



SE-4159-SL: 8/16

2016-17 Specialized Transportation Log

Direct questions regarding this form to the Michigan Department of Education, Office of Special Education Program Finance, Dianne Easterling at 517-241-1235.

INSTRUCTIONS

Complete a separate log for each route for October 3-7, 2016.

DISTRICT INFORMATION

School District Name		District Code No.
Address	City	Zip Code
Telephone (include area code)		

BUS/MILEAGE INFORMATION

Bus Number	Route Number	Driver Name
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Does this bus have a special education run? Yes ☐ No ☐

Name of first bus aid (if any) _____

Name of second bus aid (if any) _____

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

Week's Total Mileage _____

Average Mileage (Week's total mileage divided by 5) _____

PUPIL COUNT INFORMATION

Special education pupil count exiting the bus at the listed school site.

School	Monday	Tuesday	Wednesday	Thursday	Friday
Total Pupil Count					

Week's Total Pupil Count

Average Pupil Count (Week's total pupil count divided by 5)

Specialized Transportation Log Instructions

This form is to be completed each day during the count week for every vehicle providing specialized transportation services. You may make as many copies of the log as is necessary.

A separate form is to be completed for each vehicle (owned, leased or contracted by the district) and for each route.

Complete this form for each route which transports pupils to school. Do not complete this form for routes which transport pupils from school, or for mileage traveled on recreational trips or educational trips made at any time during the school year.

Starting Mileage

The odometer reading when the vehicle starts its route.

Ending Mileage

The odometer reading when the vehicle terminates its route.¹ This may be at a school or at the vehicle storage area.

Total Mileage

The starting mileage subtracted from the ending mileage.

Week's Total Mileage

The sum of the five (5) daily total mileage.

Average Mileage

The week's total mileage divided by 5.

Pupil Count

The head count of the pupils exiting the specialized transportation vehicle on the way to school. If the vehicle has multiple stops, record the number of pupils exiting at each of the stops. Stops may be school buildings or transfer points. Do not count pupils on their way home from school.

¹ Route: 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.)

Total Pupil Count

The sum of the pupils exiting at various stops.

Week's Total Pupil Count

The sum of the five (5) daily total pupil counts.

Average Pupil Count

The week's total pupil count divided by 5. This figure, summed across all routes, will be entered on the 2016-17 SE-4094 Transportation Expenditure Report, line 32, column 4, "Total Riders per the Count Week."

Note: The 2016-17 SE-4094 Transportation Expenditure Report is filed with the
Center for Educational Performance Information (CEPI) by October 7, 2017