Route Sheets

Data Collection
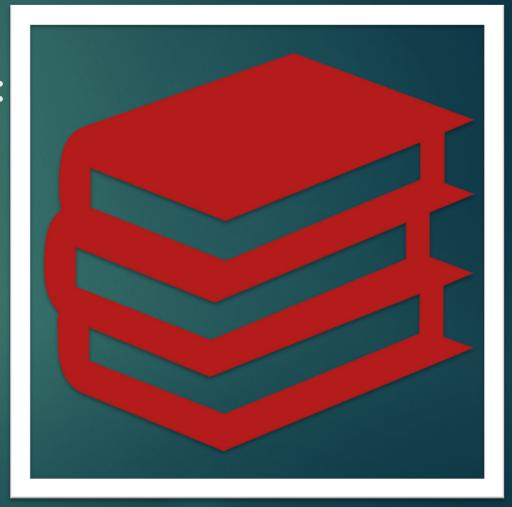
ADA Compliant 9-19-2019

Supporting Documents

Documentation to support data (needs to be retained for 3 years):

- ▶ **Route Sheets**
- ▶ **Ineligible Zone Maps**
- ▶ **Bell Times**
- ▶ **Student Counts**
- ▶ **Student Boundaries**

Map Changes 2018

▶ 2018 – 2019 Fall Reports will not require Route Maps to be submitted as supporting documentation.

▶ Specific route maps may still be requested by USBE to help identify concerns and verify information, if needed.

▶ Districts should retain this information at your district. USBE will provide districts with a sufficient response time to provide the information.

Route Sheets Requirements

Must include the following:

- Route # (Must be unique from all other routes)
- Bus #
- Location of where bus is at the start Of every route
- Number of the stop and the address of the stop
- Total number of eligible/ineligible students at the stop
- Odometer reading at each stop or the mileage in between stops
- Arrival time at each stop, including each school

Route Sheet Rules

Layovers – The time between 2 consecutive routes

- May not be counted twice
- You choose where to include these (at the beginning or end or routes)
- I should be able to match up end of one route with beginning of another

Route Sheet Rules

If the route zeroes out, start a new route

- If you are picking up students for multiple schools, and you get to a point on the route when there are 0 students on the bus between schools, you need to divide this into two or more routes (including Special Ed.)

Route Sheet Rules

For To routes

- Bus is to go to the 1st stop with NO pit stops

For From routes

- Bus is allowed to get to **1st School 5 min. before bell times** to be eligible for funding
- If bus arrives before this, the additional time should be subtracted and not recorded as this is not eligible for funding.

Direct Path – Ineligible Courtesy Stops

▶ 1st stop for Regular Ed students in the ineligible zone that is on the direct path to/from the school is a courtesy stop and will receive funding

▶ Additional stops for Regular Ed students in the ineligible zone that ARE on the direct path to/from the school should have **2 minutes** documented for each stop in the Ineligible Minutes column. DO NOT adjust miles.

Non-Direct – Ineligible Courtesy Stop

Ineligible / Courtesy Stops

▶ Any stop for Regular Ed students in the ineligible zone that is not on the direct path to/from the school is considered ineligible. Follow these steps:

1. Calculate the miles and minutes from the last eligible stop to the school. Input this into the Loaded Miles/Minutes columns.
2. Calculate the miles and minutes from the last eligible stop to the ineligible stop(s), and then to the school.
3. Calculate the difference between the two.
4. Input the difference in the Ineligible Miles/Minutes columns.