportation survey reporting deadlines for fiscal years 2006-07 through 2009-10.

FLORIDA DEPARTMENT OF EDUCATION

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Just Read, Florida!

CONTACT PERSON:
NAME: Keith Neel
Ronnie McCallister
Ruth Jones
PHONE: (850) 245-0405
(850) 245-9795
(850) 245-0400
SUNCOM: 205-0405
205-9795
205-0400
COEFO: 07-01

M E M O R A N D U M

DATE: July 3, 2006

TO: District School Superintendents

FROM: Linda Champion

SUBJECT: July 2006-07 Transportation Survey

This document is intended to assist school districts in providing safe and efficient transportation services to Florida's student population. Through this and other types of assistance, the Office of Funding and Financial Reporting supports the mission of Florida's K-20 education system to increase the proficiency of all students within one seamless, efficient system.

The July 2006-07 student transportation survey will be conducted the week of July 10-14, 2006. The Automated Student Information System (student transportation format) will be used by all districts to transmit their July student transportation information.

Please refer to the 2006-07 Student Transportation General Instructions on-line at http://www.firn.edu/doe/fefp/trans.htm for information regarding student eligibility, reporting criteria, instructions for the Automated Student Information System, and reporting deadlines. A list of the reporting deadlines is attached for your convenience. The deadline for initial full submission of July survey data is Friday, July 28, 2006. Any corrections or revisions to this data must be addressed prior to Friday, September 15, 2006, the system cut-off date. The attached form letter, which certifies the adjusted student membership and the number of buses reported on the database, must be signed by the District School Superintendent or Designee and submitted no later than Thursday, September 21, 2006. The July student transportation information provided in this letter must match that reported in the database as of the system cut-off date. Districts may use Transportation Report F63499 or F70092 to verify adjusted membership and bus information recorded in the database for use in the certification letter. The information in this letter will be compared with the Department's report to ensure that accurate information is used in the transportation funding formula.

Please contact Jennifer Seifert (Office of Funding and Financial Reporting) at (850) 245-0405, Herman Carter (School Transportation) at (850) 245-9795, or Nada Scott (Education Information and Accountability Services) at (850) 245-0400 if assistance is needed.

LC:KN:js

Attachments

ATTENTION: JENNIFER SEIFERT
Due Date: September 21, 2006

Date: _____

Fax Number: (850) 245-9135
Suncom: 205-9135

Mr. Keith Neel
Florida Department of Education
Office of Funding and Financial Reporting
325 W. Gaines Street, Room 824
Tallahassee, Florida 32399-0400

Dear Mr. Neel:

This letter certifies the student transportation information totals in the Automated Student Transportation Survey Information Database for the July survey for the _____ School District. Zeros entered below indicate that there were no transported students during the July survey. All district schools, as appropriate, are represented.

	Total Buses (Excluding Intersession)	Total Adjusted Base Students	Total Adjusted ESE Students
July 2006 survey total	_____	_____	_____

Sincerely,

_____
Signature of District School Superintendent or Designee

KN:js

Student Transportation
Reporting Deadlines 2006-07 through 2009-10

2006-07

Survey 1
Survey Week: July 10-14, 2006
Due Date: July 28, 2006
State Processing: July 24-September 15, 2006
Final Update/Amendment Date: April 27, 2007

Survey 2
Survey Week: October 9-13, 2006
Due Date: October 27, 2006
State Processing: October 16-November 10, 2006
Final Update/Amendment Date: July 27, 2007

Survey 3
Survey Week: February 5-9, 2007
Due Date: February 23, 2007
State Processing: February 12-March 9, 2007
Final Update/Amendment Date: November 16, 2007

Survey 4
Survey Week: June 11-15, 2007
Due Date: June 29, 2007
State Processing: June 25-July 13, 2007
Final Update/Amendment Date: March 28, 2008

2007-08

Survey 1
Survey Week: July 9-13, 2007
Due Date: July 27, 2007
State Processing: July 23-September 14, 2007
Final Update/Amendment: April 25, 2008

Survey 2
Survey Week: October 8-12, 2007
Due Date: October 26, 2007
State Processing: October 15-November 9, 2007
Final Update/Amendment Date: July 25, 2008

Survey 3
Survey Week: February 4-8, 2008
Due Date: February 22, 2008
State Processing: February 11-March 7, 2008
Final Update/Amendment Date: November 21, 2008

Survey 4
Survey Week: June 9-13, 2008
Due Date: June 27, 2008
State Processing: June 23-July 11, 2008
Final Update/Amendment Date: March 27, 2009

2008-09

Survey 1
Survey Week: July 14-18, 2008
Due Date: August 1, 2008
State Processing: July 28-September 19, 2008
Final Update/Amendment Date: May 1, 2009

Survey 2
Survey Week: October 13-17, 2008
Due Date: October 31, 2008
State Processing: October 20-November 14, 2008
Final Update/Amendment Date: July 31, 2009

Survey 3
Survey Week: February 9-13, 2009
Due Date: February 27, 2009
State Processing: February 16-March 13, 2009
Final Update/Amendment Date: November 27, 2009

Survey 4
Survey Week: June 8-12, 2009
Due Date: June 26, 2009
State Processing: June 22-July 10, 2009
Final Update/Amendment Date: March 26, 2010

2009-10

Survey 1
Survey Week: July 13-17, 2009
Due Date: July 31, 2009
State Processing: July 27-September 18, 2009
Final Update/Amendment: April 30, 2010

Survey 2
Survey Week: October 12-16, 2009
Due Date: October 30, 2009
State Processing: October 19-November 13, 2009
Final Update/Amendment Date: July 30, 2010

Survey 3
Survey Week: February 8-12, 2010
Due Date: February 26, 2010
State Processing: February 15-March 12, 2010
Final Update/Amendment Date: November 26, 2010

Survey 4
Survey Week: June 14-18, 2010
Due Date: July 2, 2010
State Processing: June 28-July 16, 2010
Final Update/Amendment Date: April 1, 2011

Appendix H
Student Transportation General Instructions
2006-07

The Student Transportation General Instructions, 2006-07, containing information on eligibility and claiming students for state transportation funding, is included on the following pages within this Appendix.

Florida Department of Education
School Business Services and
Bureau of Education Information and Accountability Services

Student Transportation General Instructions 2006-2007

Florida
Department
of Education
John L. Winn, Commissioner

Comments regarding this publication should be directed to: Office of Funding and Financial Reporting, School Business Services, Florida Department of Education, 325 West Gaines Street, Room 824, Tallahassee, Florida 32399-0400, (850) 245-0405 or Suncom 205-0405; or Bureau of Education Information and Accountability Services, Florida Department of Education, 325 West Gaines Street, Room 852, Tallahassee, Florida 32399-0400, (850) 245-0400 or Suncom 205-0400.

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Student Eligibility for Transportation Funding

To be counted for transportation funding, a student must 1) be in membership during survey week, 2) ride the bus one of the days of survey week or one of the six school days prior to survey week and 3) meet one of the eligibility category criteria in Section 1011.68, Florida Statutes (F.S.) (listed below). Please note that school districts should report via the Student Data Base all students who are transported during survey week regardless of whether the student is eligible for transportation funding.

Membership means any PreKindergarten (PreK) to grade 12 student enrolled in school during survey week who is assigned to a bus, passenger car, multipurpose passenger vehicle, general purpose transportation (e.g., city bus or train), or privately owned motor vehicle or boat (for students who are isolated or have disabilities).

Transported means any student who rides the bus (or other approved transportation vehicle) for the purpose of attending school at least once during the five-day survey period or the preceding six scheduled school days.

Students who ride the bus one of the six scheduled days prior to survey week but are not in membership (enrolled in school) during survey week should not be reported. Eligible students who are transported by general purpose transportation (city buses, trains, etc.) or privately-owned motor vehicles or boats (for isolated or disabled students) are reported as are all other transported students.

Eligibility Categories: Eligibility criteria for transportation funding, in accordance with Section 1011.68, F.S. are:

(1) The student lives two or more miles from the school.

(2) The student is classified as a student with a disability under the Individuals with Disabilities Education Act (IDEA), regardless of distance (does not apply to gifted students). Note: K-12 students identified with Specific Learning Disabilities (SLD), Speech Impairment (SI), or Language Impairment (LI) who live less than two miles from their assigned schools are eligible only if transportation services are required by the student's Individual Educational Plan (IEP). See Appendix A for more information.

(3) The student/parent or infant is enrolled in the Teenage Parent Program.

(4) The student is enrolled in a state funded IDEA or Teenage Parent PreKindergarten program regardless of the distance from the student's home to the school.

(5) The student is a vocational or exceptional student being transported from one school center to another where appropriate programs are provided. Dually enrolled students, as defined by Section 1007.27, F.S., who attend a university, community college, or vocational technical center, are included.

(6) The student meets the criteria for hazardous walking as stated in Section 1006.23, F.S., including enrollment in elementary school.

Hazardous Walking: The district may not claim funding for such students unless it has submitted the report of Hazardous Walking Locations using the Department's Automated Hazardous Walking Reporting System at least by the end of the Full Time Equivalent (FTE) survey period.

Students Counted Only Once Per Reporting Period

A student may be reported using the Student Transportation format only once per reporting period and only on one mode of travel, even if more than one mode was used. If the student was transported during survey periods 2 or 3 for both the regular term and an intersession, then two records should be submitted for that survey period – one for the regular term and one for the intersession.

Students who ride on more than one bus or mode of transportation to get to school, or to get home in the afternoon, should only be counted once. Students who are transported in the morning or afternoon and who are transported from center to center should only be counted once.

The district must have a policy to report students who transfer from one bus to another during survey week either on the sending or receiving bus. For example, a student transported from home to school and then to a vocational center should have only one Student Transportation record reported for that year and survey period (excluding an intersession record, if applicable).

PreKindergarten Student Eligibility

The following PreKindergarten students are the only PreKindergarten students eligible for funding under Section 1011.68, F.S.:

- PreKindergarten students with disabilities pursuant to Rule 6A-6.03026, Florida Administrative Code (F.A.C.), regardless of distance, who meet the criteria for receiving specialized transportation services. These students are reported in Membership Category C, Individuals with Disabilities Education Act, PreK Weighted.

- PreKindergarten students with disabilities pursuant to Rule 6A-6.03026, F.A.C., regardless of distance, who do **NOT** meet the weighted funding criteria for receiving specialized transportation services. These students are reported in Membership Category E, IDEA, PreK Unweighted.

- PreKindergarten children of a student parent enrolled in a Teenage Parent Program (TAP), pursuant to Section 1003.54, F.S. These students are reported in Membership Category F, Teenage Parents and Infants, Unweighted.

PreKindergarten children not enrolled in IDEA programs, or whose parent or parents are not enrolled in a TAP program are not eligible for state transportation funding under Section 1011.68, F.S. Students in the following programs are **ineligible** for transportation funding under Section 1011.68, F.S., unless the students are also disabled or in a TAP program. These programs include, but are not limited to, PreKindergarten Title I, federally-funded PreKindergarten Migrant Programs, Head Start, and Readiness Coalition programs.

A student enrolled in the Voluntary PreKindergarten Education Program may not be reported under Section 1011.68, F.S. for student transportation funds.

Reporting on the Automated Student Information System

The Department of Education (DOE) receives school district student information at scheduled survey period times during the reporting year. See the Student Transportation Reporting Schedule 2006-07 section of this document. Surveys 1 to 4 are concurrent with the FTE survey weeks specified by the Commissioner of Education.

For each student transported by the school district during survey week (regardless of the student's eligibility for transportation funding), the district must submit a Student Transportation record to the DOE Student Information Data Base located at the Northwest Regional Data Center (NWRDC). A matching Student Demographic Information record must be sent by the district in which the student is enrolled.

Documentation for this information system is located on the DOE web site at http://www.firn.edu/doe/eias/dataweb/database.htm. Included in the documentation are data element definitions, reporting formats for sending the information, edit listings, and an appendix providing detailed explanations of the student transportation categories.

Student Demographic Information Reporting Format

The Student Demographic Information reporting format contains the following elements:

- District Number, Current Instruction/Service
- District Number, Current Enrollment
- School Number, Current Enrollment
- Student Number Identifier, Florida
- Survey Period Code
- Year
- Student Number Identifier – Alias, Florida
- Student Name, Legal
- Gender
- Racial/Ethnic Category
- Grade Level
- Other elements pertinent to various educational programs

This data format provides the basis for identifying each student reported to the Student Information Data Base.

Student Transportation Reporting Format

The Student Transportation reporting format contains the following data elements:

- District Number, Current Instruction/Service
- Student Number Identifier, Florida
- 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
- Transaction Code
- District Number, Current Enrollment

Data Elements

Bus Number is the unique identifier for the bus to which the student is assigned.

Bus Route Number indicates the school bus route to which the student is assigned.

Days In Term (For FTE Purposes) is the number of school days the student is scheduled to be transported during the reported term.

- For most students in survey periods 2 and 3, the number of days will be 90.
- For students in programs that meet once a week, the number of days will be 18 (90-day term divided by 5).
- For the June and July summer periods and for intersessions, report the scheduled days students are required to attend for each reporting period.

This element equates to Term Length in the online aggregate system previously used for transportation FTE reporting.

District Number, Current Enrollment is the two-digit number for the school district where the student is officially enrolled in school.

District Number, Current Instruction/Service is the two-digit number of the school district providing and reporting the transportation.

Fiscal Year is the year during which the student was transported.

Student Number Identifier, Florida is the ten-digit number used to uniquely identify the student and is reported on all student data base records sent to the Automated Student Information System.

NOTE: In the case of students being transported to another district for instruction, the receiving district should contact the sending district or use the Student Locator at NWRDC to identify an existing ID numbers for these students.

Survey Period Code represents one of the state reporting periods listed below. The survey weeks in which the surveys are held are determined annually by the Commissioner of Education.

1 July - covers from the beginning of the fiscal year (July 1) to the beginning of the defined 180-day school year;

2 October - covers the first 90 days of the 180-day school year;

3 February - covers the second 90 days of the 180-day school year; and

4 June **-** covers the period from the end of the 180-day school year to the end of the fiscal year (June 30).

Transaction Code indicates the appropriate action to be taken with respect to the record being submitted to the Automated Student Information System.

A Add record

C Update/change record

D Delete record

Transported Membership Category signifies the primary transportation category for which the student is eligible. Appendix A provides a listing and definitions of the membership categories. Transported students ineligible for Florida Education Finance Program (FEFP) funding should be reported with code N (Non-eligible Student).

Vehicle Category indicates the type of vehicle used to transport the student. These include the following categories:

B School buses meeting Florida specifications.

E Passenger car or allowable multipurpose passenger vehicle owned, operated, or contracted by the school board, transporting fewer than ten students.

P Privately owned motor vehicle or boat (for disabled or isolated students).

G General purpose transportation (city buses, trains, etc.).

Year-Round/Extended School Year FTE Indicator identifies the FTE being reported as being either part of the regular school year (Code Z) or an intersession (Code A). (Code B – Extended School Year FTE is not applicable to the Student Transportation format.)

This element equates to Term Type in the online aggregate system previously used for transportation FTE reporting.

Summer School Scheduled Outside Survey Week

If the July or June summer school period is scheduled so that it takes place outside the regularly scheduled survey week window, then a separate survey week will be established to count these students. The middle day or middle week of the summer period should be used as the basis for establishment of the survey week. This effort

should be coordinated with the district FTE administrator so that the same survey week is established for both FTE and Transportation reporting.

Year-Round Schools Reporting

Regular School Year - All year-round schools should report the first 90 days of their 180-day regular school year in the October survey. The second 90 days of the regular 180-day school year should be reported in the February survey, regardless of when the tracks are in session.

Intersession - Beyond-180-day school year instruction (intersessions) may be scheduled at intervals between sessions of the year-round school year. Typically, these intersessions are scheduled as the 10- to 15-day terms following either the 45 or 60 days of the regularly scheduled year-round instructional period.

To report students for intersession funding, conduct a survey for those students during intersession. The intersession period survey week is determined in a manner similar to the survey week designation used for "Summer School Scheduled Outside Survey Week" discussed above. The middle day or middle week of the intersession period should be used as the basis for establishment of the survey week. This effort should be coordinated with the district FTE administrator.

Data Entry and Preparation

During the data preparation and submission process, it is essential that district Management Information Systems staff and School Transportation staff work closely together to ensure that data are accurately entered and submitted.

Basic to the data preparation step is a process instituted by the district for making certain that the appropriate data have been entered in the local data base. Each of the data elements should be maintained as accurately as possible throughout the year. Each district will determine who has responsibility for obtaining, entering, and maintaining these data.

Each district also selects the software to be used in this process. If the school district has separate software systems for entering, storing, and maintaining student academic and student transportation data, then the district must have processes in place to synchronize the items that provide the link between these systems, particularly the student identification number.

Once the data have been entered into the local automated student information system, the district extracts the required information and produces transportation records for those students who meet the eligibility criteria.

Once the records for a survey period have been produced from the district data base, and prior to the transmission of the records to the Student Database located at NWRDC the district should run edit programs against the data to detect errors such as incorrect

codes in a field, days in term greater than 90, or an incorrect survey period code. These errors should be investigated and corrected prior to submission of the data to the Student Database located at NWRDC.

Data Submission and State Processing

When the district has resolved errors locally the records are sent to the Student Database located at NWRDC for processing. See the Student Transportation Reporting Schedule 2006-07 section of this document for specific due dates and state processing windows. NOTE: All districts must submit their initial full data submission by the designated due date.

During the state processing window, the following occurs:

(1) Computer programs and automated procedures at NWRDC detect the presence of the district datasets of records in the state reporting formats.

(2) Appropriate programs are run to process the records and edit the data. Descriptions of edits for the transportation format are available at the following web site address: http://www.firn.edu/doe/eias/dataweb/student_0607.htm. Click on Edits and then click on Student Transportation.

(3) Error reports and error files are created including a file of records rejected due to improper coding, records with no matching Student Demographic Information format and duplicate records.

(4) The district downloads and uses the error reports and files to correct any errors in the records. Please note that action on the part of the district is required to download the reports; they are not automatically sent.

(5) The district creates datasets for batch updates, or makes corrections through the online programs to records already loaded to the data base.

(6) Batch updates are transmitted to the Student Database located at NWRDC.

(7) The process begins again until all records are corrected or the state processing window closes.

For student surveys 1 to 4, after the close of the state processing window there is a moratorium for one to four weeks on accepting updates to records. This moratorium allows the Office of Funding and Financial Reporting time to calculate FTE while the database does not change. After this moratorium, districts may continue to update records through the batch update process until a date nine months from the survey due date.

Student Transportation Reporting Schedule 2006-07

Survey 1
Survey Week: July 10-14, 2006
Due Date: July 28, 2006
State Processing: July 24-September 15, 2006
Final Update/Amendment Date: April 27, 2007

Survey 2
Survey Week: October 9-13, 2006
Due Date: October 27, 2006
State Processing: October 16-November 10, 2006
Final Update/Amendment Date: July 27, 2007

Survey 3
Survey Week: February 5-9, 2007
Due Date: February 23, 2007
State Processing: February 12-March 9, 2007
Final Update/Amendment Date: November 16, 2007

Survey 4
Survey Week: June 11-15, 2007
Due Date: June 29, 2007
State Processing: June 25-July 13, 2007
Final Update/Amendment Date: March 28, 2008

Reports Available

The following reports are available for districts to download through the established process that district Management Information Systems staff use for all Student Data Base reports.

FEFP Transportation (F70092)
This district level report provides a count of the transported membership for the fiscal year by survey period, vehicle category, regular/intersession term, term length and transportation membership category. This report is similar to the FEFP Transportation report (Browse Screen - EDAC) in the online data system previously in use for aggregate transportation reporting.

For each line, the adjusted base FTE and Adjusted ESE FTE is calculated. The report is in two parts: eligible and non-eligible students. Totals are provided for the counts and calculated FTE fields in each part. Also included is a count of buses for the entire year and for the intersessions.

FEFP Transportation Fiscal Year (F63499)
This district level report provides a summary of transportation membership and FTE for each of the four survey periods.

Comparison of Current and Previous Transportation Calculations (F70740)
This district level report is available during surveys 2, 3, and 4. It compares current annualized transportation data with that from the most recent prior transportation calculation. The data compared includes Total Adjusted Base Students, Total Adjusted ESE Students, Total Number of Buses, and Total Average Bus Occupancy Students.

Certification Letter

Following each of the four submission and processing survey periods, eligible membership totals must be submitted on the certification letter provided by the Department of Education.

This form letter certifies the adjusted membership and the number of buses reported on the database. It must be signed by the District School Superintendent or Designee and is due to the Office of Funding and Financial Reporting by the Thursday after the end of the state processing date for the survey period. All database input for inclusion in the current transportation funding calculation must be completed by the last day of the specified state processing period. The student transportation information provided in this letter must match that reported in the database as of the system cut-off date. Districts may utilize transportation reports F63499 and F70092 to verify adjusted membership and bus information recorded in the database. The information in this letter is compared with the Department's report to ensure that accurate information is used in the transportation funding formula.

The certification letter should be submitted to:

Keith Neel
Florida Department of Education
Office of Funding and Financial Reporting
325 W. Gaines Street, Room 824
Tallahassee, FL 32399-0400

Attention: Jennifer Seifert
Fax Number: (850) 245-9135, Suncom 205-9135

Contact Persons

For assistance with questions regarding student eligibility requirements for transportation funding and other related transportation concerns, please contact:

Jennifer Seifert
Office of Funding and Financial Reporting
(850) 245-0405, Suncom 205-0405
Jennifer.Seifert@fldoe.org

or

Herman Carter
School Transportation Management
(850) 245-9795, Suncom 205-9795
Herman.Carter@fldoe.org

For technical assistance regarding the Department of Education's Automated Student Information System, please contact:

Nada Scott
Bureau of Education Information and Accountability Services
(850) 245-0400, Suncom 205-0400
Nada.Stauffer@fldoe.org

Appendix A

FEFP TRANSPORTATION MEMBERSHIP CATEGORIES

TRANSPORTATION MEMBERSHIP CATEGORY signifies one of the student transportation membership categories listed below. **Students may be counted only one time**. Students who ride on more than one bus or mode of transportation to get to school, or to get home in the afternoon, can only be counted once. Students who are transported in the morning or afternoon and who are transported from center to center may only be counted once.

Membership Category A: Individuals With Disabilities Education Act - K-12, Weighted

Kindergarten through twelfth grade students who are classified as disabled. Each student's IEP documentation must contain information which specifies that he or she meets one of the following criteria for specialized transportation services:

(1) Medical equipment required. Medical equipment is defined as wheelchair, crutches, walker, cane, tracheotomy equipment, positioning or unique seating devices.

(2) Medical condition that requires a special transportation environment as per physician's prescription (for instance, tinted windows, dust-controlled atmosphere, temperature control).

(3) Aide or monitor required due to disability and specific need of student.

(4) Shortened day required due to disability and specific need of student.

(5) School assigned is located in an out-of-district school system.

Membership Category B: Individuals with Disabilities Education Act - K-12, Unweighted

Kindergarten through twelfth grade students who are classified as disabled, who live less than two miles from school, and who do not meet the criteria listed in Membership Category A above. Note that SLD, SI, and LI students who live less than two miles from school and who are required by the student's Individual Education Plan documentation to receive transportation services are reported here. **Note: All of the "two miles or more" unweighted IDEA students will be reported in Membership Category H, "All Other Students Living Two Miles or More, Unweighted".** If a student is SLD, SI, or LI and transportation is not required by the IEP documentation, and the student lives less than two miles from school, the student is not eligible for state transportation funding and is reported in Membership Category N, "Non-eligible K-12 Students Living Less Than Two Miles and all Non-eligible PreK Students."

Membership Category C: Individuals with Disabilities Education Act, PreKindergarten, Weighted

PreKindergarten students who are disabled pursuant to Rule 6A-6.03026, F.A.C., regardless of distance, and who meet one of the criteria listed in Membership Category A above.

Membership Category E: Individuals with Disabilities Education Act, PreKindergarten, Unweighted

PreKindergarten students with disabilities pursuant to Rule 6A-6.03026, F.A.C., regardless of distance, and who do not meet one of the criteria listed in Membership Category A above.

Membership Category F: Teenage Parents and Infants, Unweighted

Students enrolled in the Teenage Parent Program and their eligible children, pursuant to Section 1003.54, F.S., regardless of distance.

Membership Category G: Hazardous Walking, Elementary, Unweighted

Kindergarten through sixth grade students enrolled in elementary school who meet the criteria for hazardous walking pursuant to Section 1006.23, F.S.. Sixth grade students attending middle or junior high school may not be counted.

Membership Category H: All Other Students Living Two Miles or More, Unweighted

Kindergarten through twelfth grade students living two miles or more from school if not reported in Membership Categories A and F.

Membership Category I: Center To Center or Non-center Individuals with Disabilities Education Act, Weighted

PreKindergarten and Kindergarten through twelfth grade students with disabilities who are transported from center to center during the day and who are not counted from home to school in Membership Categories A through H. Included in Membership Category I are students with disabilities who are transported from one designation to another in the state (center to non-center), provided one designation is a school center and the student's IEP documentation identifies the need for the instructional programs or services, and specifies that transportation is to be provided by the school district. In order to be claimed in this membership category, a student must meet one or more of the criteria listed in Membership Category A above.

Membership Category J: Center to Center or Non-center Individuals with Disabilities Education Act, Unweighted

PreKindergarten and Kindergarten through twelfth grade students with disabilities who are transported from one school center to another, or from one school center to a non-center, if specified in the IEP as described in Membership Category I above, but who do not meet one of the criteria listed in Membership Category A above. These students must not have been counted from home to school in Membership Categories A through H.

Membership Category K: Center to Center Vocational and Dual Enrollment Students, Unweighted

PreKindergarten and Kindergarten through twelfth grade vocational and dual enrollment students who are transported from center to center during the day and who are not counted from home to school in Membership Categories A through H.

Note: If a student is reported in Membership Categories I, J, or K, the student may not be reported in any other membership category. A student may only be counted once. The definition of school center is provided in Section 1011.68, F.S.

Non-FEFP Fundable Membership Category

Membership Category N: Non-Eligible K-12 Students Living Less Than Two Miles and all Non-eligible PreK Students

Transported students living less than two miles from home to school and who are not eligible for funding in the FEFP transportation categorical program. This record may only be entered with Vehicle Category B, school buses. Report all transported students whose homes are less than two miles from school and who do not qualify under one of the other membership categories. Also report all transported PreKindergarten students who are not eligible to be reported in any other Membership Category.

Appendix I
2006-07 Department of Education
School Transportation Monitoring
District Self-Evaluation

The following 2006-07 monitoring questionnaire and self-evaluation must be completed and returned by <u>OCTOBER 27, 2006</u>, to:

Bud Fletcher, Monitoring Coordinator
Florida Department of Education
School Transportation Management Section
325 West Gaines Street, #1134
Tallahassee, Florida 32399-0400

For assistance or information on completion of this self-evaluation, please contact the School Transportation Management Section at (850) 245-9795/SunCom 205-9795 or by e-mail to: bud.fletcher@fldoe.org

2006-07 MONITORING QUESTIONNAIRE

(Include with self-evaluation, required by October 27, 2006)

A. Please list each charter school that provides student transportation in its own school buses or by privately contracted school buses (and the applicable information) and the charter school's transportation contact information:

NOTE: School districts providing charter school transportation are not to be included here.

Charter School	**Number of School Buses in Charter School's fleet**	**Privately Contracted School Bus Provider (s) Serving Charter School (if any)**	**Charter School's Transportation Contact Information (name, phone, e-mail)**

B. Please list each private contractor providing any transportation to district students in school buses for regular or charter schools, and the contractor's contact information:

NOTE: Contractors listed above should be included here:

Private Contractor	**Number of School Buses in Contractor's Fleet**	**Contractor Contact Information (name, phone, e-mail)**

2006-07 School District Transportation Self-Evaluation Work Papers

CRITERIA

School Bus Evacuation Drills:

- Documentation was sufficient to confirm that all students (regular riders and non-riders that may ride occasionally) and all persons qualified to transport students participated in school bus emergency evacuation drills on buses serving the school during the first six weeks of each semester in accordance with law and rule (Rules 6A-3.0171(2)(e)1c, 6A-3.0171(2)(e)2d, 6A-3.0171(2)(e)3n, and 6A-3.0171(9)(f), FAC).

School Bus Loading Zones:

- Supervision was provided and school bus loading zones were designed and located to minimize hazards to students. Vehicular traffic directional and warning signs were posted and traffic was monitored to ensure an orderly and safe flow (Sections 1006.21(1) and 1013.01, F.S.; Rules 6A-2.001, 6A-3.0171(2)(e)2b, 6A-3.0171(2)(e)2c, and 6A-3.0171(4)(b), FAC).

School Bus Operator Licensure / Qualifications:

- All persons who drove school buses transporting district students met the requirements of law and State Board of Education rules related to licensure, training, qualifications, and requests for driving history records (Sections 1012.32, 1012.45, and 1012.465, F.S.; Rules 6A.3.0141, 6A-3.0151, and 6A-3.0171, FAC).

School Bus Inspection Records:

- There was a system of record keeping verifying that all school buses were inspected in accordance with law and rule (Sections 1006.22(10), 1006.22(11), and 1006.25, F.S.; Rules 6A-3.0171(1), 6A-3.0171 (7), 6A-3.0171 (8), and 6A-3.0171 (9), FAC).

School Bus Safety Inspections:

- Physical inspections of school buses verified that the buses were inspected thoroughly by the district, contractor, or charter school and were maintained in safe operating condition (Sections 1006.22(10), 1006.22(11), and 1006.25, F.S.; Rules 6A-3.0171(1), 6A-3.0171(7), 6A-3.0171(8), 6A-3.0171(9)(a), 6A-3.0171(9)(d), and 6A-3.0171(9)(f), FAC).

Special Needs Transportation:

- Documentation was sufficient to confirm that all operators and attendants transporting students with disabilities were provided the appropriate training to meet the students' needs based on the students' individual educational plans (IEPs), and the transportation services for each student were in compliance with his/her IEP. Observation and inspection confirmed that the school bus equipment used to meet each student's IEP was in compliance with the Florida School Bus Specifications, and the equipment was being used properly by the operators and/or attendants. (Individuals with Disabilities Education Act, 34 CFR Parts 300.323(c)(2) and 300.323(d)(1)-(2); Family Education Rights and Privacy Act, 34 CFR Parts 99.31 and 99.33; Head Start Transportation Regulation, 45 CFR Part 1310; Section 1003.57, F.S.; National Highway Traffic Safety Administration Guideline for the Safe Transportation of Preschool Age Students on School Buses; and National School Transportation Specifications and Procedures).

School Bus Evacuation Drills

Criterion:

Documentation was sufficient to confirm that all students (regular riders and non-riders that may ride occasionally) and all persons qualified to transport students participated in school bus emergency evacuation drills on buses serving the school during the first six weeks of each semester in accordance with law and rule (Rules 6A-3.0171(2)(e)1c, 6A-3.0171(2)(e)2d, 6A-3.0171(2)(e)3n, and 6A-3.0171(9)(f), FAC).

Procedures for Completing the Self-Evaluation:

The school principal or designee for every school, including charter schools, must ensure the completion of school bus evacuation drills during the first six weeks of each semester and complete the enclosed **In-District School Bus Evacuation Drills Certification Form**. **NOTE**: All schools must complete a form.

For students transported to out-of-district schools, the transportation director of the student's home district and/or the principal of the student's out-of-district school, must ensure the completion of evacuation drills during the first six weeks of each semester and complete the enclosed **Out-Of-District School Bus Evacuation Drills Certification Form**.

NOTE: For students who ride the bus regularly, it is recommended that the evacuation drills be performed on their daily route bus (or same make and model) and by their daily route operator. It is recommended that students who do not ride the bus regularly, but who may ride for field trips and extra curricular activities, receive instruction in evacuation procedures prior to each trip (pending Rule 6A-3.0171, FAC).

The completed forms for each school must be filed at a single location within the district, and copies shall be included in the self-evaluation packet submitted to DOE.

The superintendent or designee shall verify that all district schools, charter schools, and individuals responsible for out-of-district schools have completed these procedures and that the enclosed **Compliance Statement** and associated forms are submitted to DOE by OCTOBER 27, 2006.

Compliance Determination:

The school district shall report compliance or noncompliance with the requirements of State Board of Education rules for this criterion based on proper completion and documentation (or lack thereof) of school bus evacuation drills for all district schools (including charter schools and out-of-district schools) receiving any school bus service. **NOTE**: All schools must complete an **In-District School Bus Evacuation Drills Certification Form**.

NOTE: A Corrective Action Plan as outlined in the enclosed **Compliance Statement** must be submitted for each school that **has not** completed the requirements of the criterion.

In-District
School Bus Evacuation Drills Certification Form

This form must be completed and signed by each school principal or designee. It must be filed at a single location within the district, and a copy shall be included in the self-evaluation packet submitted to DOE. Charter schools are considered *IN-DISTRICT*.

NOTE: A form must be completed by <u>every</u> school principal.

DISTRICT:_____ SCHOOL: _____ PRINCIPAL: _____
(No Acronyms)

Note: The school principal or designee shall record the date(s) of the two school bus evacuation drills conducted during the <u>2005-06</u> school year. Copy if additional space is needed.

All Bus #'s Serving School 1st Semester (2005-06)	Date 1st Semester Evacuation Drill Performed	All Bus #'s Serving School 2nd Semester (2005-06)	Date 2nd Semester Evacuation Drill Performed
Total # of Buses: _____		Total # of Buses: _____	

Signature: _____

Date: _____

Out-Of-District
School Bus Evacuation Drills Certification Form

(Evacuation drills for students attending out-of-district schools)

This form must be completed and signed by transportation director (or designee) of the student's home district and/or the principal (or designee) of the student's out-of-district school. Form must be filed at a single location within the student's home district and a copy shall be included in the self-evaluation packet submitted to DOE.

DISTRICT PROVIDING TRANSPORTATION: _____

OUT-OF-DISTRICT SCHOOL: _____
(No Acronyms)

Note: The responsible party or designee shall record the date(s) of the two school bus evacuation drills conducted during the 2005-06 school year. Copy if additional space is needed.

All Bus #'s Serving School 1st Semester (2005-06)	Date 1st Semester Evacuation Drill Performed	All Bus #'s Serving School 2nd Semester (2005-06)	Date 2nd Semester Evacuation Drill Performed
Total # of Buses: _____		Total # of Buses: _____	

Signature: _____

Date: _____

Compliance Statement
School Bus Evacuation Drills

Check one as applicable:

[ ] The _____ School District, including charter schools (if applicable), **has** completed and complied with all requirements of this criterion.

[ ] The _____ School District, including charter schools (if applicable), **has not** completed and complied with all the requirements of this criterion, i.e., school bus evacuation drills were not properly conducted and/or documented for one or more schools, including out-of-district schools.

NOTE: A Corrective Action Plan as outlined below must be submitted for each school that **has not** complied with this criterion.

Signed: _____ _____
District Evacuation Drill Contact Date

Signed: _____ _____
Superintendent of Schools (or designee) Date

This page and the completed forms for each school must be submitted by OCTOBER 27, 2006, to:

Bud Fletcher, Monitoring Coordinator
School Transportation Management Section
325 W. Gaines Street, # 1134
Tallahassee, FL 32399-0400

Corrective Action (per school):

Person Responsible:

Anticipated Completion Date:

School Loading Zones for Buses

Criterion:

Supervision was provided and school bus loading zones were designed and located to minimize hazards to students. Vehicular traffic directional and warning signs were posted and traffic was monitored to ensure an orderly and safe flow (Sections 1006.21(1) and 1013.01, F.S.; Rules 6A-2.001, 6A-3.0171(2)(e)2b, 6A-3.0171(2)(e)2c, and 6A-3.0171 (4)(b), FAC).

Procedures for Completing the Self-Evaluation

The school principal or designee for every school, including charter schools, shall complete a school bus loading zone evaluation for each loading zone at their school utilizing the enclosed **School Loading Zone Evaluation Worksheet**. All items on the form are to be evaluated and the results recorded.

The completed forms for each school must be filed at a single location within the district and copies shall be included in the self-evaluation packet submitted to DOE.

The superintendent or designee shall verify that all district schools, including charter schools, have completed these procedures and that the enclosed **Compliance Statement** and associated forms are submitted to DOE by OCTOBER 27, 2006.

Compliance Determination:

The school district shall report compliance or noncompliance with the requirements of State Board of Education rules for this criterion based on proper completion and documentation (or lack thereof) of school loading zone evaluations for every school loading zone in the district, including charter schools, receiving any school bus service.

NOTE: A Corrective Action Plan as outlined in the enclosed **Compliance Statement** must be submitted for each school that **has not** completed the requirements of the criterion.

School Loading Zone Evaluation Worksheet

The school principal or designee for every school, including charter schools, served by one or more school bus, shall complete a school loading zone evaluation utilizing this worksheet. All items on this form are to be evaluated and the results recorded. The completed (and signed) forms for each school must be filed at a single location within the district, and copies shall be forwarded to the school district transportation department for inclusion in the transportation self-evaluation packet submitted to DOE.

The State Requirements for Educational Facilities (SREF) items listed are directly related to the student health and safety requirements outlined in Chapter 3, Section 3.(13)(b)5.6., Special Construction; Chapter 5, Section 5.(3)(d), Walks, Roads, Drives and Parking Areas (SREF referenced in Rule 6A-2.001, FAC).

District: _____ School: _____
(No Acronyms)

√ = Met Standard	X = Standard Not Met	N/A = Not Applicable

Status Code √ X N/A	Review Item	Comments/Projected Completion Dates
	Each school has completed its annual report as required and referenced in Section 1013.12(1)(a), F.S.	
	Vehicle and pedestrian traffic are prevented from crossing each other on the site, or, appropriate safety devices are provided where vehicular and pedestrian traffic cross. FBC 423.10.2.5, SREF (5)(d)8.d.	
	Service drives and loading docks on educational sites are located to minimize hazards to students or have appropriate safety devices to minimize hazards to students. SREF (5)(d)8.e.	
	The turning radius on educational and ancillary sites is forty-five (45) feet (or greater) to the inside curb. SREF (5)(d)9.b.	
	The minimum width of any existing bus lane is fourteen (14) feet. SREF (5)(d)9.a.	
	The turning radius for turning off public access streets is a minimum of sixty (60) feet to the inside curb. SREF (5)(d)9.c.	
	Bus drives and drop-off/pick-up areas are provided so that buses do not have to back up. SREF (5)(d)9.d.	
	Bus driveways and parent pick-up areas are separated, or appropriate safety devices are provided where bus drives and parent pick-up areas are not separated. SREF (5)(d)9.e.	
	Supervisors were present (# _____) and were actively involved monitoring the students while unloading or loading onto the school buses.	
	No students were observed walking between or around school buses or other vehicles parked or moving in the zone.	
	No students were required to wait on the bus on school grounds due to lack of school supervision. If students waited on the bus, how long were they required to wait? ___	
	No faculty, parent, or other private vehicles were observed parked or moving in the bus-loading zone.	
	Signs were posted and enforced restricting non-bus traffic during bus loading/unloading and specifying entrance/exit or direction of travel.	
	Traffic was monitored to ensure an orderly and safe flow of vehicles in loading zone.	
	Location or layout of the loading zone did not create any hazard for students or vehicular traffic.	
	The design considers the safe, and possibly separate, drop-off and pick-up of disabled students. Section 1013.37(1)(d), F.S.; SREF (3)(13)(b)5-6.	
	A protective cover extends the length of any drop-off and pick-up area.	

Signature: _____

Date:_____

Compliance Statement
School Loading Zones

Check one as applicable:

[ ] The _____ School District, including charter schools (if applicable), **has** completed and complied with all requirements of this criterion.

[ ] The _____ School District, including charter schools (if applicable), **has not** completed and complied with all requirements of this criterion, i.e., one or more schools had loading zone deficiencies creating unsafe conditions or did not complete the **SCHOOL LOADING ZONE EVALUATION WORKSHEET**.

Note: A Corrective Action Plan as outlined below must be submitted for each school that **has not** complied with this criterion.

Signed:_____ _____
District Loading Zone Contact Date

Signed: _____ _____
Superintendent of Schools (or designee) Date

This page and the completed forms must be submitted by OCTOBER 27, 2006, to:

Bud Fletcher, Monitoring Coordinator
School Transportation Management Section
325 W. Gaines Street, # 1134
Tallahassee, FL 32399-0400

Corrective Action (per school):

Person Responsible:

Anticipated Completion Date:

School Bus Operator Licensure and Qualifications

CRITERION:

All persons who drive school buses transporting district students met the requirements of law and State Board of Education Rules related to licensure, training, qualifications, and requests for driving history records (Sections 1012.32, 1012.45, and 1012.465, F.S.; Rules 6A.3.0141, 6A-3.0151, and 6A-3.0171, FAC).

Procedures for Completing the Self-Evaluation

School bus operators for school districts, charter schools, and public school transportation contractors are required to meet the requirements of law and State Board of Education rules related to licensure, training, qualifications, and requests for driving history records (Sections 1012.32, 1012.45, and 1012.465, F.S.; Rules 6A.3.0141, 6A-3.0151, and 6A-3.0171, FAC). This criterion is to be evaluated based on the records for school bus operators picked from a sample of all operators available to transport students. The district shall evaluate records for the sample of operators using the enclosed **Bus Operator Qualifications Evaluation Worksheet**.

NOTE: Ensure that the top portion of each **Bus Operator Qualifications Evaluation Worksheet** is completed to identify the entity (i.e., the district, charter school, or contractor).

Upon completion of the records review, the district shall determine its performance using the enclosed **Bus Operator Records Performance Determination Worksheet**. A written finding is required if the district is noncompliant.

The completed records worksheets and performance worksheet must be filed at a single location within the school district and copies shall be included in the self-evaluation packet submitted to DOE.

The superintendent or designee shall verify that the district, charter schools, and contractors have completed these procedures and that the enclosed **Compliance Statement** and associated forms are submitted to DOE by OCTOBER 27, 2006.

The following instructions correspond to the fields of information requested on the enclosed **Bus Operator Qualifications Evaluation Worksheet**. Please reproduce the worksheet as many times as necessary to complete your sample of operators. Note: Each worksheet is designed to document the requirements for five operators. Use at least one separate worksheet for each category of operators (regular, substitute, and other). NOTE: Ensure that the top portion of each worksheet is completed to identify the entity (i.e., the district, charter school, or contractor) and the category of operator.

A. Operator Name - Record the operator's name as it appears on the Commercial Driver License (CDL).

B. Status - Indicate whether the operator is a regular operator, substitute operator, other (as defined above), or contracted.

C. Date of Original Employment - Record the date the individual was first employed as a regular or substitute school bus operator. For individuals who fall into the "other" category, record the date they were first qualified and authorized to transport students.

NOTE: The above fields (A, B, and C) will not be used in calculating the performance level.

D. Pre-service Training Total Hours - If the date in C is after 07/31/86, the operator must have completed a minimum of 40 hours of pre-service training according to the Florida School bus Driver Basic Curriculum. Record the total number of hours. Verification shall consist of an original or copy of the 40-hour certificate and a class attendance record, including dates, times, and topics covered.

E. Total In-service Training Hours in Last 12 Months - Each school bus operator must have eight hours of annual in-service training related to school bus safety during the 12 months prior to receiving the medical examiner certificate. Record the date the most recent eight hours of in-service training was completed. Verification shall consist of class attendance records, including dates, times, and topics covered.

F. Expiration Date of Medical Examiner Certificate (ESE 479) - From the date of examination add the appropriate number of months of validation as noted by the examining physician and record the resulting expiration date.

G. Expiration Date of Most Current Dexterity Test (ESE 479) – From the date of the dexterity test add 12 months and record the resulting expiration date.

H. CDL Expiration Date - The license must be a Class A or B with a passenger (P) endorsement and a school bus (S) endorsement. Record the expiration date that appears on the CDL license and the driving history record.

I. First Semester Department of Highway Safety and Motor Vehicles (DHSMV) Driving History Record. The district is required to request a DHSMV driving history record for each person transporting public school students prior to the start of the first semester. Record the date of the first semester DHSMV check. These records must be obtained using the Automated School Bus Operator License Record Check System. If an operator in the sample was hired after the first semester start, the reviewer must record the date that the DHSMV check was generated upon their employment.

J. Second Semester (and/or weekly updates) DHSMV Driving History Record. Record the date of the second semester DHSMV check or verification of weekly updates.

K. Summer School DHSMV Driving History Record. Record the date of the summer school DHSMV check or verification of weekly updates.

L. Date of Fingerprint Based Criminal History Background Check - All school bus operators are required to receive a fingerprint based criminal history background check through the Florida Department of Law Enforcement (FDLE) and the FBI at the time of employment and again upon reemployment when and if a break in service occurs. The district is required to have on file documentation verifying that the criminal history background checks required by Section 1012.32, F.S., were requested, the results were reviewed, and the operator was cleared for employment.

M. Certification that the operator is included within the random Omnibus Transportation Employees Testing Act (OTETA) drug and alcohol testing pool for safety sensitive positions. **Each school district and charter school shall provide a complete listing of all school bus operators included within the district's OTETA drug and alcohol testing pool of employees. This list will identify school bus operators in the following categories: a) daily; b) substitute/spare; c) school based; d) contracted; or e) volunteer operators.**

Sample Size:

NOTE: The following sample size shall apply to each individual entity i.e., district operators, charter school operators, and contractor operators. The total number of operators in the overall sample shall be used to determine the district's compliance.

The minimum sample for school bus operator records review shall be ten percent of the operators in each of the following three categories: 1) regular, 2) substitute, and 3) others (to include any administrators, teachers, coaches, volunteers, and technicians who transport students in school buses), except that no fewer than five operators per category shall be selected (when there are at least five).

The sample size may be increased at the district's discretion. No more than 25 operators per category or 100 operators total must be reviewed during this self-evaluation.

Compliance Determination:

Using the enclosed **Compliance Statement**, the school district shall report compliance or noncompliance with the requirements of State Board of Education rules for this criterion based on a required performance level of 95 percent proper completion and documentation (or lack thereof) of school bus operator licensure and qualifications for the applicable sample size from all operators available to transport public school students. Additionally, if more that 50 percent of the drivers in the review have identical deficiencies, the district is considered non-compliant.

If any operator(s) in the review lack the required licensure and qualifications, he/she shall not transport students until the requirements are met.

NOTE: A Corrective Action Plan as outlined in the enclosed **Compliance Statement** must be submitted when either condition of noncompliance exists. The Corrective Action Plan must include measures the district will take to prevent future occurrences.

Bus Operator Qualifications Evaluation Worksheet

Circle One: District / Charter School / Contractor Entity's Name: _____

NA = Not Applicable (see note below) **NC = Not Complete** **M = Missing**

A. Operator Name (up to five operators per worksheet)						Total # of Deficiencies
B. Status (Regular, Sub, Other, Contracted)						(per row):
C. Date of Original Employment (as operator)						
C.a. Date of reemployment (as operator) after break in service (if applicable)						
D. If hired after 7/31/86, # of hours of Pre-service Training						
E. Date 8 hours of In-service was Completed (in last 12 months)						
F. Expiration date of Medical Examiner Certificate (ESE 479)						
G. Expiration Date of Completed Dexterity Test (ESE 479)						
H. Current **CDL** License Expiration Date (with passenger and school bus endorsement)						
I. DHSMV Driving History - Prior to first term of 2005-06 or upon initial employment						
J. DHSMV - Prior to second term of 2005-06						
K. DHSMV - Summer 2005 term (if required)						
L. Date of most recent fingerprint based criminal history check. Date of recheck(s) for break(s) in service (if applicable).						
M. Certification that operator is included within the district or charter school random OTETA drug and alcohol testing pool for safety sensitive positions.						
COMMENTS Note any deficiencies						

NOTE: Copy all backup documentation of deficiencies and attach.
If an item is not applicable (for example 40 hours pre-service training for operators hired on or before 7/31/86), indicate "N/A."

Bus Operator Records Performance Determination Worksheet

Evidence Sources

[ ] Medical Examiner Certificates (ESE 479) [ ]Dexterity Forms (ESE 479)
[ ] Payroll Records [ ]DHSMV Driving History Records
[ ] Training Records [ ]Criminal Background Check
[ ] Certification verifying the names of all school bus operator/operators within district's and charter school's OTETA pool
[ ] Other; Specify: _____

Performance Level

a. _____ Total number of operators in the sample

b. _____ Total requirements from all worksheets. This figure is the total number of operators x 10 (rows D through M, containing requirements), minus any cells checked "NA."

c. _____ Total problem areas (from all worksheets). Total the numbers obtained from far right column of each worksheet page.

d. _____% Performance Level = 100 minus [(c. ÷ b.) X 100]

e. _____ Highest number of operators with identical deficiencies

f. _____% Percentage of operators with identical deficiencies

If "d" above is less than 95 percent, or if "f" is more than 50 percent, the district must include a written finding below. The written finding (if applicable) must summarize the specific and any systemic problems with the licensure and qualifications of operators.

Written Finding:

A Corrective Action Plan as outlined in the enclosed **Compliance Statement** must be submitted when noncompliance exists. The Corrective Action Plan must include measures the district will take to prevent future occurrences. If any operator(s) in the review lacks the required licensure and qualifications, he/she shall not transport students until the requirements are met.

Signature:_____ Date: _____

DRIVER QUALIFICATIONS
PERFORMANCE WORKSHEET EXAMPLE:

Total sample size of 20 operators with six deficient areas on the worksheets and five operators with identical deficiencies:

Performance Level

a. __20__ Total number of operators in the sample

b. __200_ Total requirements from all worksheets. This figure is the total number of operators x 10 (rows D through M, containing requirements), minus any cells checked "NA."

20 x 10 = 200

c. ___6_ Total problem areas (from all worksheets). Total the numbers obtained from far right column of each worksheet page.

Six deficiencies were found among the sample.

d. _97_% Performance Level = 100 - [(c. ÷ b.) X 100]

100 minus [(6 ÷ 200) x 100] = 97%

e. __5___ Highest number of operators with identical deficiencies

Five operators had identical deficiencies.

f. _25_% Percentage of operators with identical deficiencies

NOTE: This is an example only. Pick your sample size according to the previous instructions.

NOTE: The example above of 97 percent is in compliance. Anything less than 95 percent is noncompliant; however, if 50 percent or more of the operators in the sample have the same deficient area ("f"), the district is automatically noncompliant.

Compliance Statement
School Bus Operator Licensure and Qualifications

Check one as applicable:

[ ] The _____ School District (including charter schools and contracted student transportation providers if applicable) **has** completed and complied with all requirements of this criterion.

[ ] The _____ School District (including charter schools, and contracted student transportation providers if applicable) **has not** completed and complied with all requirements of this criterion, i.e., the performance level was less than 95 percent or more than 50 percent of the deficiencies were identical.

Note: A Corrective Action Plan as outlined below must be submitted when the district is found to be noncompliant.

Signed:_____ _____
District Transportation Director Date

Signed:_____ _____
Superintendent of Schools (or designee) Date

This page and the completed forms must be submitted by OCTOBER 27, 2006, to:

Bud Fletcher, Monitoring Coordinator
School Transportation Management Section
325 W. Gaines Street, # 1134
Tallahassee, FL 32399-0400

Corrective Action:

Person Responsible:

Anticipated Completion Date:

School Bus Inspection Records

CRITERION:

There was a system of record keeping to verify that all school buses were inspected monthly in accordance with law and rule (Sections 1006.22(10), 1006.22(11), and 1006.25, F.S.; Rules 6A-3.0171(1), 6A-3.0171(7), 6A-3.0171(8), and 6A-3.0171(9), FAC).

Procedures for Completing the Self-Evaluation:

School districts, charter schools, and public school transportation contractors are required to inspect their school buses on a schedule compliant with Rule 6A-3.0171, FAC. This criterion is to be evaluated based on inspection records from the six consecutive required inspections immediately preceding the date of the self-evaluation (plus summer school if applicable) for a sample of buses picked from all buses available to transport students. The district shall evaluate records for the sample of buses using the enclosed **Bus Inspection Records Worksheet** (one per bus).

All district owned school buses, charter school buses, and contracted buses which are available for use to transport students shall be on an inspection schedule and may be included in the sample of bus records to be reviewed. Buses less than one year old shall not be included in the sample. District owned school buses, charter school buses, and contracted buses that have been temporarily or permanently removed from service shall be documented as such. These buses need only be inspected prior to returning them to service to transport students. Acceptable documentation that buses have been temporarily or permanently removed from service shall consist of a record in the bus maintenance file(s) stating the date and mileage the bus was removed from service.

NOTE: Ensure that the top portion of each **Bus Inspection Records Worksheet** is completed to identify the entity (i.e., the district, charter school, or contractor).

Upon completing the records review, the district shall determine its performance using the enclosed **Bus Inspection Records Performance Determination Worksheet**. A written finding is required if the district is noncompliant.

The completed records worksheets and performance worksheet must be filed at a single location within the school district and copies shall be included in the self-evaluation packet submitted to DOE.

The superintendent or designee shall verify that the district, charter schools, and contractors have completed these procedures and that the enclosed **Compliance Statement** and associated forms are submitted to DOE by OCTOBER 27, 2006.

Sample Size:

NOTE: The following sample size shall apply to each individual fleet of buses i.e., district owned school buses, each charter school bus fleet, and each contractor bus fleet. The total number of buses in the overall sample shall be used to determine the district's compliance.

The minimum sample for inspection records review shall be ten percent of the buses in each of the following three categories: 1) daily route, 2) spare, and 3) activity (or school based), except that no fewer than five buses per category shall be selected (if contained in the fleet).

The sample size may be increased at the district's discretion. The sample should reflect regular and lift-equipped buses, older and newer buses, compounded and non-compounded buses, conventional and other type buses, and buses from each inspection and maintenance facility. No more than 25 buses per category or 100 buses total must be reviewed during this self-evaluation.

Compliance Determination:

Using the enclosed **Compliance Statement,** the school district shall report compliance or noncompliance with the requirements of State Board of Education rules for this criterion based on a required performance level of 95 percent proper completion and documentation (or lack thereof) of school bus inspections for the applicable sample size from all school buses available to transport public school students. Additionally, failure to document any required inspection in the review is sufficient basis to consider the district noncompliant.

NOTE: A Corrective Action Plan as outlined in the enclosed **Compliance Statement** must be submitted when the district is found to be noncompliant. The Corrective Action Plan must include measures the district will take to prevent future occurrences. If any bus has missed its most recent required inspection, the district shall withdraw the bus from service until the bus has been inspected and certified as acceptable to transport students.

Bus Inspection Records Worksheet

Circle One: District / Charter School / Contractor **Entity's Name: _____**

Reviewer's name: _____ **Date: _____**

Bus #: _____ **Bus Category: (Circle One): Daily / Spare / Activity**

Garage Location: _____

USE ONE SHEET PER BUS

Dates of six consecutive required inspections prior to district self-evaluation: *Note: Use the last two rows of the form to record summer term inspections (if applicable).*						**NOTE**: Individual inspection forms are considered incomplete if missing the following: inspector's signature, certification #, bus #, date, or mileage. More than one blank status code per section or more than four blank status codes per form (including Road Test) also render a form incomplete.
MONTH	DAY	YEAR	MILEAGE	IS FORM COMPLETE? YES/NO	IS FORM SIGNED? YES/NO	Describe any missing or incomplete information (per form) in the spaces provided below.
Insert information below if bus was in operation during summer school:						

Bus Inspection Records
Performance Determination Worksheet

Check Resources Used

[ ] Current school year calendar
[ ] Inspection schedule
[ ] Complete listing of buses by category
[ ] District and charter school bus inventory
[ ] Bus maintenance folders (documented inspection dates)
[ ] List of buses in operation during summer terms
[ ] Other (Specify: _____)

Performance Determination **(See Example on next page)**

a. _____ Total number of buses in sample

b. _____ Total number of required inspections (number of buses times six, plus all required summer inspections). Note: Buses documented as out of service may not have six inspection records available. Only required inspections are to be included in total.

c. _____ Total number of required inspections not performed, not documented, or incompletely documented (see worksheet, previous page, for criteria to determine when an inspection is incompletely documented).

d. _____% Performance level = 100 minus [(c. ÷ b.) X 100]

If any required inspection was not documented as having been performed, or if "d" above is less than 95 percent, the district must include a written finding below. The written finding (if applicable) must summarize the specific problems with the bus inspection program.

Written Finding:

A Corrective Action Plan as outlined in the enclosed **Compliance Statement** must be submitted when noncompliance exists. The Corrective Action Plan must include measures the district will take to prevent future occurrences. If any bus has missed its most recent required inspection, the district shall withdraw the bus from service until the bus has been inspected and certified to transport students.

Signature: _____ Date: _____

BUS INSPECTION RECORDS EXAMPLE:

Sample size of 20 buses with five summer school inspections and six incomplete forms found:

Performance Determination

a. 20 Total number of buses in sample

b. 125 Total number of required inspections (number of buses times six, plus all required summer inspections). Note: Buses documented out of service may not have six inspection records available. Only required inspections are to be included in total.

20 x 6 = 120 plus 5 summer school inspections = 125

c. 6 Total number of required inspections not performed, not documented, or incompletely documented (see worksheet, previous page, for criteria to determine when an inspection is incompletely documented).

Six forms were incomplete.

d. 95.2% Performance level = 100 minus (-) [(c. ÷ b.) X 100]

100 minus [(6 ÷ 125) x 100] = 95.2%

NOTE: This is an example only. Pick your sample size according to the previous instructions.

NOTE: For completeness of records, the example above of 95.2 percent is in compliance. Anything less than 95 percent is noncompliant. If any record is missing, the district is automatically noncompliant.

Compliance Statement
School Bus Inspection Records

Check one as applicable:

[ ] The _____ School District (including charter schools and contracted student transportation providers if applicable) **has** completed and complied with all requirements of this criterion.

[ ] The _____ School District (including charter schools, and contracted student transportation providers if applicable) **has not** completed and complied with all requirements of this criterion, i.e., the performance level was less than 95 percent, or one or more of the required inspection records was missing.

Note: A Corrective Action Plan as outlined below must be submitted when the district is found to be noncompliant.

Signed:_____ _____
District Transportation Director Date

Signed:_____ _____
Superintendent of Schools (or designee) Date

This page and the completed forms must be submitted by OCTOBER 27, 2006, to:

Bud Fletcher, Monitoring Coordinator
School Transportation Management Section
325 W. Gaines Street, # 1134
Tallahassee, FL 32399-0400

Corrective Action:

Person Responsible:

Anticipated Completion Date:

School Bus Safety Inspections

CRITERION:

Physical inspection of school buses verified that the buses were inspected thoroughly by the district, charter school, or contractor and were maintained in safe operating condition (Sections 1006.22(10), 1006.22 (11), and 1006.25, F.S.; Rules 6A-3.0171(1), 6A-3.0171(7), 6A-3.0171(8), 6A-3.0171(9)(a), 6A-3.0171(9)(d), and 6A-3.0171(9)(f), FAC).

Procedures for Completing the Self-Evaluation:

School districts, charter schools, and public school transportation contractors are required to maintain their school buses in a safe condition compliant with Rule 6A-3.0171, FAC. This criterion is to be evaluated based on the safety condition of a sample of buses picked from all buses available to transport students. The district shall evaluate the safety condition of the sample of buses by performing physical inspections using the enclosed **Bus Inspection Form** and the Florida School Bus Safety Inspection Manual.

The district shall physically inspect the items in a minimum of ten safety areas picked from the enclosed **Bus Inspection Form** (e.g., A-6, B-3, C-1, D-10) on school buses that have recently been inspected.

NOTE: Ensure that the top portion of each **Bus Inspection Form** is completed to identify the entity (i.e., the district, charter school, or contractor).

Upon completing the physical inspections, the district shall determine its performance using the enclosed **Bus Safety Inspections Performance Determination Worksheet**. A written finding is required if the district is noncompliant.

The completed inspection forms and performance determination worksheet must be filed at a single location within the school district and copies shall be included in the self-evaluation packet submitted to DOE.

The superintendent or designee shall verify that the district, charter schools, and contractors have completed these procedures and that the enclosed **Compliance Statement** and associated forms are submitted to DOE by OCTOBER 27, 2006.

Sample Size:

NOTE: The following sample size shall apply to each individual fleet of buses i.e., district owned school buses, each charter school bus fleet, and each contractor bus fleet. The total number of buses in the overall sample shall be used to determine the district's compliance.

Sample Size:

- School district: **Seven** daily route buses and **two** spare, backup, or activity buses at each district shop location. **Any single shop location with 300 or more buses shall double the sample size.**
- Each charter school: **Seven** daily route buses and **two** spare, backup, or activity buses (or the school's entire fleet if the charter school owns less that the prescribed sample size).
- Each contracted provider: **Seven** daily route buses and **two** spare, backup, or activity buses (or the contractor's entire fleet if the contractor school owns less that the prescribed sample size).

The sample size may be increased at the district's discretion. The sample should reflect regular and lift-equipped buses, older and newer buses, compounded and non-compounded buses, conventional and other type buses.

Compliance Determination:

Using the enclosed **Compliance Statement,** the school district shall report compliance or noncompliance with the requirements of State Board of Education rules for this criterion based on a required performance level of 90 percent. Additionally, if more that 50 percent of out-of-service items are identical, the district is considered noncompliant.

NOTE: A Corrective Action Plan as outlined in the enclosed **Compliance Statement** must be submitted when the district is found to be noncompliant. The Corrective Action Plan must include measures the district will take to prevent future occurrences. Any school bus(s) in the review having out-of-service items must be removed from service until repairs are made and documented.

Bus Inspection Form

Circle One: District / Charter School / Contractor Entity's Name: _____

Status Code
√ = Item OK
X = Needs Repair (or as noted)
O = Out of Service
N/A = Not Applicable

Bus # _____ Mileage _____ Date _____

Chassis/Body _____/_____ Capacity _____ Model Year _____

Shop Location _____ Circle One: Daily / Spare / Activity

Status Code	INSPECTION ITEMS *PICK TEN AREAS*	COMMENTS (Note Specific Deficiencies)	Tech Init.
	A. INSIDE BUS (REQUIRED)		
	1. **Emergency Equipment -** Fire Ext. (press., tag, mount), First Aid Kit, Body Fluid Cleanup Kit, and Reflectors		
	2. **Registration and Insurance Card**		
	3. **Neutral Safety Switch and Shifter**		
	4. **Engine Controls** - Key Switch, Choke, Accelerator, and Engine Shutdown		
	5. **Gauges, Indicators & Dash Lights, Engine Warning Lights, and Buzzers, and ABS Warning Light**		
	6. **Air Brake System-** Gauge(s), Build-Up, Governor, Park Brake, Adjustment, Air Leaks, Low Air Warning, PP-1 Pop-Off, and Pedal		
	7. **Hydraulic Brake System -** Warning Light, Gauge, Pedal, Travel & Fade, Power Assist, and Park Brake		
	8. **Windshield Wipers & Washers -** Operation, Park, and Blades		
	9. **Heaters, Defrosters, and External Dash Fan(s)**		
	10. **Dome and Step Well Lights**		
	11. **Service Door -** Operation, Control, and Overhead Pad		
	12. **Horn(s)**		
	13. **Mirror Adjustment, Condition -** Rearview, Convex, and Interior		
	14. **Operator's Seat and Seat Belt**		
	15. **Passenger Seats -** Frames, Mounting, Pads, Cuts, Bottoms, Modesty Panels, Stanchions, Passenger Securement Devices, and Webbing Cutter		
	16. **Emergency Door(s)/Windows/Hatch(es)** Operation, Buzzers, Labeling and Overhead Pad(s)		
	17. **Windshield, Side & Rear Windows** Cracks, Fogging, Latches, and Visor		
	18. **Wheelchair Lift, Door, and Securement System -** (if equipped)		
	19. **2 Way Radio Operation -** (if equipped)		
	20. **Interior Wiring, Cab Hoses, and Fire Wall Seals**		
	21. **General Condition, Bus Interior -** Floor, Step well, Grab Rail(s), Paneling, Broom Mounting, Loose Objects Secured, and Engine Cover		
	B. OUTSIDE BUS (REQUIRED)		
	1. **Headlights, Turn Signals, Hazard, Side Marker, Brake, Tail, Backup Lights, Backup Alarm & Dash Sticker (if equipped), and Park Lights**		
	2. **Clearance & ID Lights, Reflectors, and Strobe Light** (if equipped)		
	3. **Pupil Warning Lights -** (see eight light warning system chart)		
	4. **Stop Arm(s), and Student Crossing Arm -** Wiring, Air or Vacuum Leak, and Decal		
	5. **General Condition, Bus Exterior** Mirrors, Bumpers, Body Damage, Paint Reflective Marking, Lettering, Emergency Door, Engine Hood, & Cleanliness		
	C. ENGINE COMPARTMENT (REQUIRED)		
	1. **Steering -** Play, Column, Steering Gear Box Mounting, Pitman Arm, Drag Link, Steering Arm, Tie Rod & Ends, and Idler Arm		
	2. **Batteries -** Hold Down, Terminals, Cables, Cleanliness, Slide Tray, & Load Test		
	3. **Fluid Levels and Condition -** Brake, Power Steering, Oil, Transmission, Windshield Washer, Coolant, and (Antifreeze _____°F)		
	4. **Belts & Hoses -** Tightness, Condition, Routing, and Belt Alignment		
	5. **Accessory Mounting & Condition -** Air Cleaner (Restriction ____"H20), P.S., Pump, Air Compressor & Filter, Water Pump, Fan and Alternator		
	6. **Wiring -** Routing and Condition		

Status Code	INSPECTION ITEMS	COMMENTS (Note Specific Deficiencies)	Tech Init.
	7. **Fuel System and Lines**		
	8. **Radiator -** Mounting, Cap, Reservoir, and Fan Shroud		
	D. UNDERNEATH BUS (REQUIRED)		
	1. **Front Suspension -** Wheel Bearings, I-Beam (King Pins, Shackles, Spring Mounts, Pins & Bushings), A-Frames and Bushings (Ball Joints), U-Bolts, Shocks, Springs, and Seals		
	2. **Front Brakes -** Hoses, Lines, Chambers, Slack Adjusters, Pushrods, Linings, Drums, Rotors, Wheel Cylinders or Calipers. Check Brake Adjustment (on all buses) and adjust as necessary.		
	3. **Engine/Transmission Mounts, Starter Mounting**		
	4. **Transmission -** Bolts, Linkage, Lines, Filter and Cooler, & Clutch (if equipped)		
	5. **Fluid Leaks -** Oil, Coolant, Transmission, P.S., etc.		
	6. **Fuel Tank -** Leaks, Mounting, Hoses, and Wiring		
	7. **Brake Equipment -** Lines, Valves, Reservoir Mounting, and Bleed Reservoirs		
	8. Driveline - Shafts, U-Joints, Yokes, Hanger Bearings, Guards, and Driveshaft Park brake		
	9. **Rear Suspension -** Axle Housing, Vent, Differential, Springs, U-Bolts, Shocks, Spring Shackles, Pins and Bushings, Hangers, Seals, and Wheel Bearings		
	10. **Rear Brakes -** Hoses, Lines, Chambers, Slack Adjusters, Pushrods, Linings, Drums, Rotors, Wheel Cylinders or Calipers. Check Brake Adjustment (on all buses) and adjust as necessary.		
	11. **Body Securement & Structure -** Hold Downs, Floor, Outriggers, Braces, Skirts, and Chassis Frame Rails		
	12. **Exhaust Systems -** Leaks, Mounting, Muffler and Tailpipe		
	13. **Wheels and Tires -** Tread Depth, Pressure, Damage, Matching, Alignment, and Wheel Hardware		
	E. LUBRICATION & MAINTENANCE (OPTIONAL)		
	1. **Change Oil and Replace Oil Filter(s) qts. _____**		
	2. **Replace Fuel Filter(s) Primary/Secondary and Drain Separator.**		
	3. **Replace Transmission Filter(s) qts. _____**		
	4. **Replace Air Compressor Filter (if applicable)**		
	5. **Replace P/S Filter pts. _____**		
	6. **Replace Engine Air Cleaner Filter**		
	7. **Replace Water Filter (if applicable)**		
	8. **Test Starting and Charging System Amps _____) Volts _____)**		
	9. **Lubricate Chassis and Body Lbs. _____**		
	10. **Air Conditioning** Perform A/C system preventive maintenance (if equipped) according to district procedure.		
	F. ROAD TEST (REQUIRED)		
	1. **Brake Performance -** Park Brake, Stopping Distance and Equalization		
	2. **Engine, Transmission, Driveline -** Engine Performance, Governor, & Shifting		
	3. **Steering & Handling -** Free Play, Power Assist, Column, and Tracking		

Comments: _____

_____

_____

_____

_____

Depth / Pressure	**Depth / Pressure**
RF _____/_____	**RRO** _____/_____
	RRI _____/_____
	LRI _____/_____
LF _____/_____	**LRO** _____/_____

NOTE: If bus is equipped with optional equipment not noted on this form, follow the manufacturer's inspection and maintenance procedures.

Inspector's Signature: _____ **Inspector's Certification #:** _____-_____

Service Manager's or Delegate's Initials: _____ **Bus Returned To Service Date:** _____/_____/_____

Bus Safety Inspections
Performance Determination Worksheet

Performance Determination

a. _____ Number of buses in sample

b. _____ Number of areas on the inspection forms inspected per bus. Ten areas are required. District may inspect more areas at its discretion.

c. _____ = Total Possible Inspection Items (a x b = c)

d _____ Number of Items Marked Out of Service

e. _____% Performance Level = 100 - [(d. ÷ c.) X 100]

f. _____ Highest number of buses with identical safety related out-of-service item

g. _____% Percentage of buses with identical safety related out-of-service items = (f. ÷ a.) x 100

If "e" above is less than 90 percent, or if "g" is more than 50 percent, the district must include a written finding below. The written finding (if applicable) must summarize the specific problems with the transportation inspection and maintenance program.

Written Finding:

A Corrective Action Plan as outlined in the enclosed **COMPLIANCE STATEMENT** must be submitted when noncompliance exists. The Corrective Action Plan must include measures the district will take to prevent future occurrences. If any bus has out-of-service items, the district shall withdraw the bus from service until repairs are made and documented.

Signature: _____ Date: _____

SAFETY INSPECTIONS EXAMPLE:

Total sample size of 27 buses. District chose to inspect the minimum of ten (10) areas on the inspection form. Buses had 11 out-of-service items and seven buses had identical out-of-service items:

Performance Determination

a. 27 Number of Buses in Sample

b. 27 x 10 (Number of Areas Inspected per Bus)

c. 270 = Total Possible Inspection Items (a x 10 = c.)

27 x 10 = 270

d 11 Number of items marked "Out-of-Service"

11 out-of-service items were found

e. 96 % Performance Level = 100 - [(d ÷ c) x 100]

11 ÷ 270 = .04 then .04 x 100 = 4 then 100 – 4 = 96

f. 7 Highest number of buses with identical safety related out-of-service item

Item "X" was out-of-service on seven buses

g. 26 % Percentage of buses with identical safety related out-of-service items = (f ÷ a) x 100

7 ÷ 27 = .26 then .26 x 100 = 26

NOTE: This is an example only. Pick your sample size according to the previous instructions.

NOTE: The example above of 96 percent is in compliance. Anything less than 90 percent is noncompliant; however, if 50 percent or more of the buses in the sample have the same out-of-service item ("g"), the district is automatically noncompliant.

Compliance Statement
School Bus Safety Inspections

Check one as applicable:

[ ] The _____ School District (including charter schools and contracted student transportation providers if applicable) **has** completed and complied with all requirements of this criterion.

[ ] The _____ School District (including charter schools, and contracted student transportation providers if applicable) **has not** completed and complied with all requirements of this criterion, i.e., the performance level was less than 90 percent or more than 50 percent of the deficiencies were identical.

Note: A Corrective Action Plan as outlined below must be submitted when the district is found to be noncompliant.

Signed:_____ _____
District Transportation Director Date

Signed:_____ _____
Superintendent of Schools (or designee) Date

This page and the completed forms must be submitted by OCTOBER 27, 2006, to:

Bud Fletcher, Monitoring Coordinator
School Transportation Management Section
325 W. Gaines Street, # 1134
Tallahassee, FL 32399-0400

Corrective Action:

Person Responsible:

Anticipated Completion Date:

Special Needs Transportation

Criterion:

Documentation was sufficient to confirm that all operators and attendants transporting students with disabilities were provided the appropriate training to meet the students' needs based on the students' individual educational plans (IEPs), and the transportation services for each student were in compliance with his/her IEP. Observation and inspection confirmed that the school bus equipment used to meet each student's IEP was in compliance with the Florida School Bus Specifications, and that the equipment was being used properly by the operators and/or attendants (Individuals with Disabilities Education Act; 34 CFR Parts 300.323(c)(2) and 300.323(d)(1)-(2); Family Education Rights and Privacy Act, 34 CFR Parts 99.31 and 99.33; Head Start Transportation Regulations, 45 CFR Part 1310; Section 1003.57, F.S.; National Highway Traffic Safety Administration Guidelines for the Safe Transportation of Preschool Age Students on School Buses; and the National School Transportation Specifications and Procedures).

Procedures for Completing the Self-Evaluation:

School buses, school bus operators, and attendants must be prepared to meet the needs of the students with disabilities that they transport. The buses must be equipped with the proper equipment, the bus operators and attendants must have appropriate training, and the transportation requirements for each student's IEP must be implemented. This criterion should be evaluated based on the training records for school bus operators and attendants, the IEPs of the students on the specific buses, and an on-site review of bus equipment and student securement on an official bus route. The district shall evaluate its bus operator and attendant training records, the students' IEPs for transportation compliance, and its special bus equipment on routes serving students with disabilities using the enclosed **Bus Operator and Attendant Training Records Review, Student(s) IEP Compliance Review, and Bus Equipment Review** worksheets.

NOTE: Ensure that the top portion of each worksheet is completed to identify the entity (i.e., the district, charter school, or contractor).

The completed records worksheets and Special Needs Transportation Review Report must be filed at a single location within the school district and copies shall be included in the self-evaluation packet submitted to DOE.

The superintendent or designee shall verify that the district, charter schools, and contractors have completed these procedures and that the **Special Needs Transportation Review Report** and associated forms are submitted to DOE by October 27, 2006.

Bus Operator and Attendant Training:

The bus operator and attendant must be trained to properly handle students with disabilities and their special needs. For each area listed on the **Bus Operator and Attendant Training Records Review** worksheets, please identify the date the training was held; if the training was not applicable, please indicate "N/A." If a student requires specialized training, please note the type of training and the date the training was held. **NOTE**: Confidentiality and evacuation planning training must be held for all personnel who ride buses that transport students with disabilities.

Sample Size:

NOTE: The following sample size shall apply to each individual entity, i.e., district operators and attendants, charter school operators and attendants, and contractor operators and attendants.

The minimum sample size shall be ten percent of the bus operators and attendants, with no fewer than five operators and attendants (when there are at least five) and no more than 25 operators and attendants for the larger districts.

IEP Compliance:

Please provide with the self-evaluation packet submitted to DOE the procedure used to obtain information from each student's IEP for the applicable students for which the district, charter school, or contractor provides transportation. Using the enclosed Student(s) IEP Compliance Review Worksheet, please indicate whether or not the IEP transportation requirements were met for each student in the self-evaluation review.

Sample Size:

NOTE: The following sample size shall apply to each individual entity, i.e., district schools, charter schools, and contractors.

The minimum sample size shall be ten percent of the students with disabilities that receive weighted funding, i.e., fall under one of the five categories:

(1) Medical equipment required. Medical equipment is defined as wheelchair, crutches, walker, cane, tracheotomy equipment, positioning or unique seating devices.
(2) Medical condition that requires a special transportation environment as per physician's prescription (for instance, tinted windows, dust-controlled atmosphere, temperature control).
(3) Aide or monitor required due to disability and specific need of student.
(4) Shortened day required due to disability and specific need of student.
(5) School assigned is located in an out-of-district school system.

No fewer than five student records/IEPs shall be reviewed (when there are at least five) and no more than 25 records are required to be reviewed in the larger districts.

Bus Equipment:

For each bus that transports students with disabilities, fill out the information on the enclosed **Bus Equipment Review** worksheet while the bus is "en route," i.e., while the students are riding the bus.

For each wheelchair (W/C) position:

- ensure that there is a complete, matching wheelchair tiedown and occupant restraint (WTOR) system; ensure that the straps have no cuts or frays and that the buckles and retractors work properly
- ensure that the wheelchair is secured properly
- ensure that the occupant is secured appropriately

For each child safety restraint system (CSRS):

- circle the type – car seat, safety vest, or integrated seat
- ensure that the equipment (car seat/safety vest) is installed correctly
- ensure that the occupant is secured correctly

For oxygen:

- the tank must be secured to withstand at least five times its weight

For other equipment:

- please note type of equipment and ensure that it is secured appropriately

Sample Size:

NOTE: The following sample size shall apply to each individual entity, i.e., district buses, charter school buses, and contractor buses.

The minimum sample size shall be one bus for rural districts (up to 199 buses in fleet); two buses for urban districts (200 - 399 buses in fleet); and three buses for mega districts (400 or more buses in fleet).

Special Needs Transportation Review Report:

The school district shall provide a report based on the review of the requirements of this section, noting any deficiencies that are found. If there are deficiencies noted, please provide information on how the district plans to correct the deficiencies along with a time line for implementation.

Bus Operator Training Records Review Worksheet

Circle One: District / Charter School / Contractor Entity's name: _____

Name					
*Confidentiality Training					
*Evacuation Planning Training					
Wheelchair/Occupant Securement Training					
Child Safety Restraint System (CSRS) Training					
Student Specific Training: provide date and type					
Student Specific Training: provide date and type					
Student Specific Training: provide date and type					
Name					
*Confidentiality Training					
*Evacuation Planning Training					
Wheelchair/Occupant Securement Training					
Child Safety Restraint System (CSRS) Training					
Student Specific Training: provide date and type					
Student Specific Training: provide date and type					
Student Specific Training: provide date and type					
Name					
*Confidentiality Training					
*Evacuation Planning Training					
Wheelchair/Occupant Securement Training					
Child Safety Restraint System (CSRS) Training					
Student Specific Training: provide date and type					
Student Specific Training: provide date and type					
Student Specific Training: provide date and type					
Name					
*Confidentiality Training					
*Evacuation Planning Training					
Wheelchair/Occupant Securement Training					
Child Safety Restraint System (CSRS) Training					
Student Specific Training: provide date and type					
Student Specific Training: provide date and type					
Student Specific Training: provide date and type					
Name					
*Confidentiality Training					
*Evacuation Planning Training					
Wheelchair/Occupant Securement Training					
Child Safety Restraint System (CSRS) Training					
Student Specific Training: provide date and type					
Student Specific Training: provide date and type					
Student Specific Training: provide date and type					

* Required

Bus Attendant Training Records Review Worksheet

Circle One: District / Charter School / Contractor Entity's name: _____

Name					
*Confidentiality Training					
*Evacuation Planning Training					
Wheelchair/Occupant Securement Training					
Child Safety Restraint System (CSRS) Training					
Student Specific Training: provide details					
Student Specific Training: provide details					
Student Specific Training: provide details					
Name					
*Confidentiality Training					
*Evacuation Planning Training					
Wheelchair/Occupant Securement Training					
Child Safety Restraint System (CSRS) Training					
Student Specific Training: provide details					
Student Specific Training: provide details					
Student Specific Training: provide details					
Name					
*Confidentiality Training					
*Evacuation Planning Training					
Wheelchair/Occupant Securement Training					
Child Safety Restraint System (CSRS) Training					
Student Specific Training: provide details					
Student Specific Training: provide details					
Student Specific Training: provide details					
Name					
*Confidentiality Training					
*Evacuation Planning Training					
Wheelchair/Occupant Securement Training					
Child Safety Restraint System (CSRS) Training					
Student Specific Training: provide details					
Student Specific Training: provide details					
Student Specific Training: provide details					
Name					
*Confidentiality Training					
*Evacuation Planning Training					
Wheelchair/Occupant Securement Training					
Child Safety Restraint System (CSRS) Training					
Student Specific Training: provide details					
Student Specific Training: provide details					
Student Specific Training: provide details					

*Required

Student(s) IEP Compliance Review Worksheet

Circle One: District / Charter School / Contractor Entity's name: _____

Name of Student					
Copy of IEP and/or applicable transportation form is on file					
Medical equipment provided					
Medical provision provided					
Required attendant provided					
Other: provide details					
Name of Student					
Copy of IEP and/or applicable transportation form is on file					
Medical equipment provided					
Medical provision provided					
Required attendant provided					
Other: provide details					
Name of Student					
Copy of IEP and/or applicable transportation form is on file					
Medical equipment provided					
Medical provision made					
Required attendant provided					
Other: provide details					
Name of Student					
Copy of IEP and/or applicable transportation form is on file					
Medical equipment provided					
Medical provision made					
Required attendant provided					
Other: provide details					
Name of Student					
Copy of IEP and/or applicable transportation form is on file					
Medical equipment provided					
Medical provision made					
Required attendant provided					
Other: provide details					

Bus Equipment Review Worksheet

Circle One: District / Charter School / Contractor Entity's name: _____

√ = Met Standard	X = Standard Not Met		N/A = Not Applicable
Status Code √ X N/A	**Bus #: _____**	**Status Code √ X N/A**	
	W/C #1: complete WTOR system		CSRS: car seat / safety vest / integrated seat
	Correct wheelchair installation		Correct equipment/occupant securement
	Correct occupant securement		CSRS: car seat / safety vest / integrated seat
	W/C #2: complete WTOR system		Correct equipment/occupant securement
	Correct wheelchair installation		CSRS: car seat / safety vest / integrated seat
	Correct occupant securement		Correct equipment/occupant securement
	W/C #3: complete WTOR system		CSRS: car seat / safety vest / integrated seat
	Correct wheelchair installation		Correct equipment/occupant securement
	Correct occupant securement		CSRS: car seat / safety vest / integrated seat
	W/C #4: complete WTOR system		Correct equipment/occupant securement
	Correct wheelchair installation		CSRS: car seat / safety vest / integrated seat
	Correct occupant securement		Correct equipment/occupant securement
	CSRS: car seat / safety vest / integrated seat		Oxygen: proper securement
	Correct equipment installation/occupant securement		Other equipment: provide details below
	CSRS: car seat / safety vest / integrated seat		
	Correct equipment installation/occupant securement		
	Bus #: _____		
	W/C #1: complete WTOR system		CSRS: car seat / safety vest / integrated seat
	Correct wheelchair installation		Correct equipment/occupant securement
	Correct occupant securement		CSRS: car seat / safety vest / integrated seat
	W/C #2: complete WTOR system		Correct equipment/occupant securement
	Correct wheelchair installation		CSRS: car seat / safety vest / integrated seat
	Correct occupant securement		Correct equipment/occupant securement
	W/C #3: complete WTOR system		CSRS: car seat / safety vest / integrated seat
	Correct wheelchair installation		Correct equipment/occupant securement
	Correct occupant securement		CSRS: car seat / safety vest / integrated seat
	W/C #4: complete WTOR system		Correct equipment/occupant securement
	Correct wheelchair installation		CSRS: car seat / safety vest / integrated seat
	Correct occupant securement		Correct equipment/occupant securement
	CSRS: car seat / safety vest / integrated seat		Oxygen: proper securement
	Correct equipment installation/occupant securement		Other equipment: provide details below
	CSRS: car seat / safety vest / integrated seat		
	Correct equipment installation/occupant securement		
	Bus #: _____		
	W/C #1: complete WTOR system		CSRS: car seat / safety vest / integrated seat
	Correct wheelchair installation		Correct equipment/occupant securement
	Correct occupant securement		CSRS: car seat / safety vest / integrated seat
	W/C #2: complete WTOR system		Correct equipment/occupant securement
	Correct wheelchair installation		CSRS: car seat / safety vest / integrated seat
	Correct occupant securement		Correct equipment/occupant securement
	W/C #3: complete WTOR system		CSRS: car seat / safety vest / integrated seat
	Correct wheelchair installation		Correct equipment/occupant securement
	Correct occupant securement		CSRS: car seat / safety vest / integrated seat
	W/C #4: complete WTOR securement system		Correct equipment/occupant securement
	Correct wheelchair installation		CSRS: car seat / safety vest / integrated seat
	Correct occupant securement		Correct equipment/occupant securement
	CSRS: car seat / safety vest / integrated seat		Oxygen: proper securement
	Correct equipment installation/occupant securement		Other equipment: provide details below
	CSRS: car seat / safety vest / integrated seat		
	Correct equipment installation/occupant securement		

Special Needs Transportation Review Report

Please list any deficiencies found during the bus operator and attendant training records review:

_____
_____
_____
_____
_____
_____

Please list any deficiencies found during the student IEP compliance review:

_____
_____
_____
_____
_____
_____

Please list any deficiencies found during the school bus equipment review:

_____
_____
_____
_____
_____
_____

Please provide information on how your district plans to address these deficiencies:

_____
_____
_____
_____
_____
_____

Signed: _____ _____

Transportation Director/Designee Date

This page and the completed forms must be submitted by <u>October 27, 2006</u>, to:

Bud Fletcher, Monitoring Coordinator
School Transportation Management Section
325 W. Gaines Street, # 1134
Tallahassee, FL 32399-0400