

Special Education Transportation Expenses (Form 308)

Instruction Manual

LEA Forms Web Application
Submit by: May 10, 2021



Kansas leads the world in the success of each student.



KANSAS STATE BOARD OF EDUCATION

MISSION

To prepare Kansas students for lifelong success through rigorous, quality academic instruction, career training and character development according to each student's gifts and talents.

VISION

Kansas leads the world in the success of each student.

MOTTO

Kansans Can

SUCCESS DEFINED

A successful Kansas high school graduate has the

- Academic preparation,
- Cognitive preparation,
- Technical skills,
- Employability skills and
- Civic engagement

to be successful in postsecondary education, in the attainment of an industry recognized certification or in the workforce, without the need for remediation.

OUTCOMES

- Social-emotional growth measured locally
- Kindergarten readiness
- Individual Plan of Study focused on career interest
- High school graduation
- Postsecondary success

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DISTRICT 9

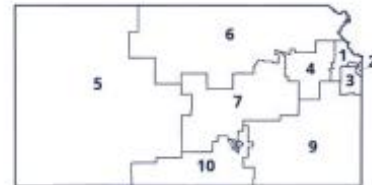


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COMMISSIONER OF EDUCATION



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DEPUTY COMMISSIONER
Division of Learning Services



Dr. Brad Neuenswander

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JAN 2011

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Special Education Transportation

Introduction

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Special education transportation, whether involving a special teacher or pupil travel, is only reimbursable if it is specified as a related service in the student's IEP. All transportation costs are reimbursed at 80% of the actual travel expenses incurred. All transportation reimbursement is claimed on the Form 308, which is an online form accessed through Authenticated Applications (LEA Forms) and must be submitted on or about May 10 each year. This early filing deadline requires LEAs to make estimates of May and June expenses.

We highly suggest you carefully review the special education transportation expenditures to ensure all expenditures are accurate. Your final June 1 special education payment will include 80% of your claim, in addition to teacher entitlement, catastrophic entitlement, Medicaid state aid replacement and flow-through payments you receive on behalf of the special education coop/Interlocal, less your October 15, December 16, March 15 and April 15 payments and any overpayments.

All organizations (public school districts, sponsor district of coop, Interlocal and Service Centers) must submit the Form 308, even if there are no special education transportation expenditures to claim.

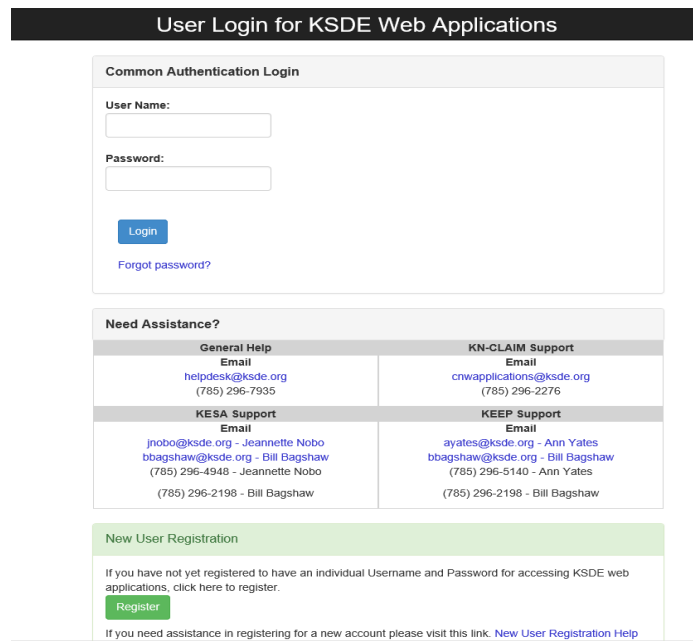
NOTE: KSA 72-3423 requires all special education state aid payments to be deposited in the school district's general fund budget then transferred to the special education fund.

Instructions

All LEAs shall submit the Special Education Transportation (Form 308) even if transportation costs are zero. This is our notification your district does not have any eligible expenditures for reimbursement.

Login the KSDE Authentication Portal: <https://appss.ksde.org/authentication/login.aspx>

Enter **your** User Name and Password. If you are unable to login, please click the "Forgot Your Password?" link or contact the Help Desk at 785-296-7935.



User Login for KSDE Web Applications

Common Authentication Login

User Name:

Password:

[Forgot password?](#)

Need Assistance?

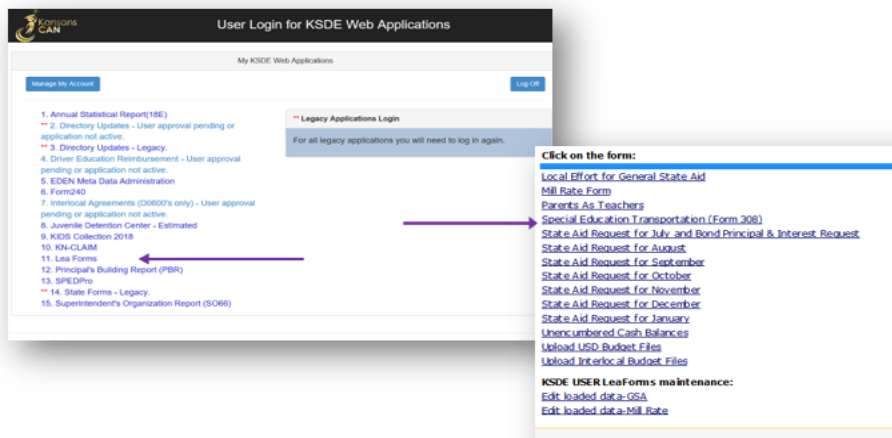
General Help	KN-CLAIM Support
Email helpdesk@ksde.org (785) 296-7935	Email cnwapplications@ksde.org (785) 296-2276
KESA Support	KEEP Support
Email jnobo@ksde.org - Jeannette Nobo bbagshaw@ksde.org - Bill Bagshaw (785) 296-4948 - Jeannette Nobo (785) 296-2198 - Bill Bagshaw	Email ayates@ksde.org - Ann Yates bbagshaw@ksde.org - Bill Bagshaw (785) 296-5140 - Ann Yates (785) 296-2198 - Bill Bagshaw

New User Registration

If you have not yet registered to have an individual Username and Password for accessing KSDE web applications, click here to register.

If you need assistance in registering for a new account please visit this link. [New User Registration Help](#)

Click Lea Forms then choose Special Education Transportation (Form 308) to begin.



Click Create New Report for 2021 to begin.

USD # D0110 Thunder Ridge Schools 2020-2021 Status:

You may create your 2021 report by clicking on (Create New Report for 2021) below.
 You may edit your current report or view prior reports by clicking Select next to the fiscal year.
 If no reports are listed then the reporting period may not be open or you have no prior reports.

	Fiscal Year	Status	Due Date	KSDE Use
Select	2020	IN PROGRESS	5/10/2020	LOCKED

[Create New Report for 2021](#)



NOTE: Data should be saved frequently to reduce risk of losing data. Session timeouts may vary due to inactivity.

Administrative Data

Please enter the appropriate contact information for your district. This should be the person responsible for submitting the report or the most knowledgeable person should KSDE need to contact your office.

Click <Save> then <Next Screen>.

USD # D0110 Thunder Ridge Schools 2020-2021 Status: **IN PROGRESS**

Administrative Data

[Next Screen](#)

USD information is populated from KSDE directory information.

USD #	D0110
Name	Thunder Ridge Schools
Address	128 S Kansas
City	Kensington
State	KS
Zip	66951-0188
Superintendent	Mr. Jeff Yoxall

Enter/Change the contact information and click the save button.

Contact Name	<input type="text"/>
Contact Position	<input type="text"/>
Contact Email	<input type="text"/>
Phone Number ###-###-####	<input type="text"/>

[Save](#)



Special Education Transportation State Aid Report

Enter all special education transportation expenditures for the current school year (KSA 72-3422(b)(2)). Special education transportation is reimbursable only if it is specified as a related service in the student's IEP; transportation not required on the IEP may not be claimed. All costs are reimbursed at 80% of the actual costs incurred (K.S.A. 72-3422(b)(1)-(3)). Expenses not incurred by the LEA are not reimbursable. Due to the early filing deadline of May 10, districts are required to estimate expenses for May through June 30.

WE HIGHLY SUGGEST THAT YOU CAREFULLY REVIEW THE 2020-21 SPECIAL EDUCATION TRANSPORTATION EXPENDITURES TO ENSURE THAT ALL EXPENDITURES ARE CORRECT AND NOT DUPLICATED.

Pro-Rating Expenditures: If a vehicle is used to transport both identified and regular education students, the special education ratio is determined by the number of identified students (with travel on the IEP) divided by the total number of students riding the bus. If a vehicle is used only part-time for travel required in the IEP, the special education ratio is determined by the number of miles for special education divided by the total miles driven for the vehicle.

USD # D0110 Thunder Ridge Schools 2020-2021 Status: **IN PROGRESS**

Special Education Transportation State Aid Report(Form 308)

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DO NOT INCLUDE REGULAR TRANSPORTATION COSTS

	Code	(1) 2020-2021 Actual Expenditures**
1. Salaries of Bus Drivers and Transportation Aides (includes social security and fringe benefits)	038	<input type="text" value="0"/>
2. Contractual Services (include mileage paid to parents)	039	<input type="text" value="0"/>
3. Insurance	040	<input type="text" value="0"/>
*4. Maintenance in Lieu of Transportation	041	<input type="text" value="0"/>
5. Other Expense (include gasoline, oil, vehicle maintenance, etc)	042	<input type="text" value="0"/>
6. Capital Outlay Fund - Equipment (exclude bus purchases)	043	<input type="text" value="0"/>
**7. Depreciation (include only those vehicles which are not depreciated in the regular transportation formula.)	044	<input type="text" value="0"/>
8. Teacher Travel (in district)	045	<input type="text" value="0"/>
9. Total Lines (1 through 8)	047	<input type="text" value="0"/>
10. Less: Transportation Expenditure Reimbursements (include cash sales of buses) (EXCLUDE STATE AID)	048	<input type="text" value="0"/>
11. Net Pupil Transportation Costs (line 9 less line 10)	049	<input type="text" value="0"/>
12. Total Transportation Aid 2020-2021 (line 11 x 80%)	XXX	<input type="text" value="0"/>

Click on Accumulated Depreciation button to display/insert current depreciation values. [Accumulate Depreciation](#)



[Save](#)

If you are a sponsoring district of a coop, all expenditures of the participating districts must be combined and submitted on your behalf.

NOTE: Accumulate Depreciation must be selected on this screen after all vehicles have been entered on the Depreciation Schedule screen.

- **Salary of Bus Drivers and Transportation Aides (Line 1):** Report actual travel expenses incurred in providing transportation for exceptional children to special education or related services as outlined in the student's IEP. The cost incurred for paraeducators accompanying an exceptional student on the special education route outside the school day should be claimed here. If the district incurs a KPERs employment penalty (statutory contribution rate) for hiring retirees, this should be claimed here.
- **Contracted Services (Line 2):** Report transportation costs incurred as a result of a contract with a parent or other private party for the transportation for an exceptional child. Contracted services include payments made for contracted bus service and for mileage paid to parents who transport identified students.
- **Insurance (Line 3):** Report insurance payments covering vehicles used to transport identified students. Do not include insurance for regular route vehicles.
- **Maintenance In Lieu of Transportation (Line 4):** Report expenditures incurred in providing room and board or non-medical care (or both) while maintaining an exceptional student at some place other than the child's residents for the purpose of providing special education services. Allowable expenditures may not exceed \$750). KSA 72-3422(b)(3)
- **Other Expenses (Line 5):** Report maintenance costs such as gasoline, oil, routine maintenance, tires, and repairs of special education vehicles. Do not include costs for regular route vehicles. Administrative salaries are entered here but are not to exceed 10% of the Line 5 expenditures; vehicle maintenance salaries are also allowed on this line.
- **Capital Outlay Fund (Line 6):** Report expenditures for equipment used in transporting students such as major modifications made to school district vehicles, which includes ramps, lifts, bus safety lights, and other items needed to equip vehicles for special education. Do not include vehicle purchase; all vehicles should be entered on the Depreciation Schedule screen and will be depreciated over an eight-year period. (The Bus Barn) expenditures for the operation and maintenance of buildings and grounds only. If the district has a bus barn, storage areas, and/or offices for transportation employees, expenditures may be reported if its only used for Special Education. If not only for Special Education, pro-rate for Special Education. (example for pro-rating: take the number of SPED buses divide by total number of buses).
- **Depreciation (Line 7):** The only method of depreciation allowed is straight-line depreciation over an eight-year period on vehicles used exclusively for the transportation of exceptional children or the pro-rated share for vehicles used for dual purposes. The vehicle must have been delivered on or before June 1 to be claimed for the current year.
- **Teacher Travel (Line 8):** Report actual allowances of special teachers in connection with duties in providing special education or related services for exceptional children (limited to rate specified in KSA 75-3203).

- **Transportation Expenditure Reimbursement (Line 10):** Report any reimbursement received such as insurance recovery or payments from other LEAs or organizations for the use of the special education.

Vehicle Depreciation Schedule

Please enter any newly purchased or lease option to buy vehicles *delivered on or before June 1*, and used for special education transportation as addressed in the student’s IEP. While this collection is used for calculating depreciation costs for special education transportation state aid, the district can choose (not required for Form 308) to also add all other vehicles (eg. regular route, activity, etc.), which will populate the 18E Annual Statistical Report opened later this summer and due August 31. **Only the vehicles that are Special Education vehicles will show up on the Print Report.**

USD # D0110 Thunder Ridge Schools 2020-2021 Status: **IN PROGRESS**

Form 308 - Vehicle Depreciation Schedule

[Previous Screen](#) [Next Screen](#)

Click on list at bottom to select vehicle. Click on the Save button to save your changes. Click on Accumulated Depreciation button to display depreciation values. The buses shown come from the bus list reported on the Annual Statistical 18E Report and are ordered by special ed percentage use.

Local Number: Fuel: Vehicle Type:

VIN: Net Cost:

Model Year: Delivery Date:

Rated Capacity: Disposal Date:

Model: Sold For:

Make:

Ownership: Owned by USD
 Lease/Option to Buy
 Unknown

If sold, please enter an amount in Sold For.
 If traded in, verify the remaining book value of this vehicle is included in new vehicle purchase price.

Regular: Activity: Special ED: NonStudent: Notes:

Percent:

Depreciation:

Depreciation will be calculated based on 2021 fiscal year.

[Accumulate Depreciation](#)

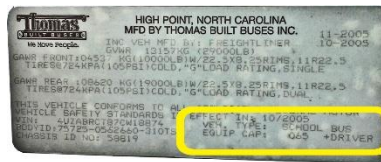
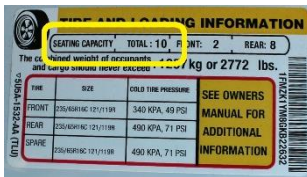
[Save](#) [New](#)

VIN	Local Bus#	Deliver Date	Model Year	Make	Student Use	Model	Net Cost	Reg%	Actvty%	Spec Ed %	Non %	Disposal Date
Select 2B4JB25Y9YK165464	11	2000-12-29	2000	Other Passenger Vehicle	Full	Dodge	17000	9	3	88	0	
Select 1FDNB80C4VVA05801	04	1996-08-01	1997	Other Yellow School Bus	Full	Ford	40215	100	0	0	0	
Select 1FDNB80C6TVA12262	6	1999-12-13	1996	Other Yellow School Bus	Full	Ford	37715	95	5	0	0	
Select 1FDNB80C8TVA12263	10	1996-05-14	1996	Other Yellow School Bus	Full	Ford	37715	90	10	0	0	

Click <New> to enter new vehicles and <Save> to add to the vehicle table. After all vehicles have been entered or updated, return to the transportation expenditure Form 308 and click the <Accumulate Depreciation> button to update Depreciation Costs on Line 7. **If the district purchased a bus in the prior year and the bus was not included on the 2019-2020 Vehicle Depreciation list, save the bus with a delivery date between July 1, 2020 and before June 1, 2021, then click <Edit> and change the delivery date with the correct purchase date.**

Below is a summary of the vehicle terminology updates to this screen for 2020-21 school year.

1. **Rated Capacity** – This was previously listed as Passengers. For passenger vehicle types, this can be found on the Tire and Loading Information sticker, which is normally located on the inside driver’s door. For buses, this will normally be found inside the bus on the bulkhead.



2. **Model** – This was previously listed as Chassis. Please contact School Bus Safety staff, Keith Dreiling at (785) 296-4567 (kdreiling@ksde.org) or Dennis Tate at (785) 296-4545 (dtate@ksde.org, for any questions regarding the selection of a specific vehicle model.

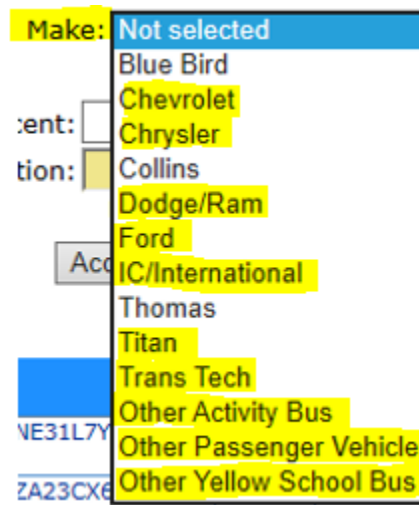
It should be noted the dropdown list has been updated. In order to retain historical vehicle data, the old list is displayed last but not selectable. The new list (highlighted yellow) is selectable with the most common listed first.



- a. Yellow School Bus = School bus used on a route.
- b. Yellow Activity Bus = Activity bus that may also be used on a route.
- c. Activity Bus (School Bus Standards) = School bus that could not be used on a route due to color, etc. This would include Multi-function School Activity buses.

- d. Activity Bus (Other) = This includes Coach Buses, Limousine Buses and E-Coaches.
 - e. Van, 2 Door Sedan, 4 Door Sedan and Pickup – Includes vehicles as the name implies.
 - f. Other – Includes all other Models not listed above.
3. **Make** – This was originally listed as Body Make. The Make for buses is the body manufacturer and not the chassis (eg. you would select Collins as the “Make” for a bus even though it may be on a Chevrolet, Ford or Dodge chassis). Please contact School Bus Safety staff, Keith Dreiling at (785) 296-4567 (kdreiling@ksde.org) or Dennis Tate at (785) 296-4545 (dtate@ksde.org), for any questions regarding the selection of a specific vehicle make.

Please note the dropdown list has been updated, with the new or updated Make highlighted below. For previously reported vehicles with retired Make, KSDE has cross-walked those to the current Make listed below:



- a. **IC/International:** All vehicles previously reported as International are updated as IC/International.
 - b. **Other Passenger Vehicle:** All vehicles previously reported as Other are updated as Other Passenger Vehicle.
 - c. **Other Yellow School Bus:** All vehicles previously reported as Amtran, Carpenter, Freightliner, Ward and Wayne are updated as Other Yellow School Bus.
4. **Vehicle Type** – It should be noted the dropdown list has been updated. Please contact School Bus Safety staff, Keith Dreiling at (785) 296-4567 (kdreiling@ksde.org) or Dennis Tate at (785) 296-4545 (dtate@ksde.org), for any questions regarding the selection of a specific vehicle type.

A - Mini Bus: Previously reported vehicles with 1A and 2A vehicle types are updated as A – Mini Bus. Select this type regardless of color or use. This bus is defined as a conversion constructed utilizing a cutaway front section vehicle with a left side driver door and cannot exceed the 25-year age restriction unless modified to meet current standards if used as a route bus to transport students from home to school and school to home per KSA 8-2009a. Select this Type also for a MFSAB (Multi-Function School Activity Bus). Th only bus that has a driver's side door.



B: Vehicle type B has been retired and not selectable. Previously reported vehicles will remain as vehicle type B. This was constructed utilizing a stripped van or truck chassis with the entrance door behind the front wheels.

C – Conventional Bus: Previously reported vehicles with vehicle type C are updated as C – Conventional Bus. Select this type regardless of color or use. This bus is defined as a conversion bus constructed utilizing a bus chassis with a hood and front fender assembly with the entrance door behind the front wheels and cannot exceed the 25-year age restriction unless modified to meet current standards if used as a route bus to transport students from home to school and school to home per KSA 8-2009a. Select this type also for a MFSAB (Multi-Function School Activity Bus).



D – Flat Nose Bus: Previously reported vehicles with vehicle type D are updated as D – Flat Nose Bus. Select this type regardless of color or use. This bus is defined as a conversion constructed utilizing a stripped chassis with the entrance door ahead of the front wheels and the engine may be in the front or rear and cannot exceed the 25-year age restriction unless modified to meet current standards if used as a route bus to transport students from home to school and school to home per KSA 8-2009a. Select this type also for a MFSAB (Multi-Function School Activity Bus).



Other Activity Bus: New beginning 2019-2020 school year. This type includes coach, limo and luxury buses, or any bus which is not an A, C or D vehicle type bus. These buses must meet all applicable Federal Motor Vehicle Safety Standards (FMVSS). Select this type regardless of color. Do not use this type for a MFSAB (Multi-Function School Activity Bus).



Passenger Vehicle: All vehicles previously reported as Car, Van/Mini-Van, Suburban and Other are updated as Passenger Vehicle. This vehicle type will also include Pickup. Select this type regardless of color for any vehicle that is not a bus.



Per KSA 72-64,100 12 & 15 Passenger Rated Vans are illegal for student transportation.

If you have questions regarding a specific vehicle please contact Keith Dreiling at (785) 296-4567 (kdreiling@ksde.org) or Dennis Tate at (785) 296-4545 (dtate@ksde.org).

Regular School Route - mileage driven by regular route buses owned by the district or contracted or leased from other parties. Regular route mileage may be:

- driven routinely morning, noon and afternoon for the transportation of pupils between their residences and the school buildings
- for trips during the school day in which pupils are transported from one school to another or location for curricular pursuits (not activities), i.e. library, field trips, trips to an AVTS, etc.
- maintenance trips and trips to and from overnight parking facilities (bus driver's home or bus garage)

Submit Report

All errors must be resolved in order to submit to KSDE. On the Results of Completeness Check screen, if the STATUS is "Stop", you must take action to correct and if the STATUS is "Warning", it is recommended to verify the information is correct prior to submitting to KSDE.

USD # D0110 Thunder Ridge Schools 2020-2021 Status: **IN PROGRESS**

Results of Completeness Check

[Back to Admin Page](#)

Click on error description to go to the data entry screen.

ERROR LIST	STATUS
Report contact person must be filled in.	Stop
Report contact email address must be filled in.	Stop
Report contact telephone number must be filled in.	Stop
Report contact position must be filled in.	Stop
Form 308 is all zeroes.	Warning

This report is not complete as stated above. Please complete all the necessary data for this report. You can click on an error message to go to that screen.

Results of Completeness Check

[Back to Admin Page](#)

Click on error description to go to the data entry screen.

ERROR LIST	STATUS
All forms complete.	Stop-must be corrected Warning-can submit without correction

You may submit this report now.
Once submitted, you cannot go back and edit anything on the report.

[Submit Report](#)

Printing

To print a copy of the Special Education Transportation report, click on the **Print Report** menu to navigate to the Print Report screen. Check the box next to "Excel Report" to generate as an Excel file and click <Print Section>, otherwise it will generate as PDF by default. Depending on your browser, you may be prompted to <Open> or <Save> the file. From the **File** menu, click **Print**.

Print Report

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All reports will be generated in PDF format. To export to Excel, check the Excel Export box before clicking on a print button.

Excel Export

Select ONE section you want to print and click on the Print Section button

Special Education Transportation (Form 308)

[Print Section](#)

Note: Only vehicles used for special education transportation will print. All vehicles will be printed on the 18E Annual Statistical Report, due August 31.

Contacts

Special Education Transportation Form 308:

Rose Ireland	(785) 296-4973	rireland@ksde.org
Christie Wyckoff	(785) 296-6321	cwyckoff@ksde.org
Sara Barnes	(785) 296-4972	sbarnes@ksde.org
Veryl Peter	(785) 296-3872	vpeter@ksde.org

User Name and Password:

KSDE Help Desk	(785) 296-7935	HelpDesk@ksde.org
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###

For more information, contact:

Name: Veryl Peter
Title: Interim Director
Team: School Finance
Phone: 785-296-3872
Email: vpeter@ksde.org



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