

NC DPI – Transportation Services
Student Count Webinar Parts 1 and 2
Questions and Answers
September 2016

1. Will the recording be located somewhere to watch again or let my administrator watch?

Yes, the recording and associated documents are located at:
<http://ncbussafety.org/StateForms.html>

2. Do we have to submit the actual driver count forms?

Yes, any original paper driver count forms must be submitted to support the summary sheets.

3. Do we round averages to the nearest student?

No. The averages may be rounded to the nearest tenth of a student however, for ease of calculation and transfer.

4. What is the difference between a mirrored run and a non-mirrored run?

Mirrored Run – A mirrored run transports the same students to and from school to the same geographic area of the county. Some students may not ride in the morning and some may not ride in the afternoon, but if they DO ride, they are assigned to be transported on that run. In essence, in TIMS, the student would be assigned to the same run in the morning as they were in the afternoon (or at least not assigned to any other run).

Note: It does not matter if there is a different bus or driver in the AM vs. PM - only that the run is essentially the same.

Non-Mirrored Run – Any run where some students assigned to the run in the morning are assigned to a different run in the afternoon and vice versa.

If a student is only transported in the morning or the afternoon then the run is still mirrored, if however the student is being moved from one morning run to a different afternoon run, then both the morning and afternoon runs are non-mirrored.

5. Why does it matter if the students are on the same AM and PM runs?

Mirrored runs make a lot of difference when it comes to counting. The more the runs differ, the more chance that the same student could be counted as two different students, for state reporting purposes.

For Example (Only two buses for simplicity):

Bus 100 comes in the morning with 15 students, 5 of which come from a child care facility on the route. Bus 150 arrives in the morning with 65 students from another area of the county.

In the afternoon bus 100 leaves with those 15 students, plus 40 more that have been reassigned from bus 150 to the child care facility as their afternoon drop off.

These runs must be placed on the non-mirrored runs sheet. If they were not, many of the students transported would be counted as two students instead of one.

6. How do you count students on a modified schedule which are transported home from school early?

The AM runs that those students came from and the PM runs that cover all the involved AM run students should be placed on the non-mirrored runs form for that school. Essentially you're taking students off AM runs and adding them to different PM runs; this makes all the involved runs non-mirrored.

7. If you have had to move one bus stop to another route in the afternoon because of bus capacity would this still constitute using a non-mirrored run?

The affected routes would be non-mirrored. There could still be other mirrored runs at the school, but those particular runs would need to be placed on the non-mirrored summary sheet for the school.

8. Can you explain the extra runs form and how they are used?

These are to allow drivers to count students for bus runs that are not Home-to-school, such as mid-day transportation from one school to another or from a school to a vocational center. The purpose is to put a number to how much extra transportation has to be performed to accommodate student's learning. In some years these extra trips have been used as a site characteristic in the funding formula.

Multiple runs for the same bus are not extra runs. Extra runs are those which are not from morning pickup locations to the school or from the school to PM drop-off locations.

9. Our early college students arrive at their base high school then are shuttled to the early college. Where are these early college students counted?

Early college students should be counted at their destination/departure school (the early college). If it is not possible to do this because the high school drivers don't know who will be continuing on to the early college, then you CAN choose to count all early college students at the high school, and make the shuttle run to the early college an extra run. Note that if an LEA chooses to do this, they may miss counting some students who only take the shuttle, after arriving at the high school by car or walking.

10. How would you count students who are shuttled from a staging school to another school or to a local (district) school and then to a pre-k school?

The same answer applies here as it would with early college students. Please note that whatever decision you make should be applied universally in your LEA. It cannot change from one school to another.

11. What needs to be entered in section C on the unit summary form?

The number of students transported by contract transportation from the TD-24 form ("Grand Total" row, column labeled 4a) and how many of those students were pre-k students.

12. The pre-k students - are we counting both State and Federal? Do we charge for both?

We are counting all Pre-Ks. Transportation of all Pre-Ks should be covered by other funds, not PRC 056.

13. If our pre-k kids are routed on their own buses will they be counted on the count sheets?

If they were transported on yellow buses they must be counted on count sheets. There would be no data in the K-12 columns but there would be in the Pre-K columns. You may cross out the K-12 columns for these drivers.

14. Pre-k are not transported on our K-12 to from yellow buses. We use our own yellow bus, not DPI managed, as well as we also contract with a local carrier for the other pre-k. So am I right in that we wouldn't count them at all?

You must count these students, but they will all be reported in the shaded section of the Unit Summary as "Reimbursed or Paid Directly through Non-PRC 056 funds."

15. Since pre-K students are being included in the count, should they also be assigned to routes in TIMS to match?

Yes, pre-K students should be assigned to runs/routes/stops in TIMS. However, if there are local reasons to keep pre-K students out of TIMS, you do not have to include pre-K only runs in TIMS.

16. Only the EC PK kids ride our buses would they be counted on the EC count sheets?

Pre-K kids are counted on the count sheet for the bus that transports them. The run is later designated as 'regular k-12' or EC based on whether the run transports primarily EC students or not.

17. What about high school and middle school runs that would never have Pre-K students?

You can cross-out the Pre-K columns for middle and high school or even blank them out before making copies. It will be easier to process driver count forms if everything is in the same place on the page.