Michigan Department of Education
Office of Health and Safety and Office of Special Education
August 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

District Information

School District Name _____ District Code No. _____

Intermediate School District Name _____

District Contact Name _____ Telephone No. _____

District Contact Email _____ Fiscal Year _____

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.

Instructions

Complete a separate student transportation log for each individual vehicle route transporting students during the October Fall student count week Monday through Friday in which count day falls.

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 extracurricular events.

- Include all students, including Early Fours, Head Start, parochial school students, etc., who ride a transportation vehicle during count week when counting total riders.
- Do not include school of choice students in the student count for purposes of this form.
- Students are to be counted on this log based on the type of vehicle the student is transported on (regular/vocational or specialized) not the type of transportation the student receives. For example, if a student with an IEP who requires specialized transportation is transported in regular/vocational education transportation vehicle with supplementary aides and services, count the student on a regular/vocational transportation count form (SE-4159-RL).
    - For more information on student transportation options, refer to the Student Transportation information and School Bus Inventory System Instructions document.
- **If the school district contracts with a parent or third party (non-black & yellow), the school district is responsible for completing this form.**
- All completed student transportation log forms must be maintained by the district for monitoring purposes and submitted to MDE upon request. Lack of documentation may result in the disallowance of costs. This form is no longer required to be submitted to MDE.

Vehicle/Mileage Information

Route Number _____ Vehicle Driver Name _____

Name of vehicle aide(s), if applicable _____

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

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

To determine total riders per 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 count week.

Section 53a students are required to have their full-time equivalency (FTE) verified 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 count week? ☐ Yes ☐ No

If no, no additional action required for this section.

If yes, enter the count of Section 53a students transported during 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 count week, the student is only counted once for this count.

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

_____

This figure, summed across all routes, will be entered on the SE-4094, line 37, "Total Riders per Count Week (Non EV and EV)" under the Specialized Transportation Section 53a column.

Section 53a student counts must be excluded from the Total Riders per Count Week reported under the regular/vocational education transportation, or specialized transportation Section 52 column of the SE-4094, as applicable.

Student Transportation Log Instructions

Ending Mileage

The odometer reading when the vehicle terminates its route[2] during 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 count week.

Daily Total Mileage

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

Week's Total Mileage

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

Week's Total Student Count

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

Average Student Count

The week's total 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 SE-4094, line 37, "Total Riders per Count Week (Non EV and EV)."

- Student counts reported on the SE-4159-RL for regular/vocational education transportation will be reported under regular/vocational education transportation in column 2 of the SE-4094.
    - Reduce from this count the count of Section 53a students transported with specialized transportation in their IEP and reported in the Section 53a Student Specialized Transportation section of this form.
- Student counts reported on the SE-4159-SL for specialized transportation will be reported under specialized transportation Section 52 in column 4 of the SE-4094.
    - Reduce from this count the count of Section 53a students transported with specialized transportation in their IEP and reported in the Section 53a Student Specialized Transportation section of this form.

Technical Assistance

Direct questions regarding regular/vocational transportation logs (SE-4159-RL) to Troy Hansbarger at Michigan Department of Education (MDE), Office of Health and Safety (OHS) at HansbargerT@michigan.gov.

Direct questions regarding specialized transportation logs (SE-4159-SL) to MDE, Office of Special Education (OSE) at MDE-OSEProgramFinance@michigan.gov.