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Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**  
Chris Reykdal, Superintendent

August 19, 2021

Action Required  
Due date: October 29, 2021  
 Informational

## BULLETIN NO. 063-21 STUDENT TRANSPORTATION

**TO:** Educational Service District Superintendents  
School District Superintendents  
School District Business Managers  
School District Transportation Administrators  
Regional Transportation Coordinators

**FROM:** Chris Reykdal, Superintendent of Public Instruction

**RE:** Required Student Transportation Operations, 2021–22 School Year

**CONTACT:** Patti Enbody, Director  
360-725-6122, [patti.enbody@k12.wa.us](mailto:patti.enbody@k12.wa.us)

## PURPOSE/BACKGROUND

This bulletin provides information for all required local education agencies' student transportation operations reports. As required by Revised Code of Washington (RCW) 28A.160.170, each school district must submit to the Office of Superintendent of Public Instruction (OSPI) the operational data necessary to determine each school district's transportation operations allocation. All data is required to be submitted using the Student Transportation Allocation Reporting System (STARS) on the Education Data System (EDS) available online at [EDS application](#).

STARS consist of two types of reports: 1) the data required to calculate the district's operation allocation, and 2) non-funding data required specifically by statute. The fall report is due October 29, 2021 and consists of operational data and non-funding reports. There is a winter report due on February 1, 2022 and a spring report due on May 2, 2022. The winter and spring reports consist of operational data.

## Data Collection Elements

1. **Student Ridership Data.** School districts are required to report the total daily number of students riding the school bus on home-to-school routes in the morning and school-to-home routes in the afternoon. The school district selects a count period of three consecutive school days. The total daily student count of those three days shall be compared, the high and low values thrown out and the middle value is reported. School bus drivers must fill out a school bus route count sheet (Form SPI 1022D, optional) or data may be collected electronically. All school bus route count records must be maintained in the school district in accordance with the school district's retention schedule and are not to be submitted to OSPI.
2. **School Bus Route Data.** School districts are required to provide the location of all school bus stops and associated destinations. For the fall report, all AM routes must be reported and any out-of-district destinations or out-of-district school bus stops in the PM that are not reflected in the AM route data. For the winter and spring reports, route data must be updated for all out-of-district school bus stops or destinations. Route information is only required to reflect data accurate on any day within the report period. It is not required to have the route data reflect the stops current on the student count day.
3. **Non-Funding Reports.** School districts are required to provide an annual report of total school bus mileage, an annual report of the total quantity and cost of fuel purchased for to-and-from school transportation, and the annual cost, mileage and number of students provided with transportation under the requirements of the McKinney-Vento Homeless Assistance Act. These reports will summarize the data resulting from student transportation operations during the 2020–21 school year.

An Excel workbook to assist district staff in calculating the mileage and fuel reports is available online by clicking on "Other (Optional) Forms" at [Fuel and Mileage Workbook](#).

## Verification of Ridership Data Submitted

OSPI Form 1022E is provided in three separate versions: 1022EF, 1022EW, and 1022ES. These correspond to the fall, winter, and spring reports. The report is emailed to the regional transportation coordinator. The district should print a copy of 1022E and should keep it as documentation of the count period and day selected for reporting.

## Data Collecting and Reporting Requirements

All data collection must be completed in sufficient time to submit the required reports by October 29, 2021. The student count period must not be within five school days of the end of the reporting period.

## Additional Instructions and (Optional) Data Collection Forms

Additional instructions, detailed guidance, and optional data collection forms are attached. Care should be taken to ensure appropriate data is submitted in accordance with the specific instructions supplied with this year's forms. **All reports are required. Use of the other provided forms is optional.**

## Workshops

Zoom meetings will be conducted statewide during September to provide detailed instructions. Each regional transportation coordinator will announce the dates and send a Zoom invitation to participate.

Information necessary for the completion of this report will be emailed and is available online at the [Student Transportation Forms](#) webpage. Questions or concerns should be directed to the respective regional transportation coordinator.

Regional transportation coordinators will be available to assist school districts with the forms and method of reporting. Additional workshops will be conducted during the winter and spring report periods to provide detailed guidance for completing the winter and spring reports.

Please contact your regional transportation coordinator if you have any questions about your reports. Their contact information is provided.

<p><b>Region 1 (For districts in ESD 112 and ESD 113)</b>                  Rodney McKnight                  ESD 112                  2500 NE 65th Avenue                  Vancouver, WA 98661-6812                  360-952-3595  <a href="mailto:rodney.mcknight@esd112.org">rodney.mcknight@esd112.org</a></p>	<p><b>Region 2 (For districts in ESD 114 and ESD 121)</b>                  Chris Jose                  Puget Sound ESD 121                  1282 Valentine Avenue SE                  Pacific, WA 98047                  253-778-7955 (Fife office)                  425-917-7955 (Renton office)  <a href="mailto:cjose@psesd.org">cjose@psesd.org</a></p>
<p><b>Region 3 (For districts in ESD 189)</b>                  Mark Dennis                  Northwest ESD 189                  1601 "R" Avenue                  Anacortes, WA 98221                  360-299-4008  <a href="mailto:mdennis@nwsed.org">mdennis@nwsed.org</a></p>	<p><b>Region 4 (For districts in ESD 105, ESD 123, and ESD 171)</b>                  Dan Payne                  ESD 105                  33 S. Second Avenue                  Yakima WA 98902                  509-454-3105  <a href="mailto:dan.payne@esd105.org">dan.payne@esd105.org</a></p>
<p><b>Region 5 (For districts in ESD 101)</b>                  Eric Engle                  NEW ESD 101                  4202 South Regal                  Spokane, WA 99223-7738                  509-789-3558  <a href="mailto:eengle@esd101.net">eengle@esd101.net</a></p>	

## Transportation Allocation Report

After the data collected from the student transportation winter report is processed, each district's transportation allocation will be updated and available online no later than February 16, 2022, at [STARS Operations Allocation Detail Report](#). **It is the district's responsibility to ensure the student count data, route data, and district car mileages in STARS accurately reflect the data submitted in the fall and winter reports.** If a district's transportation allocation report is not correct, please contact your regional transportation coordinator.

## INFORMATION AND ASSISTANCE

Questions concerning the transportation reports in this bulletin and general questions regarding transportation reporting requirements may be directed to Patti Enbody, Director of Student Transportation, at 360-725-6122 or [patti.enbody@k12.wa.us](mailto:patti.enbody@k12.wa.us). The OSPI TTY number is 360-664-3631.

This information is also available on OSPI's [Bulletins](#) webpage.

Tennille Jeffries-Simmons  
Chief of Staff

T.J. Kelly  
Chief Financial Officer  
Financial Resources

Patti Enbody  
Director  
Student Transportation and Traffic Safety Education

CR:kmk

Attachment 1 – General Instructions for the Student Transportation Operations Report

Attachment 2 – Detailed Guidance for the Student Transportation Operations Report

Form 1 – SPI 1022A School Bus Route and Bus Stop Location Form (optional)

Form 2 – SPI 1022A Long School Bus Route and Bus Stop Location Form (optional)

Form 3 – SPI 1022CM District Car Mileage Log (optional)

Form 4 – SPI 1022CS District Car Student Count Form (optional)

Form 5 – SPI 1022EF Verification of Ridership Data Submitted

Form 6 – SPI 1022EW Verification of Ridership Data Submitted

Form 7 – SPI 1022ES Verification of Ridership Data Submitted

Form 8 – SPI 1022D Student Count Form (optional)

Form 9 – SPI 1022G McKinney–Vento Transportation Worksheet (optional)

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