

# Instructions for Completing Form SE-4094 Transportation Expenditure Report

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Michigan Department of Education  
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# Instructions for Completing Form SE-4094 Transportation Expenditure Report

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## Introduction

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All intermediate school districts (ISDs) and local education agencies (LEAs), both traditional public-school districts and public-school academies (PSAs), that provide transportation to students are required to complete the Transportation Expenditure Report (SE-4094) in the Financial Information Database (FID) to qualify for state categorical aid. **Districts that do not provide transportation to students must certify the SE-4094 indicating there are no costs to report.**

Transportation costs reported under the regular/vocational educational transportation columns of the SE-4094 are reviewed by the Michigan Department of Education (MDE) Office of Health and Safety (OHS). Districts receive state categorical aid for regular/vocational education transportation costs under Section [22I of the State School Aid Act](#) using a calculation methodology as described in the Act.

Specialized transportation costs reported under the specialized transportation Section 52 and specialized transportation Section 53a columns of the SE-4094 are reviewed by MDE Office of Special Education (OSE). Districts receive state categorical aid for specialized transportation Section 52 costs under Section 51a(2)/Section 51c of State School Aid Act. State categorical aid for costs reported under Section 53a is received through Section 53a(5) of the State School Aid Act.

[Section 18\(7\) of the State School Aid Act](#) requires each ISD, LEA, and PSA to submit the SE-4094 by not later than 1 week after the last business day in September. Section 18 also requires the ISD certify the cost report for all its member districts.

**Failure to submit the SE-4094 to MDE in the FID by 1 week after the last business day in September will result in the withholding of the district's entire state aid payment beginning with the next payment due to the district.**

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## New for 2024-25

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- Districts can now include a comment regarding costs reported on the SE-4094 to provide expenditure justifications to MDE.
- Seven (7) new lines have been added to the SE-4094. Refer to the line instructions section for more information on each line.
  - Line 14: School Transportation Vehicle Count
  - Line 24: Electric Vehicle (EV) Charging
  - Line 34: Total Annual Miles (EV)
  - Line 35: Total Academic Miles (Non-EV)
  - Line 36: Total Academic Miles (EV)
  - Line 39: Total Electricity Consumed (in kilowatt hours)
  - Line 41: Total Annual Miles per Kilowatt Hour (EV)
- As a result of the addition of 7 new lines, multiple lines now have a new line number that differs from the line number used on previous cost reports.
- Five (5) lines have a new line name due to the SE-4094 now requiring separate data for EV vehicles vs. non-EV vehicles.
  - Line 23: Vehicle Fuel (Fossil) – Previously Line 22 Vehicle Fuel
  - Line 33: Total Annual Miles (Non-EV) – Previously Line 31: Total Annual Miles
  - Line 37: Total Riders Per Count Week (Non-EV and EV) – Previously Line 32: Total Riders Per Count Week
  - Line 38: Total Fossil Fuel Consumed (in gallons) – Previously Line 33: Total Fuel Consumed (in gallons)
  - Line 40: Total Annual Miles per Gallon (non-EV) – Previously Line 34: Annual Miles per Gallon
- Line 2 has been renamed Vehicle Drivers from Bus Drivers to include costs associated with school transportation vehicle drivers.
- Additional instructions have been provided regarding school transportation vehicle costs eligible for reimbursement on the SE-4094.
- The Section 53a Ridership Verification page has been removed.

- The instructions have been reorganized and reworded throughout for additional clarity.
- Proration requirements for each line has been removed to provide districts the ability to prorate costs in a manner reasonable for each district. Revised proration instructions and requirements can be found in the Reporting Requirements section.

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## General Instructions

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- The SE-4094 shall reflect costs for the school year July 1 to June 30.
- Report all costs to the **nearest dollar**.
- Districts can report costs related to providing transportation to children with disabilities between the ages of 0 and 26 on the SE-4094. Districts can report costs related to providing transportation to children without disabilities between kindergarten and grade twelve (12) on the SE-4094.
- The [Michigan School Accounting Manual](#) (Bulletin 1022) serves as a mandatory guide to the uniform classification and recording of accounting transactions for Michigan public school districts.
- For information regarding costs which have been approved for reimbursement on the SE-4094 by function and object code, refer to the [Transportation Allowable Expenditures](#) document.
  - Costs not listed in the transportation allowable expenditures document are not to be reported on the SE-4094 without annual prior approval from MDE.
  - Utilize the [Special Education Prior Approval Request Form](#) to submit a prior approval request to MDE OSE for specialized transportation cost.
- Only allowable transportation costs charged to local funds, and which have not already been reimbursed through another funding source are eligible to be reported on the SE-4094.
- **Costs reimbursed through federal and/or state funds are not eligible to be reported on the SE-4094.** Examples include but are not limited to:
  - Clean School Bus Energy Grant
  - Great Start Readiness Program (GSRP)

- Environmental Protection Agency (EPA)
- Individuals with Disabilities Education Act (IDEA)

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## Reporting Requirements

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- Costs are to be reported on the SE-4094 under regular/vocational education transportation, specialized transportation-Section 52, and specialized transportation-Section 53a on a direct charge basis wherever possible, or by a method of allocation which provides a reasonable distribution of costs. Districts are required to keep documentation to verify all amounts recorded as journal entries.
  - Allocation and/or journal entry documentation must be maintained for monitoring purposes and submitted to MDE upon request.
  - Lack of allocation and/or journal entry documentation may result in the disallowance of costs.
- Fuel tax must not be included on the SE-4094.
- Salaries and benefits for personnel performing multiple duties must be reported on the SE-4094 based upon the percent of time spent performing student transportation duties. **The split-funding of salaries and benefits of personnel reported on the SE-4094 must be based on records that accurately reflect the work performed.**
  - These records must be supported by a system of internal control which provides reasonable assurance the costs are allocable, allowable, reasonable, and necessary.

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## Recording Costs-General Accounting Information

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### Early Retirement Incentive Payments and Unused Sick Leave

Lump sum payments, retirement incentive payments spread over the following year, and the purchase of annuities as a retirement **do not** qualify for state categorical reimbursement. The early retirement incentive payment plan is not directly related to the provision of transportation to students.

Stipends or prepaid insurance for personnel who retire early also **do not** qualify for state categorical reimbursement. These payments are made as an incentive for

personnel to retire early and are not part of the ordinary fringe benefits and operational costs of the district.

Payment of unused sick leave is reimbursable to the extent that the sick leave was accrued during service to the student transportation program.

- For example, if an employee worked five years in a student transportation program and five years in a nonstudent transportation program, the split in the reimbursement for unused sick leave should be 50 percent to each.

### **Severance and Other Special Payments**

Severance payments, or money paid to employees upon dismissal or discharge, are not considered allowable costs to be reported on the SE-4094.

Bonuses and incentive payments that exceed the contracted salary amounts, regardless of being coded as a salary (17XX) or a benefit (2XXX) are not a requirement under state or federal law for the provision of regular or special education programs and services and are also not allowable costs to be reported on the SE-4094.

### **Payments Between Districts**

Costs contracted from another Michigan public school district are allowable costs on the SE-4094 if the following requirements are met:

- There is a signed agreement in place signed by each district regarding which district will be reporting the costs on the SE-4094. A signed agreement is needed to ensure costs are not over reported on the SE-4094 between the districts.
- If the operating district claims state special education categorical aid, the operating district must deduct the state aid reimbursement to be received before billing the contracting district. The deduction is needed to ensure the operating district is not over reimbursed.
- Documentation to support how the contracted costs were reported on the SE-4094 between districts, as well as the signed agreement, must be maintained for monitoring purposes and submitted to MDE upon request. Lack of documentation may result in the disallowance of costs.

### **Refunds**

These are a credit against the year in which the refund is received and must offset costs reported on the SE-4094 on a direct charge basis.



### **Field Trips, Athletics, and Extracurricular Events**

Costs related to field trips are non-mandated and noncredit events, which are considered extra-curricular or co-curricular activities and are not eligible to be reported on the SE-4094.

Costs for instructional activities scheduled away from school on a regular basis are not considered field trips and are eligible to be reported on the SE-4094 in the respective column.

Costs related to athletics and extra-curricular events are also not eligible to be reported on the SE-4094.

For further direction regarding reimbursement of field trip transportation for students with disabilities, refer to Appendix B of the [State Aid and IDEA Part B, Section 611 Allowable Costs Document](#).

### **Costs for Providing Transportation for School of Choice Students**

Costs related to providing transportation for school of choice students are unallowable to be reported on the SE-4094 unless the student is receiving specialized transportation as required by the student's IEP.

School of choice does not include homeless students or students in foster care. Costs related to transporting homeless students and/or students in foster care are allowable to be reported on the SE-4094 whether or not the students reside within the district's geographical boundary.

### **Non-Student Transportation Costs**

Non-student transportation costs are not to be reported on the SE-4094. Examples include but are not limited to:

- Employee salaries for non-student transportation activities.
- Insurance, parts, repairs, gasoline and supplies for various non-student transportation vehicles and equipment (i.e., driver's education cars, maintenance vehicles, administrative vehicles, tractors, lawn mowers and snowplows).

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## Column Instructions

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### Columns 1, 3 and 5 Vehicle and FTE Counts

Report vehicle counts and the full-time equivalency (FTE) for personnel, as applicable.

- FTE for drivers, aides, and other support personnel is based upon a six (6) hour day. (e.g., 12 drivers with 4 hour a day assignments ( $4 \div 6 = .67 \times 12 = 8$  FTEs))
  - Do not report the FTE for substitute drivers or substitute aides.
- Vehicle counts for black and yellow school buses must be in alignment with the School Bus Inventory Report (SE-4107) which is housed within the School Bus Inventory System (SBIS).
- Vehicle counts for school transportation vehicles must be in alignment with a [School Transportation Vehicle Waiver Request](#) that has been approved by MDE for the applicable fiscal year.

### Column 2 Regular/Vocational Education Transportation

Amounts reported in this column are allowable costs for transporting the following students:

- Regular/vocational education students
- Special education students whose individualized education program (IEP) **does not require** specialized transportation services.

### Column 4 Specialized Transportation-Section 52

Amounts reported in this column are allowable costs for providing specialized transportation to students with disabilities as required by the student's IEP.

This column does not include the costs for providing specialized transportation to Section 53a students with disabilities as required by the student's IEP.

### Column 6 Specialized Transportation-Section 53a

Amounts reported in this column are allowable costs for providing specialized transportation to Section 53a students with disabilities as required by the student's IEP.

Before completing this column, refer to the Special Instructions for Reporting Specialized Transportation Section 53a Costs section.

## **Column 7 Total**

This column automatically totals columns 2, 4 and 6 by line.

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## **Line Instructions**

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### **Salaries**

Do not include employee benefit costs on lines 1-5. Employee benefits are reported on line 7.

### **Line 1 Supervision**

Report the FTE and salary paid to district personnel for the portion of their time devoted to supervising transportation.

Do not include any of the superintendent's salary for any time devoted to transportation or transportation supervision, even if the superintendent is directly responsible.

Costs on this line are **not eligible** to be reported in the specialized transportation-Section 53a column.

### **Line 2 Vehicle Drivers**

Report the FTE and salary paid to district personal for time involved in the following:

- Driving a district owned or leased black and yellow school bus.
- Driving a district owned or leased school transportation vehicle.
- Substitute driving a black and yellow school bus.
  - Report salary only, not FTE

**Drivers contracted from a third-party entity to drive a district owned or leased black and yellow school bus or school transportation vehicle are reported on Line 11.**

Costs on this line are eligible to be reported in the specialized transportation-Section 53a column.

### **Line 3 Secretarial**

Report the FTE and salary paid to district personnel for the portion of time devoted to the following:

- Transportation secretarial duties
- Dispatchers
- Substitutes for transportation secretarial personnel for their time spent on student transportation activities.
  - Report salary only, not FTE

**Costs for secretarial staff contracted from a third-party entity are reported on Line 11.**

Costs on this line are **not eligible** to be reported in the specialized transportation-Section 53a column.

#### **Line 4 Aides**

Report the FTE and salary paid to an aide riding a student transportation vehicle transporting students to and from an instructional program site or other instructional activities scheduled away from school.

Do not include the salaries for bus loading aides not riding on the student transportation vehicle.

**The costs for aides contracted from a third-party entity are reported on Line 11.**

Costs on this line are eligible to be reported in the specialized transportation-Section 53a column.

#### **Line 5 Other Support**

Report the FTE and salary paid to district personnel who work on student transportation vehicles. This would include:

- Mechanics
- Garage personnel
- Other personnel involved with providing student transportation services.

**The cost for support staff contracted from a third-party entity are reported on Line 11.**

Costs on this line are **not eligible** to be reported in the specialized transportation-Section 53a column.

### **Line 6 Total Salaries**

This line automatically totals lines 1–5.

### **Employee Benefits**

#### **Line 7 Employee Benefits**

Report the amounts paid as benefits to student transportation personnel whose salaries are reported on the SE-4094.

Benefit costs for personnel performing multiple duties must be reported on the SE-4094 in a manner consistent with the prorated salaries.

Prorate the benefits related to lines 1-5 on a line-by-line basis and then sum the total benefits to be reported on line 7.

Typically, the amount reported for employee benefits should not exceed total salaries. If total benefits exceeds salaries, provide a justification in the comment section of the cost report.

Costs on this line are eligible to be reported in the specialized transportation-Section 53a column.

### **Purchased Services – Non-Vehicle Related Costs**

#### **Line 8 Local Expenses**

Report the costs for district personnel reported on the SE-4094 related to mileage, meals, in-services, workshops, etc. for providing transportation services.

Costs on this line are eligible to be reported in the specialized transportation-Section 53a column.

#### **Line 9 Telephone/Postage**

Report the following costs for the student transportation department:

- Telephone
- Postage
- Amounts paid by the district for advertising directly related to student transportation (i.e., job postings)

Costs on this line are **not eligible** to be reported in the specialized transportation-Section 53a column.

### **Line 10 Other Utilities**

Report the following costs for the student transportation department:

- Heat
- Electricity
- Water
- Sewage
- Waste
- Trash disposal

**Utility costs must be direct billed to the transportation department and not a proration of the school district's total utility bill.**

Costs on this line are **not eligible** to be reported in the specialized transportation-Section 53a column.

### **Line 11 Purchased Services – Staff**

Report the FTE and costs of staff contracted from a third-party entity. Contracted staff reported on this line include:

- Bus drivers
  - If contracted bus driver costs are not able to be broken out based on the invoice received from the third-party entity, report this cost on Line 16 Pupil Transportation Common Carrier (Black and Yellow Buses).
- Secretarial Staff
- Aides
- Other support staff who would have been reported on Line 5 if employed by the district (i.e., mechanics, garage employees, other employees involved with providing student transportation services).

Costs on this line are eligible to be reported in the specialized transportation-Section 53a column.

### **Line 12 Other Non-Vehicle Purchased Services**

Report contracted costs for other services such as:

- Data processing for bus routes approved by the ISD
- Navigation
- Equipment repairs
- Rental of in-service materials and professional/technical services (i.e., physicals for bus drivers, snow plowing, etc.)

Do not include costs for improvements made to bus garages and bus parking lots.

Costs on this line are **not eligible** to be reported in the specialized transportation-Section 53a column.

### **Line 13 Total of Non-Vehicle Related Purchased Services**

This line automatically totals lines 8-12.

## **School Transportation Vehicles**

### **Line 14 School Transportation Vehicle Count (New for 2024-25)**

Report the number of school transportation vehicles associated with instructional student transportation costs reported on the SE-4094.

The count of student transportation vehicles reported on this line must align with a [School Transportation Vehicle Waiver Request](#) that has been approved by MDE.

**Costs for school transportation vehicles cannot be reported on the SE-4094 without an approved waiver.** Districts are required to submit a School Transportation Waiver request annually.

Costs are not reported on this line, only a vehicle count.

## **Purchased Services – Vehicle Related Costs**

### **Line 15 Pupil Transportation Common Carrier (Non-black and yellow vehicles)**

Report the number of non-black and yellow vehicles and the amount paid to a third-party entity offering its services to the public to provide motor vehicle transportation. **These vehicles are not to be included in the SBIS and do not include companies such as Dean, First Student or Durham who use black and yellow school buses.**

Report the following types of costs on this line:

- Payments to public transit authorities and companies using non-black and yellow vehicles.
- Costs related to public transportation bus passes.

Costs on this line are eligible to be reported in the specialized transportation-Section 53a column.

**Line 16 Pupil Transportation Common Carrier (Black and Yellow Buses)**

Report the number of black and yellow school buses contracted by the district to provide student transportation services to and from an instructional program site.

All black and yellow school buses reported on this line must be included on the SE-4107 using one of the following status codes:

- Contracted Regular (KR)
- Contracted Special Education-Section 52 (K2)
- Contracted Combined (KC)

Report the following types of costs on this line:

- Costs for contracting black and yellow school buses operated by bus drivers employed by the district.
- Costs for contracted bus drivers driving district owned or leased black and yellow school buses if the contracted bus driver costs are not able to be broken out based on the invoice received from the third-party entity.
- Costs paid to a third-party entity offering its services to districts to provide student transportation services to and from an instructional program site such as Dean, First Student, Durham, etc. who use black and yellow buses. Costs on this line include the following when billed as package that cannot be itemized:
  - The cost of contracting black and yellow school buses
  - The cost of staff to operate the black and yellow school buses
  - Repair/maintenance costs of black and yellow school buses

Third-party entities must itemize billing packages to allow districts to report individual costs on the respective lines on the SE-4094.





Costs on this line are eligible to be reported in the specialized transportation-Section 53a column.

**Line 17 Pupil Transportation Family Vehicle Cost**

Report the number of vehicles and the amount paid to a private individual to provide student transportation services to and from an instructional program site.

**These vehicles are not to be included in the SBIS.**

Report the following types of costs on this line:

- Costs for contracting with a parent or guardian to transport their child to and from an instructional program site.
- Costs for contracting with a student to provide his or her own transportation to and from an instructional program site.
- Costs for purchasing vehicle fuel cards for parent/guardian, or student transportation to and from an instructional program site.

**Do not include payments for student transportation to or from a school related event.**

**Costs on this line are reported on a direct charge basis and are not prorated.**

Costs on this line are eligible to be reported in the specialized transportation-Section 53a column on a direct charge basis.

**Line 18 Pupil Transportation Taxicab/TNC**

Report the number of vehicles and the amount paid by the district to the following companies for transporting students to and from an instructional program site:

- Taxicab companies
- Transportation Network Companies (TNCs)

**These vehicles are not to be included in the SBIS.**

Districts are encouraged to complete the [Transportation Services Agreement with TNC](#) form if utilizing TNCs for transporting students. For more information on requirements related to transporting students using TNCs, refer to the [Transportation Network Company Requirements](#) document.

**Costs on this line are reported on a direct charge basis and are not prorated.**

Costs on this line are eligible to be reported in the specialized transportation-Section 53a column on a direct charge basis.

**Line 19 Pupil Transportation Fleet Insurance**

Report the number of school buses and the amount paid by the district for student transportation fleet insurance for district owned or leased school buses used to transport students to and from an instructional program site.

Fleet insurance costs may only be reported for black and yellow school buses reported on the SE-4107 with the following status codes:

- Regular (R)
  - (1) spare for every ten (10) buses with a status code of (R)
- Spare (S)
  - (1) spare for every ten (10) buses with a status code of (R)
- Leased Regular (LR)
  - (1) spare for every ten (10) buses with a status code of (LR)
- Leased Spare (LS)
  - (1) spare for every ten (10) buses with a status code of (LR)
- Special Education – Section 52 (2)
  - (1) spare for every ten (10) buses with a status code of (2)
- Section 52 Spares (T)
  - (1) spare for every ten (10) buses with a status code of (2)
- Leased Special Education – Section 52 (L2)
  - (1) spare for every ten (10) buses with a status code of (L2)
- Leased Section 52 Spare (LT)
  - (1) spare for every ten (10) buses with a status code of (L2)
- Combined Vehicles (C)
  - (1) spare for every ten (10) buses with a status code of (C)
- Leased Combined (LC)
  - (1) spare for every ten (10) buses with a status code of (LC)
- Special Education – Section 53a (3)
  - (1) spare for every ten (10) buses with a status code of (3)
- Section 53a Spare (U)
  - (1) spare for every ten (10) buses with a status code of (3)
- Leased Section 53a Special Education (L3)
  - (1) spare for every ten (10) buses with a status code of (L3)

- Leased Section 53a Spare (LU)
  - (1) spare for every ten (10) buses with a status code of (L3)

**Fleet insurance costs for school transportation vehicles are not eligible to be reported on the SE-4094.**

The amount of fleet insurance is reported on a direct charge basis and is not prorated between regular/vocational and specialized transportation.

Fleet insurance for buses labeled as spares on the SE-4107 may only be reported for one (1) spare bus for every ten (10) buses in service under a particular service activity. For example, if a district reported twelve (12) Special Education-Section 52 buses and three (3) Special Education Section-52 spare buses on the SE-4107, only the fleet insurance costs for one (1) Special Education-Section 52 spare bus could be reported on the SE-4094.

**Fleet insurance costs for all combination black and yellow school buses are reported in the regular/vocational education transportation column of the SE-4094.**

Costs on this line are eligible to be charged to Section 53a on a direct charge basis if the black and yellow school bus has a Special Education-Section 53a status code on the SE-4107.

#### **Line 20 Leased Buses (Black and Yellow)**

Report the number of black and yellow school buses leased by the district to provide student transportation services to and from an instructional program site.

All district leased black and yellow school buses reported on this line must be included on the SE-4107 using one of the following status codes:

- Leased Regular (LR)
- Leased Special Education – Section 52 (L2)
- Leased Combined (LC)

Report the following types of costs on this line:

- District costs for leasing black and yellow school buses.

**Costs for leasing school transportation vehicles are not eligible to be reported on the SE-4094.**



Costs on this line are eligible to be reported in the specialized transportation-Section 53a column.

### **Line 21 Other Vehicle Related Costs**

Costs reported on this line must be for black and yellow school buses reported on the SE-4107 and/or school transportation vehicles approved by MDE on an annual school transportation waiver request.

The following costs are eligible to be reported:

- Costs for vehicle maintenance and repair paid to a private garage or body shop. This also includes black and yellow school bus lettering by a contractor.
- Equipment leasing costs for two-way radios used in the vehicle, bus garage alarm system, and Xerox copiers (prorated for costs related to supporting student transportation)

Costs on this line are eligible to be reported in the specialized transportation-Section 53a column.

### **Line 22 Total of Vehicle Related Purchased Services**

This line automatically totals lines 15-21.

## **Supplies**

### **Line 23 Vehicle Fuel (Fossil)**

Costs reported on this line must be for black and yellow school buses reported on the SE-4107 and/or school transportation vehicles approved by MDE on an annual School Transportation Waiver request.

Report the costs for fossil fuel for the operation of student transportation vehicles providing student transportation services to and from an instructional program site.

Do not report the amount of fossil fuel tax on this line.

Costs on this line are eligible to be reported in the specialized transportation-Section 53a column.

### **Line 24 Electric Vehicle (EV) Charging (New for 2024-25)**

Report the costs for EV charging for the operation of student transportation vehicles providing student transportation services to and from an instructional program site.

Costs reported on this line must be for black and yellow school buses reported on the SE-4107 and/or school transportation vehicles approved by MDE on an annual school transportation waiver request.

Costs on this line are eligible to be reported in the specialized transportation-Section 53a column.

### **Line 25 Oil/Grease**

Report the costs for oil and grease for the operation of student transportation vehicles providing student transportation services to and from an instructional program site.

Costs reported on this line must be for black and yellow school buses reported on the SE-4107 and/or school transportation vehicles approved by MDE on an annual School Transportation Waiver request.

Costs on this line are eligible to be reported in the specialized transportation-Section 53a column.

### **Line 26 Tires/Batteries**

Report the costs for tires, tubes and batteries for the operation of student transportation vehicles providing student transportation services to and from an instructional program site.

Costs reported on this line must be for black and yellow school buses reported on the SE-4107 and/or school transportation vehicles approved by MDE on an annual School Transportation Waiver request.

Costs on this line are eligible to be reported in the specialized transportation-Section 53a column.

### **Line 27 Other Supplies/Repair Parts**

Report the cost of vehicle repair parts and other supplies for the operation of student transportation vehicles providing student transportation services to and from an instructional program site.

The following costs are eligible to be reported:

- Vehicle repair parts used in the maintenance of black and yellow school buses or school transportation vehicles.

- Other supplies such as anti-freeze, deicers, cleaning materials for buses, custodial supplies, electrical cords, fire extinguishers, first aid supplies, repair parts for garage equipment, signal flags, small tools, etc.

Costs reported on this line must be for black and yellow school buses reported on the SE-4107 and/or school transportation vehicles approved by MDE on an annual school transportation waiver request.

Costs on this line are **not eligible** to be reported in the specialized transportation-Section 53a column.

### **Line 28 Office Supplies**

Report the cost of supplies used to support the operation of the student transportation office functions for personnel reported on Line 1 (Supervision) and Line 3 (Secretarial).

Costs on this line are **not eligible** to be reported in the specialized transportation-Section 53a column.

### **Line 29 Total Supplies**

The total of lines 23-28.

### **Other Expenditures**

#### **Line 30 Other Expense**

Report the cost for the operation of student transportation vehicles providing student transportation services to and from an instructional program site and student transportation management for other costs such as:

- Dues/Fees
- Tolls
- Bus Driver Awards
- Licenses/Subscriptions

Costs reported on this line must be for black and yellow school buses reported on the SE-4107 and/or school transportation vehicles approved by MDE on an annual school transportation waiver request.

Costs on this line are **not eligible** to be reported in the specialized transportation-Section 53a column.

### **Line 31 Bus Amortization**

Report the annual amortization amount for black and yellow school buses as calculated on the SE-4107. **The amortization amount reported must match the final SE-4107.**

Amortization costs may only be reported for black and yellow school buses reported on the SE-4107 with the following status codes:

- Regular (R)
  - Report under regular/vocational education transportation column
- Combined Vehicles (C)
  - Report under regular/vocational education transportation column
- Special Education – Section 52 (2)
  - Report under specialized transportation-Section 52 column

**Amortization amounts for school transportation vehicles are ineligible to be reported on the SE-4094.**

Costs on this line are eligible to be reported in the specialized transportation-Section 53a column on a direct charge basis only if the bus is reported as a Section 53a bus on the SE-4107.

Districts are to utilize and retain in their records a completed [New Bus Cost Worksheet](#) when determining the amortization amount for each school bus to be added and amortized in the SBIS. This worksheet also includes information regarding optional equipment eligible to be amortized. Refer to the New Bus Cost Worksheet for more information on how to determine the amount to be amortized in the SBIS.

Retain a copy of the completed New Bus Cost Worksheet for MDE monitoring purposes.

### **Line 32 Total Expenditures**

This line automatically totals lines 6, 7, 13, 22, 29, 30 and 31.

### **Other Reporting Requirements**

#### **Line 33 Total Annual Miles (Non-EV)**

Report on this line the total annual miles for **non-EV** student transportation vehicles providing student transportation. Districts should report for each vehicle

the difference between the vehicle odometer reading as of July 1 and June 30 of the fiscal year.

**Although costs related to field trips, athletics and extra-curricular events are unallowable to be reported on the SE-4094, the miles associated with these activities are allowable to be reported on this line.**

Report total annual miles for the following non-EV student transportation vehicles:

- Black and Yellow School Buses (District owned or leased only)

This line is not required to be completed for the Special Education Section 53a column.

**Line 34 Total Annual Miles (EV) (New for 2024-25)**

Report on this line the total annual miles for **EV** student transportation vehicles providing student transportation. Districts should report for each vehicle the difference between the vehicle odometer reading as of July 1 and June 30 of the fiscal year.

**Although costs related to field trips, athletics and extra-curricular events are unallowable to be reported on the SE-4094, the miles associated with these activities are allowable to be reported on this line.**

Report total annual miles for the following EV student transportation vehicles:

- Black and Yellow School buses (District owned or leased only)

This line is not required to be completed for the Special Education Section 53a column.

**Line 35 Total Academic Miles (Non-EV) (New for 2024-25)**

Report on this line total academic miles traveled by all **non-EV** student transportation vehicles providing student transportation to an instructional program site using the district's completed [Student Transportation Logs](#) from October Fall count of the fiscal year.

**Non-EV vehicles are noted with a fuel type of "Fossil" on the Student Transportation Log.**

To calculate total non-EV academic miles for the regular/vocational education transportation column:



- Sum the average mileage (weeks total mileage divided by number of days transported) for each non-EV regular/vocational education transportation student transportation vehicle's SE-4159-RL,
- Multiply by the number of school days the district was in session,
- Multiply by two (2) to capture the second half of the vehicle routes.

To calculate total non-EV academic miles for the specialized transportation–Section 52 column

- Sum the average mileage (weeks total mileage divided by number of days transported) for each non-EV specialized transportation vehicle's SE-4159-SL
- Multiply by the number of school days the district was in session,
- Multiply by two (2) to capture the second half of the vehicle routes.

This line is not required to be completed for the Special Education Section 53a column.

### **Line 36 Total Academic Miles (EV) (New for 2024-25)**

Report on this line total academic miles traveled by all **EV** student transportation vehicles providing student transportation to instructional program sites using the district's completed [Student Transportation Logs](#) from the October Fall count of the fiscal year.

### **EV vehicles are noted with a fuel type of "Electric" on the Student Transportation Log.**

To calculate total EV academic miles for the regular/vocational education transportation column,

- Sum the average mileage (weeks total mileage divided by number of days transported) for each EV regular/vocational education transportation student transportation vehicle's SE-4159-RL,
- Multiply by the number of school days the district was in session,
- Multiply by two (2) to capture the second half of the vehicle routes.

To calculate total EV academic miles for the specialized transportation–Section 52 column,

- Sum the average mileage (weeks total mileage divided by number of days transported) for each EV specialized transportation vehicle's SE-4159-SL,
- Multiply by the number of school days the district was in session,
- Multiply by two (2) to capture the second half of the vehicle routes.

This line is not required to be completed for the Special Education Section 53a column.

**Line 37 Total Riders per Count Week (Non-EV and EV) (as defined in R 388.374)**

Report on this line the count of students transported on student transportation vehicles providing student transportation to instructional program sites using the district's completed [Student Transportation Logs](#) from the October Fall count of the fiscal year.

To calculate total riders per the count week for the regular/vocational education transportation column:

- Sum the average student count (week's total student count divided by number of days transported) for each regular/vocational education transportation student transportation vehicle's SE-4159-RL.
- **Any special education student who rides on a regular/vocational education transportation vehicle can only be included in the regular/vocational education transportation column.**

To calculate total riders per the count week for the specialized transportation-Section 52 column:

- Sum the average student count (week's total student count divided by number of days transported) for each specialized transportation vehicle's SE-4159-SL.
- **Reduce from this count the total count of Section 53a students transported with specialized transportation in their IEP and reported in the Section 53a Student Specialized Transportation section of the SE-4159-SLs.**

To calculate total riders per the count week for the specialized transportation-Section 53a column,

- Sum the count of Section 53a students transported during the count week with specialized transportation in their IEP for each specialized transportation vehicle's SE-4159-SL.
- **All Section 53a students are required to be verified by MDE OSE through the October Fall Section 53a student count verification process.**

**Homeless and foster care students would be reported on this line, even if the vehicle goes outside of district boundaries to transport these students.**

**Line 38 Total Fossil Fuel Consumed (in gallons)**

Include the total number of gallons of fossil fuel used by non-EV student transportation vehicles for providing student transportation to and from an instructional program site.

Report total number of gallons for the following non-EV student transportation vehicles:

- Black and Yellow School Buses (District owned or leased only)

**Line 39 Total Electricity Consumed (in kilowatt hours) (New for 2024-25)**

Include the total number of kilowatt hours used by EV student transportation vehicles for providing student transportation to and from an instructional program site.

Report total number of kilowatt hours for the following EV student transportation vehicles:

- Black and Yellow School Buses (District owned or leased only)

**Line 40 Annual Miles per Gallon (Non-EV)**

This line is automatically calculated by dividing Line 33 Total Annual Miles (Non-EV) by Line 38 Total Fossil Fuel Consumed (in gallons).

**Line 41 Annual Miles per Kilowatt Hour (EV) (New for 2024-25)**

This line is automatically calculated by dividing Line 34 Total Annual Miles (EV) by Line 39 Total Electricity Consumed (in kilowatt hours).

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## Special Instructions for Reporting Specialized Transportation Section 53a Costs

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Costs related to providing specialized transportation to Section 53a students with disabilities are reported in columns 5 and 6 of the SE-4094.

Only complete columns 5 and 6 if:

- The district provided specialized transportation to Section 53a students with disabilities,
- The students were reported under Section 53a on the district's special education FTE count on the October Fall and/or February Spring [Audited Pupil Membership Report](#) (DS-4120), **and**
- The students were verified by MDE OSE through the Section 53a pupil count verification process.
  - Refer to the [MDE Section 53a webpage](#) for more information on the MDE OSE Section 53a pupil count verification process.

### Eligible Costs

1. Reimbursement for specialized transportation services for Section 53a students is paid under Section 53a of the State School Aid Act. Only services for the following students qualify under Section 53a:
  - a. Pupils assigned to a district or intermediate district through the community placement program of the courts or a state agency, if the pupil was a resident of another intermediate district at the time the pupil came under the jurisdiction of the court or a state agency.
  - b. Pupils who are residents of institutions operated by the department of health and human services.
  - c. Pupils who are former residents of department of community health institutions for the developmentally disabled who are placed in community settings other than the pupils' home.
  - d. Pupils enrolled in a department-approved on-grounds educational program longer than 180 days, but not longer than 233 days, at a residential child-care institution, if the child-care institution offered in 1991-92 an on-grounds educational program longer than 180 days but not longer than 233 days.

- e. Pupils placed in a district by a parent for the purpose of seeking a suitable home, if the parent does not reside in the same intermediate district as the district in which the pupil is placed.
2. As indicated in Section 53a(3) of the State School Aid Act, "only those costs that are clearly and directly attributable to educational programs for pupils described in subsection (2), and that would not have been incurred if the pupils were not being educated in a district or intermediate district, are reimbursable under this section."
3. Administrative costs related to operating transportation services including costs related to transportation supervisors and clerical staff, the cost of operating the bus garage, and other administrative costs normally incurred by the district are not chargeable to Section 53a without an annual prior approval from MDE OSE.
4. Costs 100% attributable to providing specialized transportation to Section 53a students and reported by the district for Section 53a reimbursement must be supported by submitting documentation to MDE OSE identifying the amount being direct charged to Section 53a as well as a justification for the expenditures being 100% attributable to a Section 53a student(s).
  - a. Examples include but are not limited to:
    - i. Costs associated with a one-to-one transportation aide
    - ii. Equipment used solely by a Section 53a student and not available to non-Section 53a students in the district.
  - b. Documentation to support costs 100% attributable to supporting section 53a students and charged to section 53a for 100% reimbursement must be maintained for monitoring purposes and submitted to MDE upon request. Lack of allocation documentation may result in the disallowance of costs.

### **Ineligible Costs**

The following lines and costs are considered administrative and are not eligible to be charged to Section 53a:

- Line 1 – Supervision
- Line 3 – Secretarial

- Line 5 – Other Support
- Line 9 – Telephone/Postage
- Line 10 – Other Utilities
- Line 12 – Other Non-Vehicle Purchased Services
- Line 27 – Other Supplies/Repair Parts
- Line 28 – Office Supplies
- Line 30 – Other Expense/Adjustment

### **Reporting Section 53a Costs**

Costs reported under Section 53a of the SE-4094 are to be determined based on the specialized transportation received by Section 53a students.

Costs are to be reported using a direct charge basis wherever possible, or by a method of allocation which provides a reasonable distribution of costs for specialized transportation Section 53a costs. Districts are required to keep documentation to verify all amounts recorded as journal entries.

- Allocation and/or journal entry documentation must be maintained for monitoring purposes and submitted to MDE OSE upon request.
- Lack of allocation and/or journal entry documentation may result in the disallowance of costs.

If the same allocation percentage is used to prorate costs to Section 53a for multiple lines, MDE OSE will return the SE-4094 to the district for required modifications if a reasonable justification is not provided.

Costs reported on the following lines are reported using the direct cost method:

- Line 17 - Pupil Transportation Family Vehicle Cost
- Line 18 - Pupil Transportation Taxicab/TNC
- Line 19 – Pupil Transportation Fleet Insurance
- Line 31 – Bus Amortization

**Vehicles coded as Section 53a vehicles in the SBIS must have prior approval from MDE.**



## **Reimbursement**

Section 53a specialized transportation costs are reimbursed from the Special Education Actual Cost Report (SE-4096) only.

**Total specialized transportation-Section 53a costs reported on the SE-4094 must also be reported under Function 271 pupil transport in the other expenditures column within the Section 53a portion of the SE-4096 to receive reimbursement for Section 53a transportation costs.**