School Finance, Governance and Transportation Topics
Presentation Topics

- Your First 90 Days
  - Budget Analysis
  - Tax Rate Calculation
  - Residency
  - Preparing and Running a Board Meeting

- PK Students Eligible to be Claimed for State Aid
- Quarterly Reporting Requirements
- Calendar Reminders
- Transportation
• Review the adopted budget
• Review all projected revenues and expenditures
• Pay close attention to major sources of revenues and expenditures
• Compare to historical data
The Basic Formula calculation is comprised of two pieces:

- The Other State Monies portion of the Basic Formula payment is funded by General Revenue
  - Calculated using the greater of the first or second preceding year or an estimate of the current year

- Classroom Trust Fund is the portion of the Basic Formula payment funded by Gaming monies
  - Calculated using first preceding year’s ADA
Basic Formula

- **FY 2018-19**
  - Appropriation is $3,491,827,921
  - SAT is $6,308

- **FY 2019-20**
  - Appropriation for $3,553,211,885
  - SAT is $6,375

Be as cautious or as optimistic as you deem appropriate when projecting the Basic Formula dollars the district will receive.
Classroom Trust Fund (CTF)

- Classroom Trust Fund is the portion of the Basic Formula payment funded by Gaming monies.
- The Other State Monies portion of the Basic Formula payment is funded by General Revenue.
- It is *not* additional money but part of the total Basic Formula payment.
- Calculated using first preceding year’s ADA.
Classroom Trust Fund

• FY 2018-19 Classroom Trust Fund Estimate
  • $414 per prior year ADA
  • State will only distribute funds actually collected into the Classroom Trust Fund (may or may not reach the appropriated level of $351,702,205)
FY 2019-20 Classroom Trust Fund Estimate

- Classroom Trust Fund is paid on the prior year ADA
- FY 2018-19 ADA projected to be 849,000
- Appropriation for Classroom Trust Fund is $349,999,054
- $412 per ADA
- Classroom Trust Fund is one funding source of Basic Formula; like other funding areas, exact funding level is unknown until appropriation process concludes

The state can only distribute funds that are actually collected. Be as cautious or as optimistic as you deem appropriate when projecting the Classroom Trust Fund dollars the district will receive.
$10M distributed equal amount per ADA to Districts with prior year ADA ≤ 350

$5M will be distributed to districts with tax rates ≥ $3.43 on a tax-rate-weighted ADA basis
To qualify for the Small Schools Grant, district’s prior year ADA must be $\leq 350$

- $10M$ distributed equal amount per ADA to districts with prior year ADA $\leq 350$
- $5M$ will be distributed to districts with tax rates $\geq 3.43$ on a tax-rate-weighted ADA basis

**FY 2018-19 Estimate**
- $10,000,000$ portion – $276$ per ADA
- $5,000,000$ portion – $158$ per tax rate weighted ADA

**FY 2019-20 Estimate**
- $10,000,000$ portion – $276$ per ADA
- $5,000,000$ portion – $152$ per tax rate weighted ADA
Proposition C

- A $.01 state-wide general sales tax for education intended to provide a corresponding property tax reduction for school districts.
Proposition C

- Prop C sales tax revenue is collected locally, transmitted to the state and then passed on to school districts based on an amount per prior year Weighted Average Daily Attendance (WADA) amount.

- Since its adoption in 1982, many districts have asked voters to allow the district to waive the rollback so that the district can recapture the local tax rate and also collect the state revenues intended to offset the loss in local tax revenues.
Proposition C

- FY 2018-19 Prop C Estimate
  - FY 2017-18 WADA is 909,193
  - Appropriation for Proposition C is $917,500,000
  - $1,009 per WADA

- FY 2019-20 Prop C Estimate
  - Prop C is paid on the prior year WADA
  - FY 2018-19 WADA projected to be 925,000
  - Appropriation for Proposition C is $958,400,000
  - $1,036 per WADA
  - While it appears this level of collection is achievable, caution should be used as determination of budget estimates are made. Exact funding level is unknown until appropriation process concludes.

The state can only distribute funds that are actually collected. Be as cautious or as optimistic as you deem appropriate when projecting the Classroom Trust Fund dollars the district will receive.
Transportation Funding Estimate

- FY 2018-19
  - Transportation is paid on the prior year’s ASBR data.
  - Appropriation is $102,547,713
  - Percentage of reimbursement of allowable transportation cost is projected at 18%

- FY 2019-20
  - Appropriation for Transportation is $107,547,713.
  - Percentage of reimbursement of allowable transportation cost is projected at 19% or an increase of 1%
Each year the prior year payments are recalculated. The most notable corrections occur in the Basic Formula calculation.

The SAT has shown to be adjusted downward over $20 per FWADA.

<table>
<thead>
<tr>
<th>Fiscal Years</th>
<th>June FWADA</th>
<th>PYC FWADA</th>
<th>June Proration Adjusted SAT</th>
<th>Prior Year Correction Adjusted SAT</th>
<th>FWADA Change</th>
<th>SAT Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>915,600.9451</td>
<td>919,296.8177</td>
<td>6,145.826158666</td>
<td>6,121.383388689</td>
<td>3,695.8726</td>
<td>-24.442769977</td>
</tr>
<tr>
<td>2017</td>
<td>919,097.7259</td>
<td>922,408.1603</td>
<td>6,198.711938359</td>
<td>6,176.457027823</td>
<td>3,310.4344</td>
<td>-22.254910536</td>
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<tr>
<td>2018</td>
<td>921,206.9874</td>
<td>924,189.8054</td>
<td>6,241.0000000000000</td>
<td>6,218.35077777170</td>
<td>2,982.8180</td>
<td>-22.649222283</td>
</tr>
</tbody>
</table>
Located on the School Finance website at:

http://dese.mo.gov/financial-admin-services/school-finance/calculation-tools
Assessed Valuation (AV) divided by 100 times Tax Levy times Collection Rate (Historic Figure)

\[
\frac{AV}{100} \times \text{Tax Levy} \times \text{Collection Rate} = \text{Local Tax Revenue}
\]
General Reminders

- The budget amendment should be noted in the board minutes along with the reasons the amendment was made.
- It is not required that a district amend its budget at the end of the year to show actual revenues and expenditures.
- The approved budget is a public document.
- Until a new budget is approved, the approved budget for the preceding fiscal year will regulate the district’s business activities.
- If you arrive and are operating under the old budget, call Financial and Administrative Services for assistance.
Tax Rate Information
Located on the SAO website at http://www.auditor.mo.gov/TaxRates/Index.aspx

- Single Rate Method – used for all counties other than St. Louis County
- Multi Rate Method – used for St. Louis County
- Questions regarding the completion of these forms should be directed to the SAO at 573-751-4213
Estimate of Required Local Taxes

- Establishes the tax rate to be extended onto the tax books for the calendar year
- One form is sent to each county clerk where the school district has assessed valuation
- Must be filed by Sept. 1 of each year
- Charter counties and the City of St. Louis must file the form must by Oct. 1
- The unadjusted and adjusted levies are reported by fund on this form
- Excel form can be located at http://dese.mo.gov/financial-admin-services/school-finance/calculation-tools
District Tax Data

- Collected on Core Data Screen 6
- Should reflect the same unadjusted and adjusted levies by fund as filed with the county clerk on the Estimate of Required Local Taxes
- Should reflect the same tax rate ceiling as approved by the State Auditor’s Office
The board of education of a school district must hold at least one public tax rate hearing on the proposed tax rates before setting the tax rates for the school district.

The board of education determines the time and place for such hearing.
Notice of Tax Rate Hearing

- Notice must be published or posted at least seven days prior to the date of the hearing.
- Notice must state the hour, date and place of the hearing.
- Notice shall be published in at least one newspaper qualified under the laws of Missouri of general circulation in the county in which the largest portion of the district is situated OR posted in at least three public places within the school district.
The assessed valuation by category of real, personal and other tangible property in the school district for the fiscal year for which the tax is to be levied (current fiscal year) and for the preceding taxable year.

The amount of revenue required to be provided from the property tax for each rate to be levied as set forth in the district’s annual budget and the tax rates proposed to be set for the various purposes of taxation.

Each political subdivision shall also include the increase in tax revenue due to an increase in assessed valuation as a result of new construction and improvement in the increase, both in dollar value and percentage, in tax revenue as a result of reassessment if the proposed tax rate is adopted.
The board of education of the school district shall set the rates of taxes to be extended onto the tax book.
Residency

David Tramel, coordinator
Financial and Administrative Services
Residency – Section 167.020, RSMo

- Determines right to register in a Missouri Public school
- Residency established through
  - Meeting statutory definition
  - Meeting an exception to the statutory definition
  - Waiver of proof of residency
  - Residency Enrollment Checklist can be located at
  - Residency Frequently Asked Questions can be located at
    https://dese.mo.gov/financial-admin-services/school-governance/residency-student-enrollment
Statutory Definition of Residency

- Section 167.020, RSMo

http://www.moga.mo.gov/mostatutes/stathtml/16700000201.html

- Student resides and is domiciled within the district with a parent, military guardian or court-ordered legal guardian

- Based on the student’s physical presence in the district

- Homeless Child
  - Person under 21 years of age who lacks a fixed, regular and adequate nighttime residence
Homeless is an exception to residency requirement (Section 167.020.6, RSMo)

Federal Law – immediate school enrollment required

Contact district’s homeless coordinator for more information on enrolling homeless children/youth – review schools residency and homeless policies
Federal No Child Left Behind Act* defines “homeless children and youth” as lacking a fixed, regular and adequate nighttime residence and includes those who are:

- Sharing housing of other persons due to loss of housing, economic hardship or similar reasons
- Living in motels, hotels, trailer parks, or camping groups due to lack of alternative adequate accommodations
- Living in emergency or transitional shelters
- Abandoned in hospitals
- Awaiting foster care placement – those incarcerated and placed in foster care are not considered homeless

*See http://www.nclb.gov/
Section 167.151, RSMo
http://www.moga.mo.gov/mostatutes/stathtml/16700001511.html

- Student is an orphan
- Student only has one parent living
- Agriculture (all conditions must be met)
  - Owns real estate of which 80 acres or more are used for agricultural purposes
  - Parent’s residence is on the real estate
  - At least 35% of the real estate is in the district
  - Parent notified district on or before June 30 that the student would be attending
Relative Caregiver

- Section 431.058, RSMo
  - Signed notarized affidavit
  - Must be relative by blood, marriage, or adoption
  - Must be 18 years of age or older
  - Can make medical and educational decisions
  - Must reside with relative caregiver
Special Circumstances

- Parent is a teacher or a regular employee of the school district
- Educational contracts between districts
- Unaccredited school transfers
- Interdistrict Transfer Program established under a court-ordered desegregation program
- Ward of the State and has been placed in a residential care facility by state officials
- Has been placed in a residential care facility due to a mental illness or developmental disability
- Has been placed in a residential facility by a juvenile court
Waiver of Proof of Residency

- Student *resides* in district alone or with someone other than parent/guardian
- Waiver based upon hardship or good cause
- 45-day timeline for review of request
- Student enrolled until waiver acted upon, unless superintendent certifies danger
- Denial of waiver appealed to circuit court
- Standard established in Horton v. Marshall
Chapter 475, RSMo

- Allows any person to file a petition in court for the appointment of guardianship of a minor

Issues:
- Usually requires hiring an attorney
- Payment of court costs

Section 475.060(11), RSMo

- Petition for the appointment of a guardian of a minor may be filed for the sole and specific purpose of:
  - School Registration or
  - Medical insurance coverage
  - Popularly known as “educational guardianship”
Non-resident Students

- Tuition paying students
- Tax credit tuition
- Transportation hardship
Preparing and Running a Board Meeting

David Tramel, coordinator
Financial and Administrative Services
- Use old agendas for a template, pray that you have a great board secretary
- Start preparing for the next board meeting during the current one
- Administrative team meetings can help identify agenda items
- Work with board president closely
- Packets
  - Mail, paperless, hand delivered
  - Work hard to keep board meetings concise and meaningful
  - COMMUNICATE
PK Students Eligible to be Claimed for State Aid
What legislation governs the ability of districts/charters to claim PK students for state aid?
Section 163.018. 1 RSMo states, “Notwithstanding the definition of "average daily attendance" in subdivision (2) of section 163.011 to the contrary, pupils between the ages of three and five who are eligible for free and reduced price lunch and attend an early childhood education program that is operated by and in a district or by a charter school that has declared itself as a local educational agency providing full-day kindergarten and that meets standards established by the state board of education, shall be included in the district's or charter school's calculation of average daily attendance. The total number of such pupils included in the district's or charter school's calculation of average daily attendance shall not exceed four percent of the total number of pupils who are eligible for free and reduced price lunch between the ages of five and eighteen who are included in the district's or charter school's calculation of average daily attendance.”
Section 160.053 RSMo states, “If a school district maintains a prekindergarten program, a child is eligible for admission to that prekindergarten program only if the child has reached the age of three before the first day of August of the school year beginning in that calendar year.”
How does a district/charter calculate the number of PK students allowed to be claimed for state aid?
The **total number of PK students** that the district/charter school calculation of average daily attendance can include **shall not** exceed **four percent** of the total number of pupils who are eligible for free and reduced price lunch between the ages of 5 and 18 who are included in the district/charter school calculation of average daily attendance.
For **Non-CEP** districts the following calculation is performed:

- The headcount is obtained of students who as of the last Wednesday in Sept. of each year are:
  - Reported with a R1 or R2 residency status
  - Reported as being enrolled on the count day
  - Reported as being in grades K-12
  - Reported with an age between 5 and 18
  - Reported as qualifying for Free or Reduced Lunch

- This count, which represents the number of pupils who qualify for free and reduced lunch between the ages of 5 and 18, is now multiplied by 4% to equal the maximum headcount of PK students that can be claimed for state aid.
For districts or charter schools that have at least one building under CEP then the following calculation is performed:

- The headcount is obtained of students who as of the last Wednesday in Sept. of each year are:
  - Reported with a R1 or R2 residency status
  - Reported as being enrolled on the count day
  - Reported as being in grades K-12
  - Reported with an age between 5 and 18

- This headcount is then multiplied by the district’s or charter school’s CEP percentage.
The Headcount of PK students that can be claimed for PK is displayed on Core Data Screen 15.

- **Example 1 – Non-CEP District**

<table>
<thead>
<tr>
<th>Free and Reduced Lunch Headcount</th>
<th>CEP Percentage</th>
<th>Calculated Free and Reduced Lunch Headcount</th>
<th>Total Number of PK Students Eligible to be Claimed for State Aid</th>
</tr>
</thead>
<tbody>
<tr>
<td>556</td>
<td></td>
<td>656</td>
<td>26</td>
</tr>
</tbody>
</table>

**PK Eligible for State Aid Count**
Head Count taken of resident students ages 5-18 (as of October 1 of the current school year) who were in grades K-12 that were enrolled on the count day whose eligibility for free and reduced lunch has been documented (or if participating in CEP all students between 5-18 in grades K-12 enrolled on the count day), multiplied by the applicable CEP percentage, then multiplied by 4%.

- **Example 2 – CEP District**

<table>
<thead>
<tr>
<th>Free and Reduced Lunch Headcount</th>
<th>CEP Percentage</th>
<th>Calculated Free and Reduced Lunch Headcount</th>
<th>Total Number of PK Students Eligible to be Claimed for State Aid</th>
</tr>
</thead>
<tbody>
<tr>
<td>218</td>
<td>64.59%</td>
<td>141</td>
<td>5</td>
</tr>
</tbody>
</table>

**PK Eligible for State Aid Count**
Head Count taken of resident students ages 5-18 (as of October 1 of the current school year) who were in grades K-12 that were enrolled on the count day whose eligibility for free and reduced lunch has been documented (or if participating in CEP all students between 5-18 in grades K-12 enrolled on the count day), multiplied by the applicable CEP percentage, then multiplied by 4%. 
Since the law limits the number of PK students allowed to be claimed for state aid, PK students in half day programs will generate roughly half of the ADA that would be possible if the student was educated in a full day program.

Attendance hours for anything less than a full day program (1,044 or more hours) is divided by the first grade calendar to calculate ADA.
What qualifications must the PK student meet to be eligible to be claimed for state aid?
PK Student Qualifications

- Not all PK students qualify to be claimed for state aid. Certain criteria must be met.
- PK students claimed for state aid must qualify for FRL.
  - Either the PK student must be on the district’s direct certification list;
  - Or the district must collect a paper form to prove the PK student qualifies for FRL even if the district/building is CEP.
• The PK student’s parents must not be charged tuition.
• The PK student cannot be served in a fully funded ECSE program.
• If the PK student is served partially in an ECSE funded program, the total funding received from ECSE and state aid must not exceed the cost of the student’s instructional program.
• The PK student cannot be served in a fully funded Title I preschool.
• If the PK student is served in a partially-funded Title I preschool, the total funding received from Title I and state aid must not exceed the cost of the student’s instructional program.
PK Student Qualifications

- The PK student must not be served in a fully funded MPP preschool.
- If the PK student is served in an MPP preschool program, the parents of the student must not be charged tuition.
- If the district receives money from the Department of Social Services for Child Care Assistance on a PK student, the total funding received from Child Care Assistance and state aid must not exceed the cost of the student’s instructional program.
The amount of money received for state aid plus the amount of money received from other sources* must **not** exceed the cost of the student’s instructional program cost of providing the educational services.

*ECSE, Title, MPP, Social Services, etc.
Quarterly Reporting Requirements
Districts and charter schools must post a searchable expenditure and revenue document or database detailing actual income, expenditures, and disbursements for the current calendar or fiscal year on the district or school website or other form of social media.

- This information could be provided by posting a year-to-date general ledger and monthly bills.
- The site shall contain only information that is a public record or that is not confidential or otherwise protected from public disclosure under state or federal law.
 Updated no less frequently than every quarter.
 Keep for a minimum of ten years.
 Do not have to publish personal information relating to payroll deductions, payroll contributions, or any other information that is confidential or protected.
 Template has been provided in the document titled “Reporting Requirements” located https://dese.mo.gov/financial-admin-services/school-finance/finance-topics-procedures.
Calendar Reminders

Tammy Lehmen, director
School Finance

Missouri Department of Elementary & Secondary Education
Starting with FY 2019-20 there will be an hour requirement of 1,044 hours.

There will no longer be a minimum and maximum day length.
There are 36 planned make-up hours that will be required.

The district or charter school cannot go below 1,044 hours in session unless forgiven by weather make-up requirements.

Weather make-up requirements:

- The first 36 weather hours are made up, then half the amount thereafter up to 48 hours, for a maximum of 60 total make-up hours.
This change in the calendar will not result in additional ADA for those districts or charter schools who attend more than the typical day length or number of days.

- ADA is calculated by taking the attendance hours of a student divided by their possible calendar resulting in a student with perfect attendance being counted as a 1.0 ADA.
Further information regarding the calendar can be found on the School Finance Topics and Procedures webpage.

https://dese.mo.gov/financial-admin-services/school-finance/finance-topics-procedures
Transportation

Debra Clink, manager
Student Transportation
The Student Transportation Section provides state transportation aid for public school districts and charter schools for transportation services to and from school at the beginning and end of the school day during the regular school term, and career education and special needs transportation. This section also provides technical assistance for school administrators and school bus contractors on Missouri statutes and regulations that govern Missouri public student transportation as well as offering a Certified School Bus Driver Instructor Program. Student Transportation also provides the Missouri Minimum Standards for School Buses which regulates the equipment for the school bus body and chassis.

**CONTACT PERSON:**
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**Quick Links**
- Driver Licensing, Bus Drivers
- Licensing School Buses

**Financial & Admin. Services**
- News and Updates
- Accounting & Procurement
- Budget
- Career Education Finance
- ESEA/NCLB Finance
- Food & Nutrition Services
- Human Resources
- School Finance
- School Governance
- Student Transportation
  - Administrator’s Handbook
  - Certified Bus Driver Instructors
  - Document Preparation Manual
  - FAQs
  - Monthly Financial Reports
  - News and Updates
  - Related Links
  - School Bus Standards
  - State Aid Summary
What is a Bus?
The term school bus means any motor vehicle, either publicly or privately owned, used to transport students to and from school, or to transport pupils properly chaperoned to and from any place within the state for educational purposes (Section 302.010, RSMo).

- School buses that are school district owned vehicles cannot be used for purposes other than transporting students (Section 301.260 and 302.010, RSMo).

- Commercially licensed, contractor owned, school buses that have the school bus signs covered in such a way that it does not appear as a school bus can be used for other purposes (Section 304.075, RSMo).
School buses are equipped with a passive restraint system called compartmentalization that means that the seating area of a school bus is built with specially padded high-back, wider, thicker seats that protect people in school buses during accidents.

- No metal surfaces are exposed and seats are spaced close together to contain the students in cushioned compartments.
- There is no safer means of ground transportation than a yellow school bus.
The operator of a school bus cannot transport more children than the manufacturer suggests as appropriate (Section 304.060, RSMo).

Each passenger must have seating space sufficient enough to ensure that the back of each passenger can come into full contact with the seat back (and 5 CSR 30-261.010 (5)(B)3.I).
Non-Conforming Van Use

- Since July 1, 2001, any vehicle that transports 11 or more passengers including the driver that is newly purchased, leased, or contracted must be a school bus and meet all Missouri Minimum Standards for School Buses as well as all Federal Motor Vehicle Safety Standards for School Buses (with the exception of motor coaches).
- This means that a school district cannot purchase, contract, or rent 12/15/17 passenger vans for the transportation of school children.
School Bus Inspections

- Every school bus used to transport children to or from school must be inspected within 60 days prior to operating the bus during the school year and in the spring by the Missouri State Highway Patrol (Section 307.375, RSMo).

- The board of education must require school bus drivers to conduct and prepare a record of the daily pre-trip inspection for each school bus (5 CSR 30-261.010 (1)(K)).
Emergency evacuation drills on school buses are required for all students in kindergarten through sixth grade at least once per semester.

The first drill must be completed prior to October 31.

The public school district board of education shall prescribe emergency evacuation drill requirements for all other students (5 CSR 30-261.010 (1)(J)).
Maximum ride time is established by the local boards of education. There are no restrictions on ride time within the Missouri Statutes or State Board of Education Regulations.
School bus drivers must activate the pre-warning amber lights 500 feet before a school bus stop, therefore, school bus stops must be more than 500 feet apart.
Visibility Distance Required at a Bus Stop

- The bus must be visible for at least 300 feet in each direction on other highways (Section 304.050, RSMo).

- When stopping, the school bus must be visible for at least 500 feet in each direction on a highway with no shoulder and a speed limit greater than 60 miles per hour.
In transporting early childhood students, it is recommended that a school district follow the "Guidelines for the Safe Transportation of Pre-School Age Children in School Buses" prepared by the National Highway and Traffic Safety Administration (www.nhtsa.dot.gov/people/injury/buses).

Pursuant to Missouri law the following children must be transported in a child passenger restraint system:

- Children under the age of four
- Children under the age of 8 and 80 pounds or under the age of 16 and less than 4’9” being transported in a vehicle capable of transporting 10 or less (including the driver)
Requirements for Transporting Students with Disabilities

- Students who have special transportation needs must have those needs detailed in the child’s IEP under related services.
- These needs may include the requirement for a handicapped aide on the bus with the child, curb-to-curb service, transportation for a student with disabilities living less than one mile from school, transportation for special education summer school, and other transportation as required for educational purposes during the regular school day (supervised by a certificated teacher).
- If written into the child’s IEP these expenses are considered eligible for state transportation aid (with the exception of OT and PT).
A CDL w/passenger endorsement and a School Bus Endorsement (SBE) are needed for any driver of a vehicle that is 26,000 lbs or greater (including mechanics).

A Class E Operator’s License and SBE are needed for any driver of a vehicle that is less than 26,000 lbs., 15 passengers or less including the driver, and who is compensated for transporting school children (Section 302.010, RSMo).
The term school bus operator shall not include any person who transports school children, in a vehicle that is capable of transporting 15 or less including the driver, as an incident to employment with a school district, such as a teacher, coach, administrator, secretary, school nurse, or janitor, unless such person is under contract with or employed by a school district as a school bus operator (Section 302.010, RSMo).

Only “school bus operators” and CDL-licensed school bus drivers are required to have a SBE.

All school bus drivers must have the proper driver’s license for the vehicle they are operating.
A driver who is **over** 70 years of age must renew their license with SBE every year with an:

- Acceptable two-part road test results (these drivers are exempt from the pre-trip inspection exam)
- SBE application form
- Applicable DOR fees
School bus drivers must have a physical examination biennially (162.064, RSMo), effective August 28, 2018, the law changed from an annual to biennial requirement.

Only school bus drivers employed with a school bus contractor who drive more than home-school-home routes are required, by federal regulation, to have DOT physicals; however, local school district and/or contractor policy may require DOT physicals for other drivers.

Anyone who is licensed in Missouri to perform physical examinations can perform a school bus driver physical.
School Bus Driver Training

- All school bus drivers must have 8 hours of annual training.
- The district or contractor should retain detailed documentation of this training in the employee’s training file.
Section 32304 of MAP-21, 49 CFR Part 380, 383, 384
Effective February 7, 2020
The regulations address knowledge and skill requirements for drivers, with specific requirements for drivers seeking a passenger or hazmat endorsement.
Classroom and behind-the-wheel training is required with a total of 93 topics to be covered including 63 topics of theory and 30 topics of behind-the-wheel training.
Training providers must demonstrate that their training meets the Federal standards.
The following link provides ELDT detail including the actual rule that contains the training topics required and a FAQ on the final rule: https://www.fmcsa.dot.gov/registration/commercial-drivers-license/eldt.
No mandated hours of training but competence must be proven in all subject areas on a written test with a score of 80% or greater.

- All CDL training providers must be listed on a Training Provider Registry; training providers must complete an identification report and provide a biennial update.
- Training providers must submit training certificates to FMCSA; FMCSA will transmit the certificates to the Missouri Dept. of Revenue.
Follow a curriculum that meets FMCSA’s criteria;
Use facilities with adequate classroom and areas for BTW training;
Use commercial vehicles that meet Federal and State safety requirements; representative of the CDL class being taught;
Use qualified instructors;
Be licensed, certified, registered, or authorized to provide training in accordance with applicable State laws and regulations where the training is provided; and,
Allow FMCSA to audit or investigate the program.
School districts must ensure that all new school bus drivers have a criminal history background check through the Missouri State Highway Patrol vendor.

(https://dese.mo.gov/educator-quality/certification/fingerprintingbackground-check)
Students living more than 3 ½ miles from school must be provided transportation service.

All students can be transported by local board decision (Section 167.231, RSMo).

Funding is available for students who live one mile or more from school.

No funding is available for students who live less than one mile from school (except when required by an IEP).
Ridership Recordkeeping


- The two ridership lists, developed on the second Wednesday of October and February for the respective semesters, should be an accurate reflection of students living one mile or more from school and students living less than one mile from school who are riding the school bus on a regular (minimum of once per week) basis.

- These lists should not include students living one mile or more from school and living less than one mile from school who do not ride the bus on a regular basis.
A bus route begins when a bus leaves a point (home, school, etc.) empty and proceeds on a predetermined route, picking up pupils, traveling to a school(s) to drop off students, and then returning the pupils to a designated point after school (5 CSR 30-261.010 (5)(A)(3)).

The local board must approve preliminary bus routes by October 31 of each year and any revisions by June 30.
Eligible transportation miles are those miles traveled from where the bus is kept at night until it returns to the same location after the pupils have been returned home, as long as it is used only to transport pupils to and from school (at the beginning and ending of the regular school day).

Eligible miles include handicapped summer school route miles, but do not include non-handicapped summer school route miles.

Eligible transportation miles are eligible for state transportation aid (5 CSR 30-261.010(5)(A)(1) and 5 CSR 30-261.040).
Ineligible Miles Definition

- All miles that are driven for any purpose other than transporting students to and from school during the regular school term are ineligible for state transportation aid.
- Non-handicapped summer school routes, non-handicapped early childhood routes, field trips, athletic trips, and other extra-curricular activity trips are examples of ineligible miles.
- Miles traveled to rerun a route or part of a route to transport students participating in before-school or after-school activities or training (including remediation and extra-curricular) are also ineligible miles.
- All ineligible miles shall be recorded and subsequently reported on the Application for State Transportation Aid (5 CSR 30-261.010(5)(A)(2) and 5 CSR 30-261.040 (3)(B)).
The transportation data are collected through the Annual Secretary of the Board Report via the ASBR web submission process.

The data required for the Application for State Transportation Aid (ridership, days operated, mileage) and School Bus and Facility Depreciation Schedules have not changed.

The ASBR is submitted by August 15 of each year.
The Certified School Bus Driver Instructor Program is a program to train and certify individuals as school bus driver trainers.

- This program helps a school district maintain a trained staff of drivers.

- The Certified School Bus Driver Instructor training program is jointly sponsored by Central Missouri State University-Missouri Safety Center, Missouri School Bus Contractors Association (MSBCA), Missouri Association of Pupil Transportation (MAPT), and the Department of Elementary and Secondary Education’s School Governance Section.
This program is usually conducted in July and provides individuals with classroom and hands-on practical instruction activities.

The goal is to provide each trainee with a model curriculum and instructional skills necessary to design and implement a school bus driver training program (Section 302.272, RSMo).

To retain the certification a trainer must attend a recertification course at least every three years.
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>David Tramel</td>
<td>Coordinator, Financial and Administrative Services</td>
</tr>
<tr>
<td><a href="mailto:David.Tramel@dese.mo.gov">David.Tramel@dese.mo.gov</a></td>
<td></td>
</tr>
<tr>
<td>Tammy Lehmen</td>
<td>Director, School Finance</td>
</tr>
<tr>
<td><a href="mailto:Tammy.Lehmen@dese.mo.gov">Tammy.Lehmen@dese.mo.gov</a></td>
<td>Contact for districts in counties 048 &amp; Kansas City Charters, 055-079 &amp; 347-347</td>
</tr>
<tr>
<td>Debra Clink</td>
<td>Student Transportation Manager</td>
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<tr>
<td><a href="mailto:Debra.Clink@dese.mo.gov">Debra.Clink@dese.mo.gov</a></td>
<td>Contact for districts in counties 080-115 &amp; St Louis Charters</td>
</tr>
<tr>
<td>Taylor Doerhoff</td>
<td>School Finance Consultant</td>
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<td>Contact for districts in counties 001-047 &amp; 049-054</td>
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</tbody>
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