



Oregon

Kate Brown, Governor



OREGON
DEPARTMENT OF
EDUCATION

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Colt Gill

Director of the Oregon Department of Education

DATE: June 14, 2022

TO: School District Superintendents and Other Program Officials

RE: Pupil Transportation Data Collection – Annual Transportation Reports

The Oregon Department of Education (ODE) thanks you for your ongoing work to ensure the safe and equitable transportation of the students that attend your programs. Particularly in the struggles of recent years, we appreciate your dedication to finding appropriate and compliant methods to offer transportation services to those in your care.

Annual transportation reports for the school year ending June 30, 2022 are due to ODE by **September 1, 2022** as specified in state law. A complete and accurate report is essential to the process of determining and delivering the correct reimbursements from the State School Fund. Any reports received after **September 1, 2022** will be considered late, and reports not received by **December 31, 2022**, will be considered delinquent.

The following reports are due by September 1, 2022:

All Pupil Transportation Entities:

- Consolidated Collections: [Transportation Information – school districts](#)
- Form 581-2249-M: [Transportation Information – private schools](#)
- Form 581-2256: [Annual Vehicle Certification Report and Addendum](#)
- Form 581-1453: [Certification of Drug and Alcohol Testing Compliance](#)

Districts Only:

- Form 581-3171: [Bus and Garage Depreciation Schedule and Mileage Report](#)

Resources:

- [OAR 581-023-0040 Memo](#)
- [Bus and Garage Depreciation Report Instructions](#)

To access the forms, please click here: [Annual Reports](#). Forms may be [scanned and uploaded directly to ODE](#), emailed to buslicense@ode.state.or.us or mailed to Oregon Department of Education, Pupil Transportation Unit, 255 Capitol St NE, Salem, OR 97310.

If you have questions regarding these forms, please email [Brock Dittus](#) or call 503-947-5724.

Sincerely,

Dustin Melton

Director of Pupil Transportation & Fingerprinting

Office of Child Nutrition, Research, Analysis, Fingerprinting, and Transportation