



COLORADO

Department of Education

Audit Resource Guide for the Public School Transportation CDE-40 Reimbursement Claim Form

Effective July 1, 2024

Submitted to:

Colorado Public School Districts, Charter Schools, Charter School Collaboratives, Charter School Networks, The Charter School Institute (CSI) and Colorado Boards of Cooperative Educational Services (BOCES)

By:

Colorado State Board of Education
School District Operations Division

Susana Córdova
Vacant
Jennifer Okes

Commissioner of Education
Chief School Operations Officer
Special Assistant to the Chief School Operations Officer

School Finance Division

Yolanda Lucero
Kelly Wiedemer

Fiscal Data Coordinator
Fiscal Data Analyst

School Auditing Office

Rebecca McRee
Tabitha Tyree

Manager
Auditor (CDE-40 Review Lead)

Jessica Oxton
Adam Van Alstyne

Auditor
Auditor

1525 Sherman Street, Suite 309, Denver, CO 80203; 303-866-6600; <http://www.cde.state.co.us>



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Statutory Authority

[C.R.S. 22-51-105](#) grants the State Board authority to promulgate rules regarding the administration and enforcement of the Public School Transportation Fund. The Rules for the Administration of the Public School Transportation Fund are published in [1 CCR 301-14](#).

[Colorado Revised Statutes](https://www.lexisnexis.com/hottopics/colorado/) <https://www.lexisnexis.com/hottopics/colorado/>
[Code of Colorado Regulations](http://www.sos.state.co.us/CCR/Welcome.do) <http://www.sos.state.co.us/CCR/Welcome.do>

You must open your browser to "[Colorado Legal Resources](#)" before clicking any link to a statutory reference.

Guide Overview and Purpose

The purpose of this guide is to provide information to assist districts in the completion of the CDE-40 claim form, and to prepare districts for the subsequent audit review of the submitted data and fund distributions.

This document is not intended to replace state statute or the *Rules for the Administration of the Public School Transportation Fund*. District staff are encouraged to refer to the Rules, as well as to contact any member of the School Finance Unit or School Auditing Office with any questions.

All references to "district" or "school district" includes the Charter School Institute (CSI), charter schools, charter school collaboratives, charter school networks, and BOCES. Each organization is encouraged to review all relevant sections of the Guide, state statute, and administrative rules.

Throughout this guide, the Delta symbol Δ has been used to indicate a change or clarification from prior guidance.

Public School Transportation Fund

Under the "Rules for the Administration of the Public School Transportation Fund," all public school districts that provide directly, or contract for, pupil transportation are eligible to receive reimbursement from this fund.

The fund allows for districts to be reimbursed for a portion of the expenditures incurred in transporting pupils from home to school, from school to school, and from school to home (i.e., pupil route transportation). It does not allow for the inclusion of expenditures associated with pupil activities (i.e., athletics, field trips, and extra-curricular activities), or non-pupil transportation.



CDE-40 Process

Submission of Electronic CDE-40 Form (with supporting documentation): July 1 through September 15

Each district seeking reimbursement from the Public School Transportation Fund must complete the “CDE-40 Online Form” no later than September 15. Districts will need to:

- 1) Log into the “[CDE-40 Online Form](http://www.cde.state.co.us/cdefinance/sftransp)” at <http://www.cde.state.co.us/cdefinance/sftransp>
- 2) Enter values into the required fields.
- 3) Upload all required (and optional) documentation.
- 4) Submit the form.

High-Level Claim Form and Documentation Reviews: July 1 through October 31

As online CDE-40 forms and supporting documentation are submitted by districts to CDE, staff from the School Finance and School Auditing Offices conduct high-level assessments, and if needed reviews, to confirm that the uploaded documentation supports the data values reported in the electronic claim form. These reviews are conducted prior to first payments being made to districts.

During the high-level reviews, if errors are found and/or required documentation is missing, CDE staff will contact the district’s listed CDE-40 contact (as noted on the online form) for follow-up information. Districts should be prepared to provide additional information and documentation, as requested, through October 31. All identified issues and concerns must be addressed on or before October 31 by the district’s CDE-40 contact. Failure to do so may impact the district’s reimbursement.

Pursuant to [1 CCR 301-14-8.01](#), a district shall maintain and retain appropriate records pertaining to its application for reimbursement for five years or until an audit by the Department has been completed, whichever occurs first.

Required Data Fields and Supporting Documentation

In order to complete the submission process, districts must enter the data values for all 8 fields (Lines 1-8) as indicated in the table on the following page, as well as upload the minimum required audit documentation to support the amounts entered.

- Data must be entered for each field (**Lines 1-8**).
- Required supporting documentation (**R1 through R7**) must be uploaded to evidence the values entered in Lines 1, 2, 3, 7, and 8.
- If the district answers “Yes” to the inclusion of any “optional” costs, supporting documentation (**O1 through O7**) must be uploaded, as appropriate.
- Any additional supporting documentation may be uploaded as **A1, A2, or A3**. If your district needs the ability to upload further documentation, please [contact the School Auditing Office](mailto:audit@cde.state.co.us) at audit@cde.state.co.us.
- Whenever possible, districts should upload applicable documentation in Excel (.xlsx) format.
- A brief description of each data field or supporting document can be found in the sections following the table.

Table of Data Fields and Associated Documentation



CDE-40 Data Field	Required supporting documentation	Optional (“as-needed”) supporting documentation
<p>Line 1: Total current operating expenditures for pupil transportation</p>	<ul style="list-style-type: none"> • R1 [District calculation.xlsx or pdf] Current operating expenditures calculation • R2 [Summary GL.xlsx] Summary general ledger • R3 [Detail GL.xlsx] Detail general ledger • R4 [Vehicle Ins.xlsx or pdf] Vehicle insurance premiums 	<ul style="list-style-type: none"> • O1 [Contract invoices.pdf] District-contracted transportation invoices • O1 [Commercial invoices.pdf] Commercial transportation vendor invoices • O2 [Parent invoices.pdf] Parent contract expenses • O3 [Property Ins.xlsx or pdf] Physical building/property insurance premiums • O4 [Workercomp.xlsx or pdf] Workers’ Compensation insurance premiums • O5 [Utilities.xlsx or pdf] Utility invoices • O6 [Support.xlsx] Support Costs • O7 [Unemploy.xlsx or pdf] Unemployment insurance premiums
<p>Line 2: Mileage scheduled for regular pupil transportation on the mileage count date</p>	<ul style="list-style-type: none"> • R5 [Countday.xlsx] Scheduled count day mileage 	<p>n/a</p>
<p>Line 3: Days school was in session</p>	<ul style="list-style-type: none"> • R6 [Calendar.pdf] Calendar(s) 	<p>n/a</p>
<p>Line 4: Number of days for which room and board were paid for pupils in lieu of transportation</p>	<p>n/a</p>	<p>n/a</p>
<p>Line 5: Capital Outlay (for instances where the district contracts out for the majority of its pupil transportation)</p>	<p>n/a</p>	<p>Upload as an additional document (A1, A2, or A3) Capital Outlay Depreciation Schedule</p>
<p>Line 6: Number of pupils who were scheduled to be transported to and from public schools on the mileage count date</p>	<p>n/a</p>	<p>n/a</p>
<p>Line 7: Total actual miles traveled for activity trips, field trips, athletic trips, etc.</p>	<ul style="list-style-type: none"> • R7 [Totalmileage.xlsx] Total vehicle mileage 	<p>n/a</p>
<p>Line 8: Total actual miles traveled for any purpose by pupil transportation vehicles</p>	<ul style="list-style-type: none"> • R7 [Totalmileage.xlsx] Total vehicle mileage 	<p>n/a</p>



Description of Data Fields

The [Financial Policies and Procedures Handbook Chart of Accounts](http://www.cde.state.co.us/cdefinance/sfcoa) (“Chart of Accounts”) (<http://www.cde.state.co.us/cdefinance/sfcoa>) is the standard system used by all school districts in the state of Colorado for financial accounting and reporting. Specific program and object codes that are in the Chart of Accounts (such as references to program codes between 2700 and 2799, etc.) are referenced throughout this document.

Line 1: Total Current Operating Expenditures

As defined in [1 CCR 301-14 \(2251-R-4.00\)](#), current operating expenditures refer to “...actual expenditures, not including encumbrances, incurred during the entitlement period (July 1 – June 30) by a district transporting pupils (Δ including preschool students) from home to school, school to school, and school to home” (i.e., pupil route transportation). **Only those expenditures which are attributable to pupil route transportation qualify for reimbursement by the State.**

Many transportation expenditures are tracked by the type of vehicle that is associated with the expenditure. In general, districts have two types of vehicles:

- **Pupil transportation vehicles**, which are used in whole or in part for the purpose of providing pupil transportation. These vehicles include:
 - Vehicles used exclusively for pupil transportation (e.g., buses)
 - Vehicles used for both pupil and non-pupil transportation (e.g., Suburban SUVs)
- **Non-pupil transportation vehicles**, which are never used to transport pupils. These vehicles may include:
 - Maintenance trucks
 - Plows
 - Food service vehicles
 - Cars used only for administrative use
 - All other vehicles that are never used to transport students

In the event a district has a separate fleets for pupil transportation vehicles and non-pupil transportation vehicles, and all expenditures for these two fleets are tracked separately, then the district should ensure that it is only reporting those expenditures attributed to the pupil transportation vehicles.

When determining total current operating expenditures, the district should identify all possible expenditure accounts associated with pupil transportation, including those that may not be found under program code series 2700 (e.g., insurance premiums, utilities, support costs, etc.). Once all accounts containing pupil transportation expenditures are identified, the district should determine whether the expenditures in each account are direct or prorated, as described below.

Direct Expenditures

If specific expenditures/accounts are 100% attributed to pupil route transportation (e.g., route driver salaries and benefits, contracted route transportation services, city bus passes for students, etc.) the full amount can be included as a direct costs.

[See Appendix A for a list of Allowable Expenditures.](#)



Prorated Expenditures

Expenditures which can be attributed to both route and non-route (i.e., activity, athletics, etc.) pupil transportation can be claimed as prorated expenditures. A [reimbursable percentage](#) is applied to prorated expenditures in order to isolate the portion of costs which can be attributed to pupil route transportation only.

The vast majority of pupil transportation-only expenditures (such as supplies, vehicle maintenance and repairs, fuel, etc.) are likely to be prorated because they are typically incurred as commingled route and non-route expenditures. Examples of expenditures that may be prorated at the reimbursable percentage include, but are not limited to: the property insurance on a bus garage which houses route buses and buses used for athletics; repairs for a bus that both runs routes and is used for field trips; salaries for drivers who run school routes during the day and run after-school activity routes in the evening, etc.

If a pupil transportation expenditure that is typically prorated (as discussed in the preceding paragraph) is to be claimed as a direct cost, the district must be able to provide a method for isolating the portion of the expenditure which is exclusively attributed to route transportation. This may include utilizing separate account codes, tracking expenditures by specific vehicle, or some other reasonable method.

Reasonable cost per mile adjustment for non-bus non-pupil transportation mileage

- In order to apply a reasonable cost per mile, the district may use the state fleet rate for non-bus vehicles of 28 cents per mile.
 - For example, if a district uses a Suburban for both pupil and non-pupil transportation, and the expenditures attributed to this Suburban (e.g., fuel, maintenance, and repair) are included as prorated costs, the district will need to identify how many miles driven by the Suburban were attributed to non-pupil transportation and multiply those miles by a reasonable cost per mile (such as 28 cents) to determine the total amount of the prorated costs that should be reduced for the non-pupil transportation miles prior to applying the reimbursable percentage.
- The district may apply a reasonable cost per mile in order to adjust prorated costs (e.g., fuel, maintenance, and repairs) if the state fleet rate above is not utilized.

Reasonable cost per mile adjustment for a non-district entity contracted bus transportation mileage

- The district may use the state fleet rate for buses of 83 cents per mile.

[See Appendix A for a list of Allowable Expenditures.](#)

Non-Allowable Expenditures

Non-allowable expenditures include non-route related pupil transportation expenditures, as well as capital outlay expenditures in excess of \$1,000 with a useful life of more than one year. Non-allowable expenditures include both pupil transportation expenditures (such as those related to pupil activities, field trips, extra-curricular activities, athletics, etc.), as well as non-pupil transportation related expenditures (such as those attributed to administrative or white fleet vehicles).

[See Appendix A for a list of Allowable Expenditures.](#)



Deductions and Revenues

In the event a district receives transportation-related grants and/or revenues that off-set allowable expenditures, the district must reduce the total allowable expenditures by revenues received. Usually, these revenues off-set prorated costs. As such, this reduction should be applied to prorated costs prior to applying the reimbursable percentage.

Transportation fees and transportation override levies approved at an election are not considered revenues for purposes of the CDE-40 reimbursement claim.

Examples of revenues that must be deducted from the district's current operating expenditures include, but are not limited to:

- Payments received for summer and preschool pupil transportation programs
- Payments received from other school districts to furnish transportation
- Revenue for transportation from federal sources

In the event a district leases its pupil transportation vehicles out during the summer to other entities, and the claimed expenditures include those attributed to maintaining said vehicles during the length of the contract, then it would be appropriate to reduce the prorated costs by any revenue received as a result of the lease agreement.

- For example: A district leases two buses during the summer to a rafting company. As part of the lease agreement, the district provides the bus drivers, fuel, maintenance/repair, and vehicle insurance for the buses. In this case, it would be appropriate to reduce prorated costs by the lease amount received prior to applying the reimbursable percentage. Further, the miles attributed to this lease agreement should NOT be included in the total pupil miles for any purpose, nor in the total pupil activity miles (since they were not incurred in transporting students).

Federal Funds

Current operating expenditures do not need to be off-set by any COVID transportation moneys received by the districts (such as from the ESSER fund).

Reimbursable Percentage

Most districts will utilize a reimbursable percentage to calculate the amount of prorated costs reasonably attributed to route transportation. This reimbursable percentage is applied to all [prorated costs](#) (e.g., fuel, repairs, etc.). The reimbursable percentage is determined by the district's reported total actual miles traveled for any purposes by all district pupil transportation vehicles, and the total actual miles traveled for school field trips, extracurricular trips, and athletic trips by pupil transportation vehicles. This percentage is calculated as follows:

Line 8: Total Actual Pupil Miles Traveled for Any Purpose by district Pupil Transportation Vehicles

Minus

Line 7: Total Actual Pupil Miles Traveled for Activity Trips, etc. by district Pupil Transportation Vehicles

Divided by

Line 8: Total Actual Miles Traveled for Any Purpose by district Pupil Transportation Vehicles



In other words, the reimbursable percentage is total pupil route miles divided by total pupil miles for any purpose.

Example:

A district has a total of 55,000 miles traveled for any purpose by all pupil transportation vehicles. Of those miles, 12,500 were traveled for school field trips, extracurricular trips, and athletic trips. There were no miles traveled for non-pupil purposes by these vehicles. To determine the reimbursable percentage to be applied to the prorated costs, the district needs to perform the following calculation:

(Total Miles Traveled for Any Purpose minus Activity Miles) divided by Total Miles Traveled for Any Purpose
 $(55,000 - 12,500) / 55,000 = 0.7727$, or 77.27%

This means that approximately 77.27% of all miles traveled by pupil transportation vehicles were attributed to transporting students from home to school, school to school, and school to home (route transportation). As such, it would then be reasonable to assume that approximately 77.27% of all prorated costs can be attributed to route transportation expenditures.

- When applying the reimbursable percentage, the district should round to the nearest hundredth place (or two decimal places).

Additional Considerations

- Districts must be prepared to provide documentation to support any and all expenditures included in its reported total current operating expenditures at the time of the data submission.
- In the event expenditures are attributed only in part to pupil transportation, then the district must have a mechanism by which to isolate the portion attributed to pupil transportation only and should be able to provide documentation to support these calculations, along with documentation supporting the actual expenditures.
 - For example, if the district is including property insurance in its total operating expenditures and the invoice does not break out the amount attributed to the transportation garage, the district may apply the percentage of square feet for the transportation garage relative to the total square feet for all district buildings to the premium total paid in order to determine the percentage attributed to transportation.
- When calculating current operating expenditures, the district should not round to the nearest dollar amount, but rather use the exact dollar amounts for all allowable expenditures.



Line 2: Mileage Scheduled for Regular Pupil Transportation on the Mileage Count Date

Districts are required to report their total mileage scheduled to be traveled by pupil transportation vehicles on the official mileage count date in transporting all pupils enrolled in its schools (i.e., Count Date Scheduled Mileage).

Because not all routes may be run on the official mileage count date, districts may report scheduled mileage for routes **established** as of the official mileage count date. However, if a district has scheduled routes that transport students on different days, such that the total number of days actually transported during the school year for a given route varies by 3 or more days from the district calendar, a [split calendar calculation](#) should be used to determine the scheduled count day miles to be reported on the CDE-40 claim form.

For example, if a district is a 4-day week district that attends Monday-Thursday, and the official mileage count date falls on a Friday, the district would determine and report all routes that were in place as of the official mileage count date. Therefore, if all routes were established as of the count date, the district could use mileage documentation based on trip sheets from the Thursday preceding the count date or the Monday following the count date to document scheduled miles. If all routes were run every day in which students were scheduled to attend per the district calendar, no split calendar calculation would be required. However, if there are any routes that vary by 3 or more days from the district calendar, a split calendar calculation would be necessary.

Pupil Transportation Vehicle

A pupil transportation vehicle is any district vehicle used in whole, or in part, for the purpose of providing pupil transportation. This includes school buses, small vehicles, and multifunction buses. Examples of small vehicles may include, but are not limited to, passenger cars, vans, and SUVs.

Official Mileage Count Date

The official mileage count date is the same date as the pupil enrollment count date, which is October 1 (unless that date falls on a Saturday, Sunday, or major religious holiday). In years where October 1 is a Saturday or Sunday, the pupil enrollment and official mileage count dates will be the following Monday. The School Auditing Office will identify the pupil enrollment and official mileage count dates no later than July 1 of the given school year. This information can be found at: <http://www.cde.state.co.us/cdefinance/auditunit>

For the 2023/2024 school year, the official mileage count date was: Monday, October 2, 2023.

For the 2024/2025 school year, the official mileage count date is: Tuesday, October 1, 2024.

In the event a district is granted an alternative pupil enrollment count date, then the district's official mileage count date will be the same as the alternative pupil enrollment count date. It is recommended that district staff responsible for tracking and reporting scheduled route mileage as of the official mileage count date work with the district's pupil count coordinator to ensure that the correct date is used for determining this mileage.



Count Date Scheduled Mileage

As a rule, “scheduled mileage” refers to route miles (e.g., home to school, school to school, and school to home) scheduled on or as of the official mileage count date. Therefore:

Scheduled mileage DOES include miles:

- From the school to the pupil’s legal residence, including “deadhead” miles, etc.
- To and from a pupil’s legal residence and school in which the pupil is enrolled, including mileage for loaded and unloaded pupil transportation vehicles
- Between two or more schools in which pupils are regularly enrolled and which pupils are required to attend as part of their scheduled programs

Scheduled mileage does NOT include miles traveled for:

- The purpose of providing pupil transportation for pupils of another district
- School field trips, extracurricular trips, athletic trips, etc.
- Any trips which are NOT for the purpose of transporting pupils from home to school, school to school, or school to home (route miles)

See [Appendix B](#) for examples of scheduled routes.

Split Calendar Calculation

If a district has scheduled routes that transport students on different days, such that the total number of days actually transported during the school year for a given route varies by 3 or more days from the district calendar, a split calendar calculation should be used to determine the scheduled count day miles to be reported on the CDE-40 claim form.

Examples for when a split calendar calculation should be used:

- A district has six total routes: four regular routes follow the district’s calendar and transported students 170 days; one additional route also followed the district calendar; however, only transported students 165 days; another route followed a different calendar and only transported students 163 days. Because some routes transported students more than 3 fewer days than the district’s regular routes, a split calendar calculation is needed.
- A district transported all of its regular routes a total of 154 school days. In addition, the district’s BOCES route transported students a total of 150 days. Because the BOCES route transported students 4 fewer days than the district’s regular routes, a split calendar calculation is needed.

An example of when a split calendar calculation is not needed:

- A district’s regular routes transported students 154 school days. A different route transported students 156 days. Because the additional route only transported students 2 more days compared to the district’s regular routes, this does not meet the threshold of 3 or more difference in days, and does not require a split calendar calculation.

If using a split calendar calculation, then the district should report the number of days the students were transported per the district calendar, less any canceled days, as discussed in the first paragraph of this section. This is the same number of calendar days used to complete the split calendar calculation.

See [Appendix C](#) for a Detailed Split Calendar Calculation Example.



Line 3: Days school was in session and pupils were transported

A district must report on the CDE-40 claim form the total number of school days on which pupils were actually transported. This will be the number of days, as evidenced on the district calendar, less any scheduled days that were canceled (e.g., snow days, etc.). Shortened days (i.e., early release or delayed-start days) should not be considered canceled days *unless* the district did not transport students on that day. The district should provide evidence on the calendar indicating whether students were transported on days marked as “in-service,” “parent-teacher conference days,” “testing days,” etc.



Line 4: Number of days for which room and board was paid

This refers to the total number of days for which room and board was paid for pupils in lieu of transportation. In the event that the district has a situation in which the number of days is greater than zero, please [contact the School Auditing Office](#) at audit@cde.state.co.us.



Line 5: Capital Outlay

Districts that contract with an independent transportation vendor for the majority of their route transportation are required to obtain the necessary information from the vendor providing the student transportation in order to accurately report the depreciation value of the fleet on their CDE-40 claim form. In order to arrive at the depreciation value, the district will need to complete the Capital Outlay Depreciation Schedule found on the [Transportation Funding website](http://www.cde.state.co.us/cdefinance/sftransp) (<http://www.cde.state.co.us/cdefinance/sftransp>).

Prior to completing the depreciation schedule, the district will need to collect the following information from the independent transportation vendor:

- A list of all vehicles used to transport district students from home to school, school to school, and school to home
 - For each vehicle:
 - Year of manufacture
 - VIN number
 - Purchase price
 - Percentage of time vehicle is used to transport students for route purposes (typically 100%, unless the vehicles are also used to transport students for activities, athletics, field trips, etc.)

The formula used to calculate the exclusion is based upon the valuation of the independent transportation vendor's bus fleet and any other consideration described in the contract. The year of manufacture and the acquisition cost are required for each bus less than ten years old.

Note: If a district maintains its own pupil transportation fleet and provides the majority of its own "regularly" scheduled pupil routes, then the Capital Outlay Depreciation Schedule is not needed.

For assistance with completing the depreciation schedule, [contact Yolanda Lucero](#) in the School Finance Unit.



Line 6: Number of pupils scheduled to be transported on the mileage count day

Districts must report total rider eligibility on this Line. For example, if an eligible student is sick and home on the official mileage count date, the student is still eligible and should be counted. Also, if an eligible student drives their car into school, that student is still eligible and should be counted.



Lines 7 and 8: Actual Miles Traveled by Pupil Transportation Vehicles

A pupil transportation vehicle is any district vehicle used in whole, or in part, for the purpose of providing pupil transportation. This includes school buses, small vehicles, and multifunction buses. Examples of small vehicles may include, but are not limited to, passenger cars, vans, and SUVs.

Every district is required to report the total actual miles traveled for any purpose by all pupil transportation vehicles on the CDE-40 claim form (Line 8). In addition, the district must also report how many of these miles were traveled for school field trips, extracurricular trips, and athletic trips by pupil transportation vehicles (Line 7). The primary purpose for reporting these mileage totals is to determine the [reimbursable percentage](#) that will be applied to expenditures attributed to both route and activity miles.

In order to accurately report this information, the district will need to know the type of vehicles used for pupil transportation, as well as the mileage associated with non-pupil transportation vehicles (if the district co-mingles expenditures associated with these vehicles with its pupil transportation vehicle expenditures).

Vendor and/or parent expenditures incurred to transport students from home to school, school to school, and school to home should be claimed as direct costs; however, the district should NOT include miles associated with the transportation vendor or parent when reporting total pupil transportation mileage for any purpose or for activity trip purposes.

Districts that primarily contract with third-party vendors for pupil transportation should NOT report contractor miles (either route or activity) as part of this figure. Districts must report only those miles which were run by district-owned vehicles.

Line 8: Total Actual Miles Traveled for Any Purpose by Pupil Transportation Vehicles

In order to determine the total actual miles traveled for any purpose by all pupil transportation vehicles, the district must track the beginning-of-year odometer readings (taken on July 1) and the end-of-year odometer reading (taken June 30) for each vehicle used in whole, or in part, to transport pupils. The difference in these odometer readings is the total number of actual miles traveled by each pupil transportation vehicle. This number should, therefore, equal the total reported miles by type for each vehicle. The district must be prepared to provide all odometer readings, taken on the correct dates, for all pupil transportation vehicles at the time of audit. Please note that total mileage must be determined by actual beginning-of-year and end-of-year odometer readings, not Zonar or similar route tracking systems that may be used by the district.

In the event the district has vehicles that are NOT used to transport students, BUT the expenditures attributed to these vehicles are co-mingled with the pupil transportation vehicle expenditures, then the district will need to track beginning- and end-of-year year odometer readings for these vehicles as well, in order to apply a [reasonable cost per mile](#) to off-set expenditures attributed to these vehicles (and the associated non-pupil miles run by them).



Line 7: Total Actual Miles Traveled for Activity Trips, Field Trips, Athletic Trips, etc.

In addition to the total miles traveled for any purpose by all pupil transportation vehicles, districts are also required to provide evidence supporting the total actual mileage traveled by pupil transportation vehicles for athletics, activities, field trips, and extracurricular-related activities. (These miles are a subset of the total miles traveled for any purpose by all pupil transportation vehicles).

Districts that primarily contract with third-party vendors for pupil activity transportation (field trips, athletics, etc.) should NOT report contractor miles as part of this figure. Districts must report only those miles which were run by district-owned vehicles.

Actual Miles Traveled Example

A district has eight vehicles. Expenditures for all eight vehicles are tracked in the same transportation fund accounts, (i.e., program codes between 2700 and 2799). There are five buses used exclusively for pupil transportation, two vehicles that are used for both pupil AND non-pupil transportation, and one vehicle that supports transportation, but is never used to transport students (e.g., a maintenance vehicle).

Below is a summary of the miles associated with each vehicle:

Vehicle No.	Vehicle Type	Use	Beginning Year Odometer Reading	Ending Year Odometer Reading	Total Vehicle Miles	Pupil Transportation Miles		Total Pupil Miles	Non-Pupil Miles	
						Route (Reimbursable miles)	Activity (Non-Reimbursable Miles)		Administrative (Non-Allowable Miles)	Total District Miles
1	Bus	Exclusively used for Pupil Transportation	55,813	72,841	17,028.0	15,684.0	1,344.0	17,028.0	-	17,028.0
2	Bus	Exclusively used for Pupil Transportation	58,756	81,024	22,268.0	17,952.0	4,316.0	22,268.0	-	22,268.0
3	Bus	Exclusively used for Pupil Transportation	73,702	91,520	17,818.0	4,875.0	12,943.0	17,818.0	-	17,818.0
4	Bus	Exclusively used for Pupil Transportation	96,799	105,448	8,649.0	5,847.0	2,802.0	8,649.0	-	8,649.0
5	Bus	Exclusively used for Pupil Transportation	176,072	198,654	22,582.0	14,658.0	7,924.0	22,582.0	-	22,582.0
6	Suburban	Used for both pupil and non-pupil transportation	92,100	115,856	23,756.0	5,465.0	3,258.0	8,723.0	15,033.0	23,756.0
7	Van	Used for both pupil and non-pupil transportation	35,256	50,265	15,009.0	2,358.0	8,514.0	10,872.0	4,137.0	15,009.0
8	Maintenance Pick Up	Exclusively used for Non-Pupil Transportation	75,985	98,520	22,535.0	-	-	-	22,535.0	22,535.0
Total Miles					149,645.0	66,839.0	41,101.0	107,940.0	41,705.0	149,645.0

Notes:

- Because the district tracks all expenditures associated with each of its vehicles in the same transportation accounts, the district must track the total number of miles associated with each district vehicle.
- For each vehicle, the district should be able to isolate the number of miles attributed to pupil transportation (i.e., route and activity) and non-pupil transportation.
 - Buses used exclusively for pupil transportation (vehicles 1-5) generally should not have miles attributed to non-pupil transportation.



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- If these buses have non-pupil transportation miles associated with them (i.e. fuel, maintenance, etc.) , these miles should be classified under either route or activity, depending on the vehicle’s primary use.
 - Example: Buses 1, 2, 4 and 5 are primarily used for route transportation; therefore, non-pupil transportation miles should be classified as “route.” Bus 3 is used primarily used for activity transportation; therefore, non-pupil transportation miles should be classified as “activity” miles.
 - Vehicles that are not buses that are used for both pupil and non-pupil transportation purposes (such as vehicles 6 and 7) should be indicated as such.
 - Vehicles that are not buses that were used exclusively for non-pupil transportation (vehicle 8) should not have any reported pupil transportation mileage.

Considerations:

The information provided in the example above would produce the following calculations:

- Total actual pupil transportation miles traveled for any purpose is **107,940** (*CDE-40 Line 8*)
- Total actual pupil transportation miles traveled for activity purposes is **41,101** (*CDE-40 Line 7*)
- The reimburseable percentage is $107,940 - 41,101$ (which equals 66,839), divided by 107,940 = .6192 or **61.92%**
- In order to off-set expenditures attributed to non-pupil transportation mileage, the district will need to apply a [reasonable cost per mile](#) in order to reduce the total prorated costs prior to applying the reimbursable percentage. This would result in a reduction of \$11,677.40 (41,705 non-pupil miles x \$0.28 per mile). The purpose of this cost is to cover fuel, maintenance, and repairs associated with the 41,705 non-pupil transportation miles.



Required Audit Documentation

Districts are **required** to upload all supporting audit documentation at the time of the CDE-40 claim form data submission. **Upload supporting documentation in Excel format**, when possible. Districts should use the specified file name convention when uploading files. Required supporting audit documentation includes:

R1 [District_calculation.xlsx]

Total current operating expenditures calculation

This summary document shows the district's method used to support the amounts submitted on Lines 1, 2, 3, 7, and 8. Districts may choose to use the optional [Sample CDE-40 Calculation worksheet](#) provided by CDE, located on the Transportation Funding website. The district may choose to use the CDE-provided template or its own document. If the district submits the CDE-provided template, then separate files for total vehicle mileage, parent mileage calculations, and the split calendar calculation are not required (because the CDE template has multiple tabs in which this information can be recorded).

For additional information on how to utilize the calculation worksheet, refer to [The Transportation CDE-40 Step-by-Step Video Series](#) located on the Transportation Funding website.

R2 [Summary_GL.xlsx]

Summary general ledger

This should include program codes between 2700 and 2799. If distinct salary and/or benefit accounts are used to track route and activity drivers, specify the accounts being used for route versus activity expenditures.

R3 [Detail_GL.xlsx]

Detail general ledger

For all non-salary accounts included in the summary general ledger, provide a detailed transaction general ledger. In the event a district incurs any of the following expenditures, the district should also provide invoices or documentation as described:

- Route bus monitors
 - These are traditionally Special Education paraprofessionals. If the route bus monitors are not in the detail general ledger, provide a detail general ledger, with grant code, for these expenditures.



R4 [Vehicle_Ins.xlsx or pdf]

Vehicle insurance premiums

Provide a listing of vehicles used exclusively, or partially, for pupil transportation and their corresponding annual premium amounts.

- Insurance carriers provide a separate list for all vehicles and trailers owned and insured by the district and the corresponding premium. Provide this list.
 - Vehicle insurance premiums are allowed for any vehicle used in whole or part to provide pupil transportation.
 - Premiums associated with vehicles utilized solely for another purpose (e.g., maintenance, administration, etc.) are not allowable.
- If a district participates in a BOCES-like insurance pool or is self-insured, provide specific backup of prorated insurance pool contributions *equivalent to commercial insurance premiums*. A district may include the equivalent commercial insurance premium value of a self-insurance program contribution, prorated to reflect the pupil transportation insurance costs. The prorated equivalent insurance premium must exclude any prorated liability claims incurred and paid by the district.

R5 [Countday.xlsx]

Scheduled Count Day Mileage

Count day mileage documentation should evidence the total daily mileage for every scheduled route. Examples may include:

- Count day trip sheets with beginning and end odometer readings for each route
- Route descriptions with mileage totals between stops
- Route maps that show mileage totals between stops

Because not all routes may be run on the official mileage count date, districts may report scheduled mileage for routes **established** as of the official mileage count date. See the clarification in the [Line 2](#) section of this guide for more information.

If appropriate, this documentation may include a [split calendar](#) calculation. A template for split calendar calculations can be found in the sample worksheet available on the [CDE Transportation Funding website](#).

R6 [Calendar.pdf]

Calendar(s)

Calendars or other documentation showing the days in which each route was actually run during the school year must be provided. If using a district calendar, the calendar must clearly show which days routes were run. If using a split calendar calculation, each calendar should clearly note which routes transported students on the noted days.

- Snow days and other days on which no scheduled routes were run should be clearly indicated on each calendar.



R7 [Totalmileage.xlsx]

Total Vehicle Mileage

Total vehicle mileage includes a mileage breakdown by vehicle and purpose. Districts must provide beginning and ending odometer reading for all vehicles whose expenditures are tracked in the program codes between 2700 and 2799. For each vehicle, mileage should be classified as route, activity, or non-pupil mileage (if possible). A template for reporting yearly mileage can be found in the sample worksheet available on the [CDE Transportation Funding website](#).



Optional (“As-Needed”) Audit Documentation

01 [Contract_invoices.pdf]

District-contracted transportation invoices

Contracted route transportation purchased from other districts or BOCES. See Chart of Accounts objects 0511 and 0512.

01 [Commercial_invoices.pdf]

Commercial transportation vendor invoices

Contracted route transportation purchased from a commercial transportation vendor. See Chart of Accounts objects 0515 and 0517.

02 [Parent_invoices.pdf]

Parent contract expenses

Contracted route transportation purchased from parents. See Chart of Accounts object 0514.

For more information on parent mileage considerations, refer to the following:

- [Expenditures](#)
- [Scheduled count day mileage](#)
 - [Split calendar calculations](#)
- [Total mileage](#)

03 [Property_Ins.xlsx or pdf]

Physical building/property insurance premiums

Provide a listing of buildings used exclusively, or partially, for pupil transportation and their corresponding annual premium amounts.

- Insurance carriers provide a separate list for all buildings owned and insured by the district and the corresponding premiums. Provide this list.
 - If only a portion of a building is used for pupil transportation, use a reasonable methodology (e.g., percentage of square footage) to calculate the portion of the premium attributable to pupil transportation.
- If a district participates in a BOCES-like insurance pool or is self-insured, provide specific backup of prorated insurance pool contributions *equivalent to commercial insurance premiums*. A district may include the equivalent commercial insurance premium value of a self-insurance program contribution, prorated to reflect the pupil transportation insurance costs. The prorated equivalent insurance premium must exclude any prorated liability claims incurred and paid by the district.



04 [Workercomp.xlsx or pdf]

Workers' compensation insurance premiums

Provide the workers' compensation premium breakdown.

- Workers' compensation premiums are the gross transportation employee premiums, divided by the gross all-employee premiums, multiplied by the net all-employee annual premium.
- Typically, the premium provided for classes of employees (e.g., board members, colleges/school classes, and drivers) is the total premium before adjustments for experience adjustments, modifications, and credits. Expenditure claims should be adjusted to reflect actual premiums paid for transportation staff after accounting for these modifiers.
- Note that liability claims incurred and paid in providing pupil transportation, including worker's compensation claims are non-allowable costs.

05 [Utilities.pdf]

Utility invoices

If applicable, utility expenditures may be claimed for pupil transportation facilities (such as a bus garage). If the facility is multi-purpose, only the percentage of utilities attributable to pupil transportation should be included. Use a reasonable methodology (e.g., square footage) to calculate the portion of utility expenditures attributable to transportation.

06 [Support.xlsx]

Support Costs

In the event that the district has employees who directly support pupil transportation, but are not paid within the program codes between 2700 and 2799, (e.g., administrative staff, business managers, etc.), the district may claim a portion of these employees' salaries and benefits as allowable expenditures. The district must provide a reasonable allocation methodology that includes the number of hours an individual spent exclusively in direct support of pupil transportation. In general:

- Allowable hours attributable to pupil transportation should be reasonable estimates.
 - For example, it is unreasonable to claim a superintendent spends 100% of their time on pupil transportation. However, a business manager (whose salary and benefits are not reported in program 2700) who is also responsible for overseeing transportation might be able to claim a large percentage of their salary.
- Costs for supervisor positions should not be calculated based upon the number of supervised staff members, but rather on the percentage of the supervisor's time dedicated to supervising those employees.
 - A reasonable allocation would include the estimated hours (per week or per month) that an individual spends directly supporting pupil transportation.
- Support costs are not treated as indirect costs to which a flat, indirect cost rate is applied; support costs represent the portion of an individual's salaries and benefits for the actual amount of time devoted exclusively to supporting pupil transportation.

A [Sample CDE-40 Calculation worksheet](#) can be used to help calculate appropriate Support Cost expenditures.



07 [Unemploy.xlsx or pdf]

Unemployment insurance premiums

Unemployment insurance premiums paid to cover transportation employees may be claimed as prorated expenditures. The district must provide documentation demonstrating the cost incurred for premiums, as well as a reasonable allocation method for isolating only those premiums which are attributable to transportation employees. If documentation is not provided, the district may use the standard rate of 0.003% of all transportation salaries to estimate premiums. As with all other insurance expenditures, only premiums may be included as allowable expenditures; claims are not a permissible expense.



Appendix A: Expenditures

Allowable Expenditures (as described in State Board rule)

- Employment costs, including fringe benefits, for bus drivers
- Employment costs, including fringe benefits, for personnel paid exclusively for pupil transportation supervision and support services
- Support costs attributable to pupil transportation for employees with both pupil transportation and non-pupil transportation responsibilities
 - In situations where a district has non-transportation employees supporting pupil transportation functions, the district can determine the percentage of the non-pupil transportation employee's time that is spent to directly support pupil transportation, and then apply that percentage to the employee's total annual compensation to determine the amount that can be claimed as a prorated cost (see the [Support Costs](#) section of this guide for more information).
- Fuel, oil, and other supplies for pupil transportation and pupil transportation support
- Utility expenditures for pupil transportation facilities
 - When facilities are shared between pupil transportation and non-pupil transportation functions, and separate expense information is not available, districts should use a reasonable method for isolating those expenditures attributable to transportation. The method of calculation must be supported by auditable documentation to include these expenses for reimbursement.
- Repairs and maintenance on vehicles, equipment, and facilities used for pupil transportation only to the extent of restoration to original condition
 - CDE approval for this type of repair is not necessary since it is not considered capital outlay for reimbursement purposes.
- Insurance premiums related to pupil transportation, the equivalent value of commercial insurance premiums of a self-insurance program contribution, and the net cost of self-insured repairs and replacements
 - Each year, the district should obtain a statement from its insurance provider specifically detailing which portion of premiums paid apply to pupil transportation for the applicable fiscal year.
- Reimbursements to district-approved persons for transportation of pupils due to the absence of a district-established bus route (i.e., parent mileage reimbursement)
 - District-approved persons who transport pupils due to the absence of a district-established bus route are not considered independent contractors when they only transport members of their immediate family or themselves.
 - If a district contracts with parents to transport their own child(ren) from home to school, and school to home, these expenditures are allowed as direct costs, as long as the students are residents of the district.
 - Pursuant to [C.R.S. 22-32-113](#), districts may **not** contract with, or provide parent mileage reimbursement to, parents/guardians of children who reside outside their boundaries (e.g., non-resident students) without the student's district of residence's permission.
 - Further, for parent mileage reimbursement attributed to students who live outside of the Colorado state boundaries, the district must ensure that reimbursable mileage is measured from the Colorado state border (rather than from the student's out-of-state residence).
- Contract services, less the [capital outlay](#) exclusion (if applicable)
 - If a district contracts with a commercial transportation vendor to transport students on scheduled routes, expenditures for these route transportation services are allowed as direct



costs. However, any additional expenditures attributed to transporting students on activity trips should be excluded.

- Reimbursements to pupils who use public transportation
- Certain costs of additions and alterations to vehicles
 - Vehicles must have been owned by the district for a minimum of three years for costs of additions and alterations to be reimbursable. The following types of additions and alterations are allowable without prior approval from CDE:
 - Manual transmission to automatic transmission
 - Gas engine to diesel engine
 - Reflective tape on the outside of the vehicle
 - Electromagnetic or hydromagnetic retarder
 - Heated mirrors
 - Engine compartment noise reduction package (diesel engine front engine transit only)
 - Driver seat belt to current standards (locking retractor type)
 - Air brake drying system
 - Mirror system to provide a seated driver an unobstructed view of the front and front sides of a bus
 - Wheelchair lifts and other special modifications which are necessary to equip a school bus in order to transport children with disabilities
 - Automatic tire chains
 - Video surveillance cameras
 - Other additions or alterations with prior written approval by CDE which increase efficiency and or safety or are necessary to meet minimum standards.

Non-Allowable Expenditures (as described in State Board rule)

- Purchase, rent, lease, or lease purchase of capital outlay items such as vehicles (including buses), facilities acquisition and improvement, or new capitalized equipment
- Administrative, maintenance, personnel, supply, or other expenses applicable to non-pupil transportation related vehicles, facilities, or personnel
 - When vehicles, facilities, or personnel are shared, expenditures must be allocated to pupil vs non-pupil transportation. The allocation method must be supported by auditable documentation to include a portion of the expenditures for reimbursement.
- Liability claims incurred and paid in providing pupil transportation, including worker's compensation claims.
- Expenditures for school field trips, extracurricular trips, etc.



Appendix B: Examples of Scheduled Routes and Descriptions

Examples of scheduled routes may include, but are not limited to:

- **Regular:** Typically, these are routes that are scheduled to run every day on which students are scheduled to attend school. They most often include both morning pick-up and afternoon drop-off where students are transported from home to school and school to home.
- **Mid-Day:** These routes are typically run during the middle of the school day in order to transport half-day program students (e.g., preschool, etc.) from home to school and school to home. These routes may or may not run every day, as not all half-day programs are in session for the same number of days as students in full-day programs.
- **Late:** In addition to regular routes, some districts also run “late” routes in order to transport students from school to home. These routes are typically run to accommodate those students who stay later than the last bell in order to participate in various school activities. Because these routes are designed to transport students from school to home, scheduled mileage for these routes may be included in a district’s scheduled count day mileage.
- **Vocational/Technical:** These are regularly scheduled routes that are designed to transport high school students to their scheduled vocational or post-secondary courses offered off-site. Because these routes are designed to transport students from school to school, per the students’ schedules, mileage for these scheduled routes may be included in the district’s scheduled mileage as of the official mileage count date.
- **Out of District/Facility:** These are regularly scheduled routes that are used to transport district students to non-district schools or locations. In such cases, the district is responsible for transporting these students because they are district students and the district is paying tuition to another entity to educate the student. In many cases, these routes run more or less frequently than regularly scheduled routes because these schools or programs may follow different calendars than the district calendar.
- **Shuttle:** Some districts run route shuttles every day on which students are scheduled to attend school. These shuttles typically run in the morning and in the afternoon for the purpose of picking students up at designated stops near their homes and then transporting them to school, and then picking students up from stops near the school and transporting them to stops near their homes.
- **Contracted Transportation:** Many districts contract with other entities in order to provide transportation for their students from home to school, school to school, and school to home. Examples of this type of contracted transportation include, but are not limited to:
 - **Commercial transportation vendors:** In the event a district contracts some (or all) of its scheduled routes with another entity, (for example, First Student or STA) the district may include these scheduled miles in the reported scheduled count day miles on their CDE-40 claim form. It is the district’s responsibility, in this circumstance, to ensure it has all documentation from the vendor to evidence scheduled count day mileage.
 - **BOCES:** When a district contracts with its local BOCES to transport its students from home to school and school to home, the district can include this mileage in the scheduled count day mileage. It is the district’s responsibility, in this circumstance, to ensure it has all documentation from the BOCES to evidence scheduled count day mileage.
 - **Other districts:** In some cases, districts will contract with another district to transport its students from home to school and school to home. In these cases, the district that is paying to have its students transported can include the contracted scheduled route miles in its total district scheduled count day route mileage. The district providing the transportation and receiving payment to do so should **NOT** include this mileage with its scheduled count day mileage calculation.



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- *Taxi services and rideshares*: In the event a district contracts with a mobile taxi service to provide daily transportation for students from home to school and school to home, the mileage may be included in the district's total scheduled count day mileage.
 - *Parent Mileage*: In situations where districts contract with parents to transport their child(ren) from home to school and school to home, districts can include these miles in the "total scheduled mileage as of the count date" figure by using a split calendar calculation. Parent mileage must be the actual mileage contracted to be traveled. Because the School Auditing Office will ensure these students reside within the district, DISTRICTS MUST INCLUDE SASIDs FOR ALL PUPILS TRANSPORTED.
 - **Note:** Pursuant to [C.R.S. 22-32-113](#), districts may **not** contract with, or provide parent mileage reimbursement to, parents/guardians of children who reside outside the district's boundaries (e.g., non-resident students) without the district of residence's permission.



Appendix C: Detailed Split Calendar Calculation Example

In order to determine the total scheduled miles as of the official mileage count date, for multiple routes with a different number of transportation days, such that the total number of days actually transported during the school year for a given route varies by 3 or more days from the district calendar, the district should calculate a weighted average of the total scheduled mileage for these routes.

The following demonstrates an example split calendar calculation for a district with several different categories of count date routes, including a description of the routes, the calendar utilized by each type of route, the necessary documentation for that route, and example figures for scheduled miles. The [tables](#) at the end of the route descriptions demonstrate the calculations that would be appropriate for this example scenario.

Scenario

A district has a total of 27 scheduled routes and contracts with one in-district parent to transport their child from home to school, school to school, and school to home. Further, the official mileage count date was Wednesday, October 1.

Regular Routes:

- **Description:** The district had a total of 20 regular routes that were run both morning and afternoon, every day on which students were scheduled to attend school.
- **Calendar:** These routes transported students a total of 169 school days (the district calendar showed 170 scheduled days, less one day for snow).
- **Documentation:** The district had route descriptions for each of these routes, as well as count day odometer readings completed by the route drivers that show the beginning and ending odometer readings for both the morning and afternoon routes. All drivers were instructed to drive their entire scheduled route on October 1 to ensure that the odometer readings reflected the total mileage associated with each route.
- **Total Scheduled Miles:** Based on the count day route odometer readings, the district had a total of 753 scheduled count day miles for their 20 regular routes.

Route Type	Mileage Scheduled as of the Official Mileage Count Date	Multiplied by: Number of Days Transported	Equals: Total Scheduled Mileage for the Year
Regular Routes	753 miles	169 days	127,257 miles

Mid-Day Route:

- **Description:** The district had a total of three mid-day routes that were run on Monday, Wednesday, and Friday only. These routes were used to drop off AM preschool students at their homes after they got out of school in the late morning.
- **Calendar:** These routes transported preschool students a total of 102 days (every Mon., Wed., and Fri.). The routes followed the district calendar, however, they only transported students three days per week instead of the full five days on which the regular routes were run.
- **Documentation:** The district compiled the same documentation as for the regular routes.
- **Total Scheduled Miles:** Based on the count date odometer readings, the district had a total of 124 scheduled miles for their mid-day routes.



Route Type	Mileage Scheduled as of the Official Mileage Count Date	Multiplied by: Number of Days Transported	Equals: Total Scheduled Mileage for the Year
Mid-Day Routes	124 miles	102 days	12,648 miles

Late Routes:

- **Description:** The district had a total of two late routes that were run on Tuesdays and Thursdays only. Even though the official mileage count date was on a Wednesday, the district can include these miles in their reported scheduled count day miles, since they were regularly scheduled routes as of the official mileage count date (i.e., they were established routes as of that date).
- **Calendar:** These routes transported students a total of 68 days. The routes followed the district calendar; however, they only transported students two days per week, instead of the full five days on which the regular routes were run.
- **Documentation:** Since these routes were only scheduled to run on Tuesdays and Thursdays, the district provided route descriptions for these routes that were in effect as of Oct. 1, and also provided beginning and ending odometer readings as evidenced by the driver's log from Oct. 2 (or the closest day to the official mileage count date).
- **Total Scheduled Miles:** Based on the Oct. 2 route odometer readings, the district had a total of 74 scheduled count day miles for their late routes.

Route Type	Mileage Scheduled as of the Official Mileage Count Date	Multiplied by: Number of Days Transported	Equals: Total Scheduled Mileage for the Year
Late Routes	74 miles	68 days	5,032 miles

Vocational/Technical Route:

- **Description:** The district had one vocational route that was scheduled to run on Mondays, Tuesdays, Wednesdays, and Thursdays. It was not scheduled to run on Fridays.
- **Calendar:** This route transported students a total of 136 days. The route followed the district calendar; however, it only transported students four days a week instead of the full five on which the regular routes were run.
- **Documentation:** The district compiled the same type of documentation that they used for the regular routes.
- **Total scheduled miles:** Based on the count date route odometer readings, the district had a total of 54 scheduled count day miles for their vocational/technical route.

Route Type	Mileage Scheduled as of the Official Mileage Count Date	Multiplied by: Number of Days Transported	Equals: Total Scheduled Mileage for the Year
Vocational/Technical Routes	54 miles	136 days	7,344 miles



Special Program:

- **Description:** The district had one route, that was scheduled to run on Mondays and Fridays, only to transport some students to a special program as outlined in their students' schedules. Even though the official mileage count date was on a Wednesday, and this route was only run on Mondays and Fridays, the district can include these miles in their reported scheduled count day miles because it was a regularly scheduled route as of the official count day.
- **Calendar:** This route transported students a total of 72 days (every Monday and Friday for 36 weeks).
- **Documentation:** Since this route was only scheduled to run Mondays and Fridays, the district provided a route description for the route that was in effect as of Oct. 1, and provided beginning and ending odometer readings as evidenced by the driver's log from Oct. 3.
- **Total Scheduled Miles:** Based on the Oct. 3 route odometer readings, the district had a total of 215 scheduled count date miles for the special program route.

Route Type	Mileage Scheduled as of the Official Mileage Count Date	Multiplied by: Number of Days Transported	Equals: Total Scheduled Mileage for the Year
Special Program Routes	215 miles	72 days	15,480 miles

Parent Route

- **Description:** The district contracted with one in-district parent to transport their child from home to school and school to home every day in which school was in session.
- **Calendar:** Upon review of the invoices received by the district from the parent and the student's year-end attendance report, it was determined that the district reimbursed the parent for a total of 161 school days (the student was absent eight days out of the 169 days the district was in session). Board rule states that districts can include only the actual miles in which students were transported for this type of mileage, so the district can only use the number of days the student was actually transported by the parent.
- **Documentation:** Because these were contracted miles, the district was required to provide a copy of the contract between the district and the parent dated on or before the official mileage count date for the applicable school year. The contract clearly stated the number of miles for which the parent was to be reimbursed, based on the distance from the student's residence to the school. In addition, the district was required to provide documentation evidencing the number of days for which the district reimbursed the parent for transporting the student, and the student's SASID which CDE uses to confirm the student's in-district residence as reported by the district in the Student October Count data collection.
- **Total Scheduled Miles:** In this case, the student's residence was 22 miles from the student's school. The contract between the district and the parent stated that for each day on which the student was transported, the district would reimburse the parent for a total of 88 miles (44 miles for each round trip, AM and PM).

Route Type	Mileage Scheduled as of the Official Mileage Count Date	Multiplied by: Number of Days Transported	Equals: Total Scheduled Mileage for the Year
Parent Miles	88 miles	161 days	14,168 miles



Total Split Calendar Calculation

The table below compiles the information above by route type. Each route’s mileage is multiplied by the number of days the route was scheduled to run in order to get a total scheduled mileage for the year for each of the routes.

Route Type	Mileage Scheduled as of the Official Mileage Count Date	Multiplied by: Number of Days Transported	Equals: Total Scheduled Mileage for the Year
Regular Routes	753 miles	169 days	127,257 miles
Mid-Day Routes	124 miles	102 days	12,648 miles
Late Routes	74 miles	68 days	5,032 miles
Vocational/Technical Routes	54 miles	136 miles	7,344 miles
Special Program Routes	215 miles	72 days	15,480 miles
Parent Miles	88 miles	161 days	14,168 miles
Total Scheduled Mileage for the Year for All Route Types (as of the Official Mileage Count Date)			181,929 miles

In order to determine the number of miles scheduled as of the official mileage count date that should be reported on the CDE-40 claim form, the district will need to divide the total scheduled mileage for the year for all route types, divided by the total number of school days as evidenced on the district calendar (less any days that were canceled for weather, etc.).

Total Scheduled Mileage for the Year for All Route Types (as of the Official Mileage Count date)	181,929
Divided by: Number of Days as evidenced by the District Calendar (less any canceled days)	169
Mileage Scheduled for Pupil Transportation on the Official Mileage Count Date (This is the number of scheduled count day miles the district should report on the CDE-40 claim form)	1,076.50

By applying the split calendar calculation, the scheduled count day miles were adjusted to account for the reduced number of miles students were actually transported along the various routes. In this example, even though the total daily mileage for all routes was 1,308 (753 + 124 + 74 + 54 + 215 + 88), the district can only report 1,076.50 miles (as demonstrated by the split calendar calculation), since several of the routes actually transported students for fewer days than 169 days. (Conversely, in a situation in which a district typically runs on a four-day week calendar, but also has some five-day week routes to non-district programs, the calculated scheduled count day miles might be higher than actual miles traveled.)