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School Finance, Governance, and Student Transportation Topics

June 2020



Presentation Topics

- Your First 90 Days
 - ❑ Residency
 - ❑ Preparing and Running a Board Meeting
 - ❑ Tax Rate Calculation
- Budget Analysis/Projections
- PK Students Eligible to be Claimed for State Aid
- Quarterly Reporting Requirements
- Calendar Reminders
- Student Transportation
 - ❑ Student Transportation Requirements
 - ❑ What is a School Bus?
 - ❑ School Bus Inspections
 - ❑ Ride Times and Distance Between Stops
 - ❑ Bus Drivers Requirements
 - ❑ School Bus Routes and Data



First 90 Days

*David Tramel, coordinator
Financial and Administrative Services*

June 2020



Residency

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 <https://dese.mo.gov/sites/default/files/sf-ResidencyEnrollmentChecklist.pdf>
 - ❑ 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

Special Circumstances

- 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

Special Circumstances

- Parent is a teacher or a regular employee of the school district
- Educational contracts between districts
- Unaccredited school transfers

- 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

Other Exceptions

- 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

- 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



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>

- 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

Tax Rate Hearing

- 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.

Notice Shall Include

- 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.

Following the Hearing

The board of education of the school district shall set the rates of taxes to be extended onto the tax book.

Budget Projections, PK Claimed for State Aid and Data Reporting

Tammy Lehmen
Coordinator
School Finance



June 2020



Budget Analysis/Projections

- Review the adopted budget
- Review all projected revenues and expenditures
- Pay close attention to major sources of revenues and expenditures
- Compare to historical data

SAT, DVM and Threshold Percentages

State Adequacy Target (SAT) = \$6,375

Dollar Value Modifier (DVM) for can be viewed at

<http://dese.mo.gov/financial-admin-services/school-finance/data-reports>

Threshold percentages

	FY 2019 & FY 2020	FY 2021 & FY 2022
Free & Reduced-Price Lunch	31.42%	29.45%
Special Education (IEP)	12.06%	12.83%
Limited English Proficiency (LEP)	2.50%	2.07%

FY 2020 Basic Formula

- Governor waived Section 163.031.7, RSMo.
 - ❑ FY 2020 payment was prorated for underfunding off of the total annualized payment.
 - ❑ Ended the year at 95.20%

Example from 2014-2015

16.	If Line 11 < Line 14, then district held harmless: (Line 14)	\$1,275,927.51
17.	Total Basic Formula Payment (Greater of Line 11 or 16)	\$1,275,928
	Total Basic Formula Payment (Line 17) x 0.96869553	\$1,235,986

FY 2021 Basic Formula

Cash Shortfall	SAT	Proration Percentage
Full Funding	\$6,375.00	100.00%
\$25,000,000	\$6,341.75	99.14%
\$50,000,000	\$6,308.22	98.57%
\$75,000,000	\$6,274.36	97.86%
\$100,000,000	\$6,240.40	97.14%
\$125,000,000	\$6,206.40	96.43%
Average Drop per \$25M	-\$33.72	-.7100%

Classroom Trust Fund is one funding source of Basic Formula.

- Be careful not to double budget



FY 2020 Classroom Trust Fund



As of the Final 2020 payment cash ran \$78.8 million short of the \$349,999,054 appropriation.

FY 2021 Classroom Trust Fund



For every \$10 million short of the appropriation the amount per ADA adjusts by **-\$12** per ADA.

FY 2021 Classroom Trust Fund

Appropriation	ADA	Amount Per ADA	Difference
\$ 353,359,579.00	828,503.00	\$ 426.50	
\$ 343,359,579.00	828,503.00	\$ 414.43	\$ (12.07)
\$ 333,359,579.00	828,503.00	\$ 402.36	\$ (12.07)
\$ 323,359,579.00	828,503.00	\$ 390.29	\$ (12.07)

For every \$10 million short of the appropriation the amount per ADA adjusts by **-\$12** per ADA.

The state can only distribute funds actually collected

- Appropriated level may not be reached





As of the final 2020 payment cash ran \$39.8 million short of the \$958,400,000 appropriation.



For every \$10 million short of the appropriation the amount per ADA adjusts by **-\$11** per WADA.

FY 2021 Prop C

Appropriation	WADA	Amount Per ADA	Difference
\$ 958,200,000.00	913,100.00	\$ 1,049.39	
\$ 948,200,000.00	913,100.00	\$ 1,038.44	\$ (10.95)
\$ 938,200,000.00	913,100.00	\$ 1,027.49	\$ (10.95)
\$ 928,200,000.00	913,100.00	\$ 1,016.54	\$ (10.95)
\$ 918,200,000.00	913,100.00	\$ 1,005.59	\$ (10.95)

For every \$10 million short of the appropriation the amount per ADA adjusts by **-\$11** per WADA.



The state can only distribute funds actually collected

- Appropriated level may not be reached

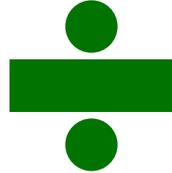
Small Schools Grant

To qualify for the Small Schools Grant, district's prior year ADA must be = or < 350

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

FY 2020 Small Schools Grant

\$10,000,000



35,717
2019 ADA



\$279.97 per
ADA

\$5,000,000 portion

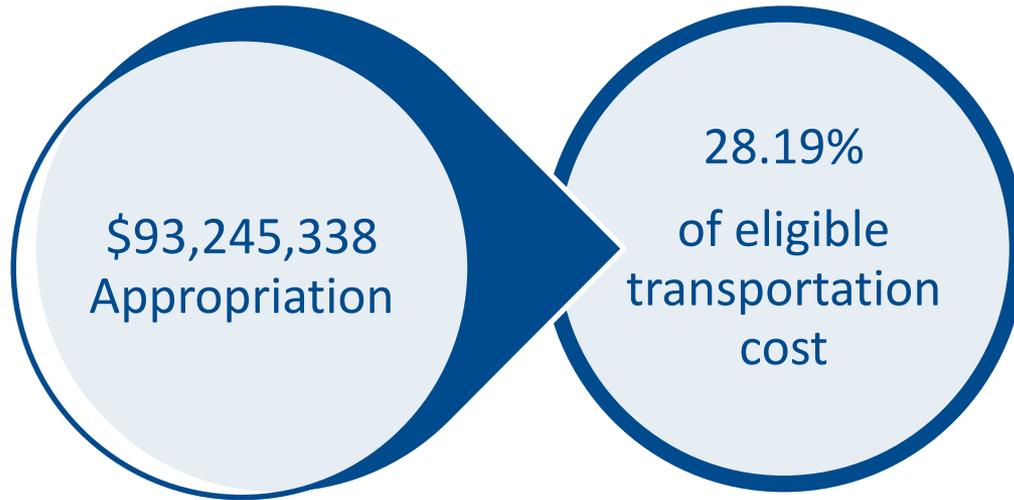
- Paid on tax rate weighted ADA
- Uses current tax rate (General & Teachers Fund)
 - Levy since 2009 greater than or equal to \$3.43 and now fell held at \$3.43
- \$149.92 per tax rate weighted ADA

FY 2021 Small Schools Grant

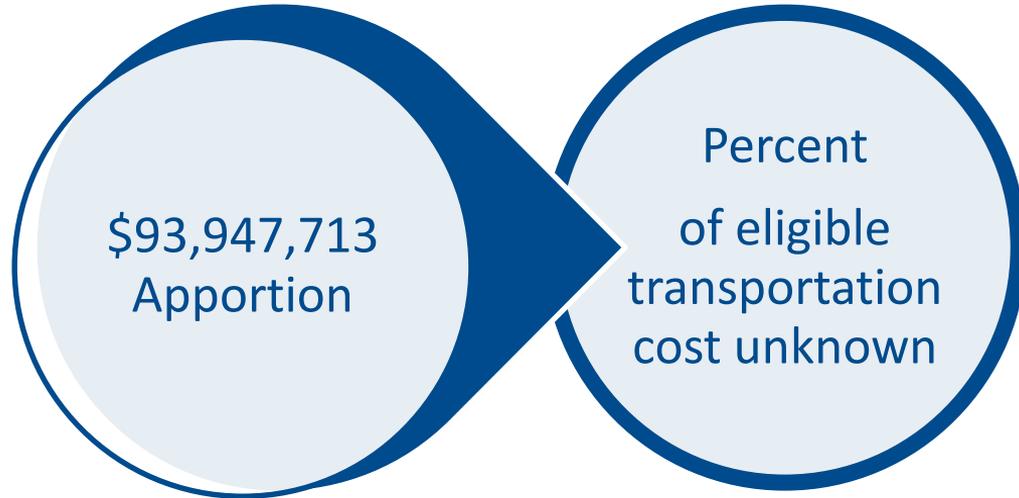


\$5,000,000 portion

- Paid on tax rate weighted ADA
- Uses current tax rate (General & Teachers Fund)
 - Levy since 2009 greater than or equal to \$3.43 and now fell held at \$3.43
- \$149.92 per tax rate weighted ADA



Transportation had two spending restrictions totaling \$14.3 million.



Transportation is paid on the prior year's ASBR data.

Allowable transportation cost is 75% of eligible cost.

- Line 50 of the District Summary Transportation Report
- Line 52 Adjusted for Appropriation Available.

Prior Year Correction

- 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.

Fiscal Years	June FWADA	PYC FWADA	June Proration Adjusted SAT	Prior Year Correction Adjusted SAT	FWADA Change	SAT Change
2016	915,600.9451	919,296.8177	6,145.826158666	6,121.383388689	3,695.8726	-24.442769977
2017	919,097.7259	922,408.1603	6,198.711938359	6,176.457027823	3,310.4344	-22.254910536
2018	921,206.9874	924,189.8054	6,241.000000000	6,218.3507777170	2,982.8180	-22.649222283
2019	926,782.4192	929,280.3234	6,308.000000000	6,293.274786413	2,497.9042	-14.725213587

Basic Formula Calculation Tool

Located on the School Finance website at:

<http://dese.mo.gov/financial-admin-services/school-finance/calculation-tools>



Other Revenue Sources

$$\text{Assessed Valuation (AV)} \div 100 \times \\ \text{Tax Levy} \times \text{Collection Rate (Historic Figure)}$$

Contact your county assessors for information related to changes in assessed valuation.

Potential Revenue Sources By Fund

General Fund	Teachers Fund	Debt Service Fund	Capital Projects Fund
Local Tax Revenue	Allowable Transfers	Local Tax Revenue*	Allowable Transfers
State Revenue	State Revenue	State Revenue	Local Tax Revenue*
Federal Revenue	Local Tax Revenue*		Bond Proceeds
Gifts/Donations	Federal Revenue		Gifts/Donations
Grants			Sale of Assets
			State Revenue
			Federal Revenue

*If the board sets a levy in the fund.

Revenue estimating tools for basic formula revenue are found at <http://dese.mo.gov/financial-admin-services/school-finance/calculation-tools>

- Basic Formula Calculation Tool for All Districts
- Information needed can be found
 - ❑ On the payment transmittal
 - ❑ Data collection



Estimating Expenditures

Potential Expenditures By Fund

General Fund	Teachers Fund	Debt Service Fund	Capital Projects Fund
Salaries/Benefits	Salaries/Benefits	Principal Payments	Principal Payments
Purchased Services		Interest Payments	Interest Payments
Utilities		Fee Payments	Fee Payments
Supplies			Capital Outlay
Allowable Transfers			

Finance Topics & Procedures

<http://dese.mo.gov/financial-admin-services/school-finance/finance-topics-procedures>

School Finance Memos

<http://dese.mo.gov/financial-admin-services/school-finance/school-finance-memos>

The State Auditor's Office Tax Rate Calculation

<https://auditor.mo.gov/property-tax-calculators>

Proposition C Rollback Calculation & Estimate of Required Local Taxes

<http://dese.mo.gov/financial-admin-services/school-finance/calculation-tools>



Claiming PK for State Aid

- Section 163.018. 1 RSMo states,
 - “...pupils between the ages of three and five who are eligible for free and reduced price lunch....
 - “The total **number** of such pupils ... 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.”

- “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.”
- The total number of PK students 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.

Number of PK Students, Cont'd

- 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

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%.

Free and Reduced Lunch Headcount	CEP Percentage	Calculated Free and Reduced Lunch Headcount	Total Number of PK Students Eligible to be Claimed for State Aid
656		656	26

- ❑ Example 2 – CEP District

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%.

Free and Reduced Lunch Headcount	CEP Percentage	Calculated Free and Reduced Lunch Headcount	Total Number of PK Students Eligible to be Claimed for State Aid
218	64.59%	141	5

- PK programs must have a compliant calendar.
 - ❑ Half Day programs no less than 522 hours
 - Must plan 36 weather make-up hours
 - ❑ Full day programs no less than 1,044 hours
 - Must plan 36 weather make-up hours
- Must follow weather make-up requirements
- PK cannot be claimed for summer school

- 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.
 - ❑ On the Direct certification list; or
 - ❑ Must collect a paper form to prove the PK student qualifies for FRL
 - Applies even if the district/building is CEP.



Quarterly Reporting

Section 160.066, RSMo, Reporting

- Must post a searchable expenditure and revenue document or database detailing actual income, expenditures and disbursements.
 - ❑ 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.
- Template has been provided in the document titled “Reporting Requirements” located <https://dese.mo.gov/financial-admin-services/school-finance/finance-topics-procedures>.

- 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

- 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.
- Must plan an minimum of 36 weather make-up hours
 - ❑ Half day programs must have 36 weather make-up hours also.

- Further information regarding the calendar can be found on the School Finance Topics and Procedures webpage.

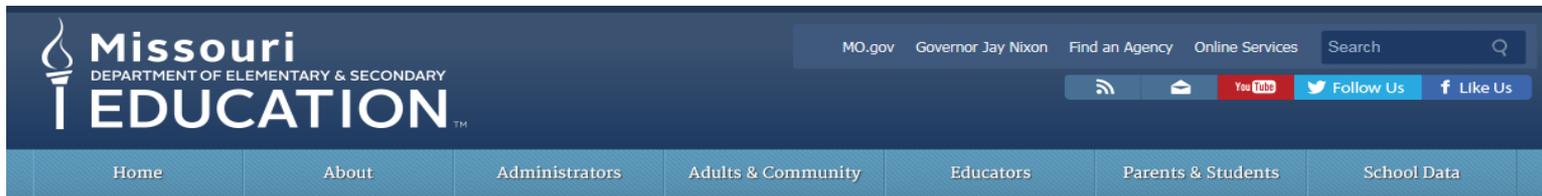
<https://dese.mo.gov/financial-admin-services/school-finance/finance-topics-procedures>



Transportation 101

*Debra Clink
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Student Transportation*

June 2020



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Student Transportation

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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.

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Quick Links

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- [Licensing School Buses](#)

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 - [Monthly Financial Reports](#)
 - [News and Updates](#)
 - [Related Links](#)
 - [School Bus Standards](#)
 - [State Aid Summary](#)
 - [Transportation Aid Calculator](#)

Student Transportation Requirement

- 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).



What is a School Bus?

What is a School 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 and Seat Belts

- 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.

1953-2020 School Bus Seats



School Bus Maximum Capacity

- 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

- Any vehicle that transports 11 or more passengers including the driver that is 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)).

Evacuation Drills

- 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.

- 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)*

- 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' Physicals

- 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.

- All school bus drivers must have eight (8) hours of annual training.
- The district or contractor should retain detailed documentation of this training in the employee's training file.

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.

Certified School Bus Driver, Cont'd.

- 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.

- 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>

Ridership

- The 2020-21 ridership lists dates are Oct. 14, 2020, and Feb. 10, 2021.
- 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.

School Bus Route

- 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 Oct. 31 of each year and any revisions by June 30.

Eligible Mile Definition

- 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 Mile 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)).

Transportation Data Collection

- 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 Aug. 15 of each year.

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