

June 13, 2018

FROM: Oregon Department of Education Pupil Transportation & Fingerprinting Unit

TO: Superintendents, Business Managers and Transportation Directors

RE: Approved Transportation Costs and Reimbursement Funds

This memo is to clarify two issues that have come to the attention of the Department of Education. The first item of concern is in regard to district staff costs that should not be included in Pupil Transportation function code 2550. For example, salaries for school staff assigned to bus monitoring before and after school, parking lot monitors and crossing guards are not considered approved transportation costs. Please see OAR 581-023-0040(6)(a) for details.

581-023-0040

Approved Transportation Costs for Payment from the State School Fund states,

“(3) Approved transportation costs shall include those district expenditures associated with:

- (a) Home-to-school transportation of elementary school pupils who live at least one mile from school;*
- (b) Home-to-school transportation of secondary school pupils who live at least one and one-half miles from school;*

(6) In the above computation, the following definitions apply:

(a) Pupil Transportation Salaries. Salaries and wages paid school bus drivers, assistants to driver, and that portion of salaries paid mechanics and other bus maintenance employees, supervisors of transportation, secretarial and clerical assistants, and persons assigned transportation oversight and coordination responsibilities attributable to the transportation program and documented through position descriptions and payroll records. No school district General Administration salaries may be included in this area;”

The second item of concern is in regard to bus and garage depreciation revenues received from the State School Fund. Funds received from the SSF for bus garage, bus or capital bus improvement depreciation must be accounted for separately in a Special Revenue Fund 2XX with Source code 3222. **These revenue sources cannot be used in the General Fund for other purposes.**

ORS 327.033 Approved transportation costs states,

“(2) In determining approved transportation costs, the State Board of Education:

(a) Shall include depreciation of original cost to the school district of district-owned buses, not in excess of 10 percent per year;

(3) School districts shall account separately for those funds received from the State School Fund attributable to the costs included under subsection (2) of this section, and expenditure of those funds shall be limited to the acquisition of new buses or transportation equipment.” [1991 c.780 §7a; 2007 c.855 §3]

It is vital that we get these reports by September 4 in order ensure timely and accurate payments from the state school fund. Noncompliance will impact your state school fund.

If you have any questions, please contact Scott Bohl, Transportation Program Analyst, at 503-947-5737 or Adam Krein, State School Fund Coordinator, at 503-947-5678.