

# Updates to Reporting In Lieu of Transportation Expenses



ADA Compliant 9-18-2019

# Background

- Information reported on Schedule B was also being reported on District's Annual Financial Report (AFR)
- In order to eliminate the double reporting, Schedule B has been discontinued

# Concerns

- In reviewing the info reported on the AFR and Schedule B for the last couple of years, it was noted that for a majority of districts there were significant differences

# Responsibility for Accurate Reporting

- Business Administrators AND Transportation Directors/Supervisors need to work together to ensure that the info reported on the AFR is accurate
- **A new paragraph has been added to the Schedule A1 Signature Form that states the Business Administrator and Transportation Director have reviewed the info being reported on the AFR together and affirm that it is accurate**

# Annual Financial Report

- 10 General Fund
  - 2700 Support Services – Student Transportation
    - Object Codes:
      - 513 Commercial
      - 514 Student Allowance
      - 515 Payments in Lieu of Transportation – Subsistence
      - 516 Payments of Mileage in Lieu of Bus (Dead Miles)

# 513 Commercial

- Background:
  - For some students, it may be more economical for districts to pay for commercial bus passes, taxi services, etc. rather than sending a school bus
- What to report:
  - Annual Fees paid for these services

# 514 Student Allowance

- Background:
  - For some students, it is more economical to pay the parents to transport the students to the either the bus stop or the school, whichever is closest
- What to report:
  - Eligible annual expenses paid to parents in lieu of providing school bus transportation based on the following rules:

# 514 Student Allowance Rules

1. Only eligible students based on distance from school (K-6 = 1.5 miles from school, 7-12 = 2.0 miles from school) are eligible to claim funding
2. District needs to determine that paying students in lieu of providing a school bus is more economical
3. Mileage rate is between IRS Charitable Contribution Rate of **14 cents** and the Utah Department of Administrative Services Private Vehicle Rate of **56 cents**
4. Students mileage from home to either the nearest bus stop or school, whichever is closest, is measured and documented in district records



# 514 Student Allowance Rules [cont.]

5. The student's Average Daily Attendance (ADA), as entered in school district records, is used to determine the student's attendance
6. Payment is made to only one student per family. If siblings are on different school schedules, multiple students within a family may claim and be paid for student mileage allowances.
7. Districts may pay for up to 2 round trips
  - If student is in a half-day Kindergarten and takes the bus for one trip (either to or from school) only 1 round trip may be paid for

# 514 Student Allowance [Rules cont.]

8. If a student or the student's parent is unable to provide private transportation a school district may claim an amount equivalent to the student allowance be paid to the district as if the district was paying the parents to offset the district's transportation expenses.

# 515 Payments in Lieu of Transportation - Subsistence

- Background:
  - In some special circumstances, a district may pay parents for room and board rather than providing school bus transportation.
- What to report:
  - Room and board expenses paid to parents based on the following rules:

# 515 Payments in Lieu of Transportation – Subsistence Rules

1. Student lives more than 60 miles (1 way) on well-maintained roads from student's assigned school
2. Student relocates temporarily to reside in close proximity to assigned school
3. Payment shall not exceed Substitute Care Rate for Family Services for current fiscal year
4. Additionally, subsistence also allows for the costs of 18 round trips to and from home each year
5. Subsistence allowance is not applicable to a parent who maintains a separate home during the school year for convenience

# 516 Payments of Mileage in Lieu of Bus (Dead Miles)

- Background:
  - In order to save wear and tear costs on school buses, districts may choose to use private vehicles to transport bus drivers between a staging area and the bus garage in between morning and afternoon routes
- What to report:
  - Total annual costs paid for using a private vehicle rather than a school bus for dead miles, as described above, based on the Utah Department of Administrative Services Private Vehicle rate of 56 cents a mile