



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

MEMORANDUM

TO: ISD Pupil Transportation Contact Persons

FROM: John A. Andrejack, Supervisor Program Finance
Office of Special Education and Early Intervention Services

DATE: August 30, 2011

SUBJECT: SE-4159 Bus Logs for 2011-12

Attached please find the forms –

SE-4159-SL – Specialized Transportation Log
SE-4159-RL – Regular Transportation Log

These logs are to be used to document the number of pupils transported during the pupil transportation count week of October 3-7, 2011. The completed logs will then be used to complete the 2011-12 SE-4094 Transportation Expenditure Report to be returned electronically to the Center for Educational Performance Information (CEPI). Please remind your constituent districts that these logs must be kept on file for a period of three years at the local district.

Please duplicate and forward as necessary to your constituent local districts and public school academies. Additional copies may be found on our website at www.michigan.gov/mde/0,1607,7-140-6530_6598_8391---,00.html. If you have any questions, please contact Ms. Dianne Easterling at (517) 241-1235.

JAA:DE
Attachments

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2011-12 REGULAR TRANSPORTATION LOG

School District Name:	District Code Number:	Telephone:
Address:	City:	Zip Code:

INSTRUCTIONS: TO BE COMPLETED THE WEDNESDAY OF THE COUNT WEEK
The Intermediate School District may require submission of this log with the Transportation Expenditure Report, SE-4094.

BUS NUMBER:	ROUTE NUMBER:	DRIVER:
DOES THIS BUS ALSO HAVE A SPECIAL EDUCATION RUN? <input type="checkbox"/> YES <input type="checkbox"/> NO		

MILEAGE	COUNT DAY October 5, 2011
Ending Mileage	
Starting Mileage	
TOTAL MILEAGE (ending mileage minus starting mileage)	

PUPIL COUNT EXITING BUS AT SCHOOL SITE (List Schools Below)	COUNT DAY October 5, 2011
1.	
2.	
3.	
4.	
5.	
TOTAL PUPIL COUNT	

**INSTRUCTIONS
REGULAR TRANSPORTATION LOG
SE-4159-RL**

1. This form is to be completed one day (Wednesday) during the count week for every vehicle providing pupil transportation services. You may make as many copies of the log as is necessary.
2. **A separate form is to be completed for each vehicle (owned, leased or contracted by the district) and for each route.**

Complete this form for each route which transports pupils **to school**. Do not complete this form for routes which transport pupils from school, or for mileage traveled on recreational trips or educational trips made at any time during the school year.

3. **Ending Mileage**

Is the odometer reading when the vehicle terminates its route.¹ This may be at a school or at the vehicle storage area.

4. **Starting Mileage**

Is the odometer reading when the vehicle starts its route.

5. **Total Mileage**

Is the **starting mileage** subtracted from the **ending mileage**.

6. **Pupil Count**

Is the head count of pupils exiting the pupil transportation vehicle on the way to school. If the vehicle has multiple stops, record the number of pupils exiting at each of the stops. Stops may be school buildings or transfer points. Do not count pupils on their way home from school.

7. **Total Pupil Count**

Is a one day sum of the pupils exiting at the various stops. This figure, summed across all routes, will be entered on the 2011-12 SE-4094 Transportation Expenditure Report, line 32, column 2, "Total Riders Per the Count Week."

Note: The 2011-12 SE-4094 Transportation Expenditure Report is filed with the Center for Educational Performance Information (CEPI) by October 7, 2012.

¹Route: The actual daily path of travel of a school bus from an approved bus facility, a school in the district, or the first pick-up point through a series of pick-up stops and delivery points to a final delivery point plus the shortest reasonable path for the bus to travel back to the approved bus facility, school, or first pick-up point. (MDE transportation reimbursement interpretations, 1976-77.)

2011-12 SPECIALIZED TRANSPORTATION LOG

(Complete a separate log for each route for October 3-7, 2011)

EDUCATIONAL AGENCY	School District Name:	District Code Number:	Telephone Number:
	Address:	City:	Zip Code:

INSTRUCTIONS: The Intermediate School District or the Department may require submission of this log with the Transportation Expenditure Report, SE-4094.

BUS NUMBER:	ROUTE NUMBER:	DRIVER:
DOES THIS BUS ALSO HAVE A REGULAR EDUCATION RUN? <input type="checkbox"/> YES <input type="checkbox"/> NO		
NAME OF AIDE (if any):		

MILEAGE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Ending Mileage					
Starting Mileage					
TOTAL MILEAGE (subtract starting from ending)					
<div style="border: 1px solid black; height: 15px; width: 100%;"></div>			WEEK'S TOTAL MILEAGE		
			AVERAGE MILEAGE Week's Total Mileage Divided by 5		
SPECIAL EDUCATION PUPIL COUNT EXITING BUS AT SCHOOL SITE (List Schools Below)	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1.					
2.					
3.					
4.					
5.					
TOTAL PUPIL COUNT					
			WEEK'S TOTAL PUPIL COUNT		
			AVERAGE PUPIL COUNT Week's Total Pupil Count Divided by 5		

**INSTRUCTIONS
SPECIALIZED TRANSPORTATION LOG
SE-4159-SL**

1. This form is to be completed each day during the count week for every vehicle providing specialized transportation services. You may make as many copies of the log as is necessary.
2. **A separate form is to be completed for each vehicle (owned, leased or contracted by the district) and for each route.**

Complete this form for each route which transports pupils **to school**. Do not complete this form for routes which transport pupils from school, or for mileage traveled on recreational trips or educational trips made at any time during the school year.

3. **Ending Mileage**

Is the odometer reading when the vehicle terminates its route.¹ This may be at a school or at the vehicle storage area.

4. **Starting Mileage**

Is the odometer reading when the vehicle starts its route.

5. **Total Mileage**

Is the **starting mileage** subtracted from the **ending mileage**.

6. **Week's Total Mileage**

Is the sum of the five (5) daily **total mileage**.

7. **Average Mileage**

Is the **week's total mileage** divided by 5.

8. **Pupil Count**

Is the head count of the pupils exiting the specialized transportation vehicle on the way to school. If the vehicle has **multiple stops**, record the number of pupils exiting at each of the stops. Stops may be school buildings or transfer points. Do not count pupils on their way home from school.

9. **Total Pupil Count**

Is the sum of the pupils exiting at various stops.

10. **Week's Total Pupil Count**

Is the sum of the five (5) daily **total pupil counts**.

11. **Average Pupil Count**

Is the week's total pupil count divided by 5. This figure, summed across all routes, will be entered on the 2011-12 SE-4094 Transportation Expenditure Report, line 32, column 4, "Total Riders Per the Count Week."

Note: The 2011-12 SE-4094 Transportation Expenditure Report is filed with the Center for Educational Performance Information (CEPI) by October 7, 2012.

¹Route: The actual daily path of travel of a school bus from an approved bus facility, a school in the district, or the first pick-up point through a series of pick-up stops and delivery points to a final delivery point plus the shortest reasonable path for the bus to travel back to the approved bus facility, school, or first pick-up point. (MDE transportation reimbursement interpretations, 1976-77.)