



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

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STATE SUPERINTENDENT

**MEMORANDUM**

**DATE:** July 23, 2015

**TO:** Local and Intermediate School District Superintendents  
Public School Academy Directors, Business Managers, Directors of  
Transportation

**FROM:** Linda Forward *Linda Forward*  
Interim Deputy Superintendent, Education Services

**SUBJECT:** Requirement and Funding for Specialized Transportation Services

Local school districts have asked the Michigan Department of Education many questions lately regarding the requirement to transport special education pupils. The purpose of this memo is to clarify those requirements and to describe what data is required to receive appropriate funding for providing specialized transportation services.

**Requirement to Transport Students with Disabilities**

The requirement to transport students with disabilities is found both in federal legislation and in Michigan's Revised School Code. In the federal regulations implementing the Individuals with Disabilities Education Act, at 34 CFR § 300.34, transportation of students with disabilities is defined as a related service. As such, transportation needs are discussed at each individualized education program (IEP) team meeting and if appropriate, described in the student's individualized education program.

Section 1751 of the Revised School Code also requires a school district to provide transportation for students with disabilities who could not otherwise benefit from public education. Rule 388.383 of the Administrative Rules for State Aid for the Transportation of School Children further requires that students with disabilities be transported on general education bus runs whenever possible.

When a school district determines through an IEP team decision that a student cannot be transported in a general education vehicle, or a general education vehicle with modifications (approved baby seats, transportation aides, special seating arrangements, etc.), then the district may provide specialized transportation services through the use of a special education transportation vehicle. The district may also contract with a third party for the provisions of specialized transportation services.

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## Specialized Transportation Services

Specialized transportation is defined in 34 CFR § 300.34 as a related service,

§ 300.34 Related services.

(c) *Individual related services terms defined.* The terms used in this definition are defined as follows:

(16) *Transportation* includes –

- (i) Travel to and from school and between schools;
- (ii) Travel in and around school buildings; and
- (iii) Specialized equipment (such as special or adapted buses, lifts, and ramps), if required to provide special transportation for a child with a disability.

Students with disabilities may be provided specialized transportation services when the student's disability requires special accommodations. These special accommodations could be necessary because the student is assigned to a building or a location that is not within walking distance, or if the district decides it is not safe for the pupils to walk because of traffic conditions or other factors related to the student's age or disability.

## Funding for Specialized Transportation Services

The State School Aid Act, under Section 51, provides funding for specialized transportation services for pupils required through the IEPT process. The basis for this funding is the data contained on the both the SE-4094, Transportation Expenditure Report and the SE-4107, School Bus Inventory Report.

### SE-4094 Transportation Expenditure Report

The SE-4094 Transportation Expenditure Report is a report of the district's allowable transportation expenditures for any given year, beginning on July 1 and ending on June 30. The SE-4094 data is collected electronically by the Center for Educational Performance and Information (CEPI) annually.

The SE-4094 is due to CEPI on October 7, of each year. **Section 18 of the State School Aid Act has been amended to require the Department of Education to withhold a district's entire October state aid payment for failure to file the report by the due date.**

We have included a few reminders for completing the SE-4094 Transportation Expenditure Report for future reporting cycles.

1. The only allowable costs to be reported are for vehicles either listed on the SE-4107 School Bus Inventory Report or approved by a Departmental waiver (i.e., district owned cars or mini vans).
2. Amortization for vehicles is not reported on the Transportation Expenditure Report until calculated on the final SE-4107 School Bus Inventory Report. New vehicles added to the SE-4107 in any given year will not have any amortization calculated until the next school year.

Copies of each districts final SE-4107 report may be accessed and printed from the MEIS website.

Amortization for combination vehicles is reported in the regular education cost column on the Transportation Expenditure Report. Amortization for spares, district owned cars or mini vans is not eligible to be reported.

3. Fleet insurance is only eligible to be reported on the Transportation Expenditure Report for vehicles listed on the SE-4107 School Bus Inventory Report. Fleet insurance is NOT eligible to be reported for cars, vans, or mini vans.
4. The costs for spare vehicles are only eligible to be reported on the basis of one spare vehicle for every ten vehicles in operation by the district.
5. Districts are reminded that when prorating employee benefits between special education and regular education the proration is done on an employee by employee basis, not on a flat percentage proration

## **SE-4107 School Bus Inventory Report**

Each district using black and yellow vehicles to transport pupils is required to complete, update annually and certify the SE-4107 School Bus Inventory Report. This report is accessed through the MEIS system at [www.michigan.gov/mde](http://www.michigan.gov/mde). To access this SE-4107, a district employee must have a MEIS account and have submitted a security access agreement form. The security access agreement form may be printed from the MEIS website and contains instructions for its completion.

The School Bus Inventory will be open each year from **October 16 until June 30 of the following year**. The instructions for completing the School Bus Inventory have been revised and are found on the MEIS website.

We have included a few reminders for the School Bus Inventory:

1. The School Bus Inventory will be open for adding new vehicles and making any necessary corrections from **October 16 until June 30 of the following year**.
2. **Only** black and yellow school buses are to be reported on the SE-4107. Refer to the definition of school bus on the instructions for the SE-4107. This information may be printed from the MEIS site. **District owned cars and mini vans are NOT to be reported on the School Bus Inventory.**

Districts are reminded that they must request a waiver from the OSE to report costs for using district owned car or mini van as a school transportation vehicle. Failure to request a waiver will result in the disallowance of costs on the SE-4094 Transportation Expenditure Report.

3. Review the Vehicle Status Codes for all reported vehicles. Districts are reminded that they must have prior Department approval to report any vehicle under the following status codes, **3**-Section 53 Special Education, **L3**-Leased Section 53 Special Education, **K3**-Contracted Section 53 Special Education and any of the corresponding Section 53 spare codes (**U**, **LU** and **KU**).

Reporting such vehicles under these codes without appropriate approval, will result in the vehicle and its associated costs being ineligible for reimbursement on the SE-4094 Transportation Expenditure Report.

4. When a new vehicle is added to the inventory, **all** information about the vehicle must be entered before clicking the "Submit" button. Leaving a blank field will cause the district to receive an error message and a text box stating "Detailed Error Information." Return to the vehicle entry screen and fill in the missing information.
5. When entering the cost of the vehicle, do not put any commas or decimal points in the cost field. Districts are reminded that the Cost of Bus Worksheets are back up documentation for the School Bus Inventory Report and as such must be kept on file at the district for a period of three years. These forms are subject to audit.
6. Vehicles are to be added to the school bus inventory when they are placed in service by the district, not when they are ordered. New vehicles received at the end of the school year and not used to provide pupil transportation during that school year should not be added to the inventory until the following year.
7. Vehicles sold, or removed from service by the district, should NOT be deleted from the district's inventory until the beginning of the next school year. Doing so will cause the district to be ineligible to report any amortization, insurance or operational cost for these vehicles for the year in which the vehicle was deleted.
8. Vehicles that are transferred to another Michigan public school district during the school year should be transferred on the inventory as soon as the physical transfer is finalized. The district will need to keep data on the vehicle transferred and contact the Department for instructions on how to report costs for these vehicles.
9. Amortization for new vehicles added during any given school year is not calculated or reimbursed until the following school year.
10. We continue to see data in the school bus inventory that is inaccurate. Inaccurate data in the cost field, status field, amortization fields or year of purchase fields will cause a loss of funds to the district. It is the school district's responsibility to ensure all data submitted to the Michigan Department of Education is complete and accurate. The Office of Special Education Services will *not* correct data. Please ensure all submissions are accurate when the inventory is certified.

## Contact Phone Numbers

If you have questions regarding pupil transportation issues, please contact the following people respectively:

Special Education Programmatic Issues, IEPs, State or Federal Rule Requirements  
Special Education Information Line, OSE, phone (517) 335-0448

SE-4094 Transportation Expenditure Report  
Dianne Easterling, OSE, phone (517) 335-0459

SE-4107 School Bus Inventory Report (Content Issues, Completing the Report, MEIS Security Access)  
Debbie Nowlen, OSE, phone (517) 241-1723

SE-4107 School Bus Inventory Report (Software Issues, Hardware Issues, Access Problems Password Resets)  
Department of Education Help Desk, phone (517) 335-0505

cc: Michigan Education Alliance