



Michigan Department of Education
Office of Health and Safety and Office of Special Education
September 2024

2024-2025 Student Transportation Log

Form Type

Select one form type.

Regular/Vocational Transportation **SE-4159-RL**

Specialized Transportation **SE-4159-SL**

Fuel Type

Select one fuel type.

Fossil

Electric

Vehicle Type

Select one vehicle type.

Black & Yellow School Bus

School Transportation Vehicle

Third Party (Non-Black & Yellow)¹

Parent Transportation

Instructions

Complete a separate student transportation log for each individual vehicle route transporting students during the Fall 2024 student count week of September 30 - October 4, 2024. Only complete this form for the number of days students were transported over the five (5) day count week. Do not complete this form for routes transporting students home, on field trips, or extra-curricular events.

Include all students, including Early Fours, Head Start, parochial school students, etc., who ride a transportation vehicle during the count week when counting total riders. Do not include school of choice students in the student count for purposes of this form.

Submit completed regular/vocational student transportation logs (SE-4159-RL) to Troy Hansbarger at Michigan Department of Education (MDE), Office of Health and Safety (OHS) at HansbargerT@michigan.gov. Submit specialized student transportation logs (SE-4159-SL) to MDE, Office of Special Education (OSE) at MDE-OSEProgramFinance@michigan.gov. All completed student transportation log forms must be submitted to MDE no later than November 1, 2024.

¹ Entities offering its services to the public, to provide motor vehicle transportation to and from school or instructional program sites for students. These include non- black and yellow vehicles such as Transportation Network Companies (TNC), Taxi Services and Public Transportation. Do not include entities such as Dean, First Student or Durham.

District Information

School District Name

District Code No.

Intermediate School District Name

District Contact Name

Telephone No.

District Contact Email

Vehicle/Mileage Information

Route Number

Vehicle Driver Name

Name of vehicle aide(s), if applicable

Were Special Education students transported on this route during the count week?

(>51% Special Education riders) Yes No

Mileage	Monday	Tuesday	Wednesday	Thursday	Friday
Ending Mileage					
Starting Mileage					
Daily Total Mileage (subtract starting from ending)					

Week's Total Mileage _____ Number of Days Students were Transported

Average Mileage (Week's total mileage divided by number of days transported) _____

Student Count Information

Complete the chart below each day the vehicle transports students to school or to an instructional program site and enter the building during the count week.

School/Instructional Program Site	Monday	Tuesday	Wednesday	Thursday	Friday
Daily Total Student Count					

Week's Total Student Count _____ Number of Days Students were Transported

Average Student Count (Week's total student count divided by number of days transported) _____

Section 53a Student Specialized Transportation

Complete this section if the vehicle route included transporting special education Section 53a students with specialized transportation included in the students individualized education program (IEP) during the count week.

This section is to be completed by district administration after the SE-4159-SL has been completed and submitted back to the district after the count week. This section is not to be completed by the vehicle's driver during the count week.

To determine total riders per the count week for special education Section 53a students with specialized transportation in their IEP, identify the count of Section 53a students who received specialized transportation and were included in the vehicle driver's student count during the count week.

Section 53a students are required to have their full-time equivalency (FTE) approved by MDE OSE through the Section 53a pupil count verification process. Costs related to transporting Section 53a students are ineligible to be reported under the Section 53a column of the Transportation Expenditure Report (SE-4094) and reimbursed under Section 53a of the State Aid Act until the FTE is verified by MDE OSE. Refer to the [Section 53a](#) page for more information on MDE OSE Section 53a pupil count verification process.

Section 53a Student Counts

Were Section 53a students with specialized transportation in their IEP transported on this route during the count week? Yes No

If no, no additional action required for this section.

If yes, enter the count of Section 53a students transported during the count week with specialized transportation in their IEP as specified below. Each Section 53a student can only be included once in the count. For example, if a Section 53a student received specialized transportation every day during the count week, the student is only counted once for this count.

Count of Section 53a students transported during the count week with specialized transportation in their IEP.

This figure, summed across all routes, will be entered on the 2024-25 SE-4094, line 32, "Total Riders per the Count Week" under the Special Education Section 53a column.

Section 53a student counts must be excluded from the Total Riders per the Count Week reported under the special education Section 52 column of the SE-4094.

Student Transportation Log Instructions

Ending Mileage

The odometer reading when the vehicle terminates its route² during the count week at a school, instructional program site or the vehicle storage area.

Starting Mileage

The odometer reading when the vehicle starts its route each day during the count week.

Daily Total Mileage

The starting mileage subtracted from the ending mileage each day during the count week.

Week's Total Mileage

The sum of daily total mileage for each day student transportation was provided during the count week.

Number of Days Students were Transported

The number of days students were transported over the five (5) day count week. For example, if transportation was only provided four (4) out of the five (5) days, use four (4).

Average Mileage

The week's total mileage divided by number of days students were transported over the five (5) day count week. For example, if transportation was only provided four (4) out of the five (5) days, divide the week's total mileage by four (4).

Student Count

The head count of the number of students exiting the vehicle on the way to school or to an instructional program site and entering the building .

If the vehicle has multiple stops, record the number of students exiting at each school building or instructional program site and entering the building for the first time. For example, a student who is initially dropped off at their school and is later transported to a Career Technical Education (CTE) program would be counted twice.

Do not count students who enter an instructional program site for a second time.

Do not count students on their way home from school, on field trips or extra-curricular events.

2 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)

Daily Total Student Count

The sum of the number of students counted each day student transportation was provided during the count week.

Week's Total Student Count

The sum of daily total student count for each day student transportation was provided during the count week.

Average Student Count

The week's total to student count divided by number of days students were transported over the five (5) day count week. For example, if transportation was only provided four (4) out of the five (5) days, divide the week's total student count by four (4).

This figure, summed across all routes, will be entered on the 2024-25 SE-4094, line 32, "Total Riders per the Count Week."

- Student counts reported on the SE-4159-RL for regular/vocational education student transportation will be reported under regular/vocational education in column 2.
- Student counts reported on the SE-4159-SL for specialized student transportation will be reported under special education Section 52 in column 4.
 - Reduce from this count the count of Section 53 students transported with specialized transportation in their IEP and reported in the Section 53a Student Specialized Transportation section of this form.

As a reminder, Section 52 and Section 53a special education students without specialized transportation in their IEP are counted on the SE-4159-RL and the regular/vocational education column of the SE-4094.

Technical Assistance

For regular/vocational education transportation, direct questions regarding this form to Troy Hansbarger at MDE OHS at HansbargerT@michigan.gov or (517) 241-5383.

For specialized transportation, direct questions regarding this form to Nichole Northern at MDE OSE NorthernN2@michigan.gov or (517) 335-0450.