


STARS
Student Transportation
Allocation Reporting
System

Ridership Training Workshop
September 2025

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Today's Topics

- Funding Reports
- Non-Funding Reports
- School Bus Driver Compliance

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The Official References

- Funding
 - RCW 28A.160
 - WAC 392-141
- Driver Verification
 - WAC 392-144

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The Official References

- Fall Report
 - Funding & Non-funding data
- Winter & Spring
 - Student Counts
 - Update Out of District Route Information
 - Update Car Mileage Estimate

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Funding Data Reports

- Basic & Special Student Counts
- School Bus Route and Bus Stop Report
- Non-High Transportation
- Annual Car Mileage Estimate

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Report Periods

- Fall
 - September – October
- Winter
 - November – January
- Spring
 - February – April

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Report Schedule

- Fall, Winter, Spring
- Due Dates
 - October 31st
 - February 2nd
 - May 1st



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Funding Schedule

- Funding through January is based on previous school year allocation
- Funding adjustment to current school year allocation is last business day of February
- Refer to WAC 392-141 Transportation – State Allocation for Transportation Operations



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Route Types

- Type A Basic
- Type S Special
- Type B Bilingual
- Type G Gifted
- Type H Homeless & Foster Care
- Type E Early Ed



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“Combined Routes”

- No maximum number of basic program students
- How do I decide if Special or Basic?
 - Would the route still exist if the special program students weren't there?
 - ✓ If yes, it's a basic route.



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Route Categories

Do you have a question on a route?

Call your
Regional Transportation
Coordinator



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General Statement on FORMS

All OSPI sample forms are OPTIONAL

- Use the OSPI form, an electronic form, a district form or modify the OSPI form
- They must provide required information
- All forms stay in the district
- Exception: The 1022E report (emailed to RTC)



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General Instructions 1022D

- Collect data AM & PM for three (3) consecutive school days
- Student count & driver signature must be IN INK (or electronic)



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Student Count

Basic Program Counts

- Basic Route Student Count
- Total students picked up within the district defined walk area
- Students provided with transit passes
 - Only if paid for by the district



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District Defined Walk Area

- Definition: Less than one road mile from school & a safe route to walk
 - You can pick up within the safe walk area, but you must report that count
 - Walk area determination process has to be reviewed at least every two years or as conditions change (WAC 392-141-340 (2)). Document **your** review process.



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Student Count

Special Program Counts

- Special Route Student Count
 - **No walk area for S or E program students**
- All special program students transported in a district vehicle by an authorized bus driver



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Student Count at Transfer Points

- Inter-district: Each district counts
 - Transfer points are treated as destinations
 - OSPI establishes all destinations
- Within district: Count each student once in AM & once in PM



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Student Count

Total all your program counts for each day

- Select the consecutive three (3) days with the best middle value
- Use counts for each & every route from the SAME DAY
- Report the count from the day with the best MIDDLE VALUE
- Counts cannot be within the last five (5) school days of the reporting period (F-W-S)



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Entering Student Counts

STARS provides the totals

2025-2026 Winter Aberdeen Student and Car Mileage Status History

Basic Program Students

On School Buses

On Walk Home

On Travel Buses

Total Buses

Special Program Students

Special Education

Early Education

Homeless

Gifted

Homeschool

Total Special

Basic + Special Total Count

Grand Total

Mileage

District Car Mileage

Cancel Save

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Entering Student Counts

Cancel

Save

Remember to SAVE

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School Bus Route Information

Route Information is used for:

- Calculating the average distance
- Counting the number of destinations
- Counting the number of buses
 - Used for efficiency rating
 - Used for KPI
 - Not used for funding

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School Bus Route Reporting

- Report all active stops
 - If a student rides only once in a while, it's still an active stop
- If it is a PM only stop (in district)
 - You may enter it on the corresponding AM route



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Route Data vs Student Count

- Route data must reflect the district's routes for **any day** in the Report Period
- That day does not have to be one of the three days in the Student Count Period



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STARS GIS Application

- Destinations can only be added by OSPI using the "request add destination" found in the STARS Information Center, under route resources
- You can use any destination – in-district or out-of-district
- Ask your RTC for help or training



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District Car Transportation

- Must be a district motor pool vehicle
 - Exempt plates
- Must use an authorized school bus driver for home—to—school routes
 - No route map created in STARS for motor pool vehicle routes.



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To-From vs Home-to-School

- **To-From:** Between home and school, mid-day routes, & shuttles between schools & learning centers
- Everything in Program 99
- **Home-to-School:** AM & PM routes between home stops and school



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District Car Student Count

- Document home-to-school student count
- Driver Signs **In Ink**
- Add students to program counts
- OSPI Form 1022CS (optional)



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District Car Mileage Log

- Document all **to-from** car mileage
- Update the estimated **annual** district car miles each report period- Car mileage is an estimate for the year. If the estimate is too low or too high, the August apportionment payment will reflect the difference of estimate to actual.
- Don't include extended school year program miles
- OSPI Form 1022CM (optional)
- **Final report with actual miles due by July 15th**



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District Car Mileage Data Entry

Enter the **estimated annual mileage**

Save and Return

Grand Total: 0

Mileage
District Car Mileage: 0

Change Status
Status: Select a Status

Comment

Status History

Status	Comment	Status Changed	Changed By
In Process at District	Year Rollover Default Value	6/1/2025	stars

Cancel Save



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In Lieu Contracts

- No Reporting through STARS
 - No student count
 - No Route map created in STARS for in-lieu of routes
- A contract is required
- Email RTC for approval



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Private Party Contracts

- No Report through STARS
 - No student count
 - No route map created in STARS for in-lieu of routes.
- Contract in place
- Comply with bid laws



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Non-Funding Reports (Prior School Year Data)

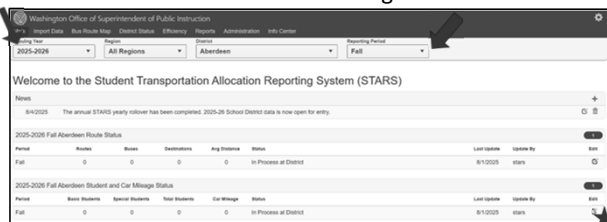
- McKinney-Vento Homeless Transportation Report
- School Bus Mileage Report
- School Transportation Fuel Report

These reports can be completed NOW



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Non-Funding Reports Select "Reporting Period" Select "Edit" in Student and Car Mileage Status



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Non-Funding Reports

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McKinney-Vento Homeless Transportation Report

- Prior year data (2023-24 SY)
- All transportation provided
- Number of **student trips** means each kid, each day, each way (two trips per day)
- Number of miles
- Cost

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Non-Funding Reports McKinney Vento, Fuel, Mileage Remember to SAVE

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School Bus Mileage Report

2024-25 School Year Data

- To-and-from
- Field Trips
- Extracurricular
- Inter-governmental
- Other



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School Transportation Fuel Report

All To-From not just home-to-school (2024-25 SY)

- Type of fuel
- Number of gallons purchased
- Total cost
- Fuel and mileage workbook (optional)



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Fuel and Mileage Workbook Optional: available on OSPI STARS Website

School Transportation Fuel and School Bus Mileage Workbook (optional)

This workbook is designed for calculating your school bus fuel report in preparation for entering the results in STARS (online). The mileage is to enter the values from your school bus mileage report in the grid below. This grid is linked to the fuel report grid to calculate the amount of fuel used in full-year operations. There is a separate worksheet for each fuel type. Do not submit this workbook. All values must be entered into the STARS program.

School Bus Mileage Report

To-and-from Mileage	
Field Trip Mileage	
Extracurricular Mileage	
Inter-governmental Mileage	
Other Mileage	
Total Mileage	
Percentage of Mileage To-From	

School Transportation Fuel Report

	Gallons	Cost
Total To-From Diesel		
Total To-From Gas		
Total To-From Other Fuel		

All cells except Yellow cells are locked. However, no password has been entered into the "direct worksheet" dialog. For general instructions, see the "Introduction" worksheet. Further instructions can be found in the Detailed Guidance and the OSPI Student Transportation STARS public site. Click on "STARS Reporting Reference Material" under "School Bus Mileage and School Transportation Fuel Report Instructions".



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Submitting STARS Reports

Select "Period" "Edit"

Remember to SAVE



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STARS reports: Form 1022E

- Identify the 3-day sequential count period & student counts
- Identify the mid-value Count Day (must match grand total in STARS)
- Complete the check list and email the 1022E to the RTC



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STARS reports: Form 1022E

There is a separate form for each report period:

- 1022EF (for Fall)
- 1022EW (for Winter)
- 1022ES (for Spring)



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After Submitting STARS Reports

- While your data is under review, you don't have access to change your STARS Report
- If you realize something needs to be corrected, contact your RTC



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Verifying Route Accuracy

Once route data is "Accepted by OSPI":

You may verify the accuracy by reviewing the *Route Detail Report*



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Verifying Accuracy

- Once route data has been "accepted by OSPI" and the reporting period is closed, changes to routes cannot be made
- Identify errors and document in your records



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Where do I get help?



STARS Info Center



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STARS Info Center

ALL USER'S MANUALS REQUIRE UPDATING
CONTACT YOUR RTC

STARS Reference Manuals, Training and Support Files	
User Manuals User Manual Tips & Tricks	This primary user manual is for the STARS application. Rodney's helpful tips and tricks for common STARS functionality.
Workshop Training Videos Introduction Login and Landing Page District Page Bus Route Map Import Bus Routes Creating and Editing Routes Quantity Dates and Student Data	Welcome and Introduction by Dan Payne, Regional Coordinator ESD 105 Logging into STARS and an overview of the district landing page. Overview of the Bus Route Map. How to import routes from reporting periods or files. How to create and edit a bus route using the map. How to import and update route and student data to your regional coordinator.
Route Resources District CCOOD Codes Route Types STARS Destinations Required Add Destination	A Excel reference document containing the District County District (CCOOD) and OrganizationID codes. A Excel reference document explaining the different route types that can be used by a route. Download an Excel document detailing all the STARS Destinations that can be assigned to a bus route. Other items used to submit a request to add or update a STARS destination.
Excel Route Import Files Excel Route Import Excel Long Route Import Example Excel Route File	A blank Excel route file used to import a District's routes. A blank Excel route file used to import a District's route with more than 5 destinations. An example Excel route file that has been filled out correctly.
XML Route Import Files XML Route Import Example XML Route File XML XML Validator File	A blank XML route file used to import a District's route. An example XML route file that has been filled out correctly. The XML validator file used by districts with their own GIS Software to validate a XML route file.



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STARS PUBLIC WEBSITE

Student Transportation Allocation Reporting System (STARS)



<p>The Student Transportation Allocation Reporting System (STARS) is used for the distribution of operations funding for school district transportation and for providing an evaluation of relative efficiency.</p> <p>Funding reports and efficiency ratings are released at the end of February each year and are visible on the web portal.</p> <p>Operations Allocation Detail Report 1026A School district transportation operations funding for the 2022-23 school year.</p> <p>Efficiency Detail Reports Annually, the efficiency of each school district's transportation operations is rated using a calculation process based on transportation systems that use data reported from STARS and other available data that describe the district's characteristics.</p> <p>Key Performance Indicators (KPIs) KPIs are directly related to the STARS efficiency rating system. Key Performance Indicators (KPIs) are a valuable resource for evaluating a school district's transportation operations.</p> <p>Quarterly Reports The student county reports are the primary means of public transportation funding. School districts report student seating, fourth and other data three times per year: fall, winter and spring. County reports are combined into a "the morning."</p>	<p>Contact Information</p> <p>Ask/Reporting for STARS 360-887-6108 360-725-4143</p> <p>Other STARS Related Questions Help/STARS 360-725-4102</p>
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School Bus Driver Verification Report



- Due by October 31, 2025
- Verify the status of each driver
- **Get a copy of ADR from DOL**
- Check with Jordan Peace at OSPI if you have any questions on an ADR

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Make the Red Boxes Go Away



In Service	First Aid Exp	Med Exp
08/29/2019	03/20/2020	10/26/2019
10/19/2019	08/10/2020	06/07/2020
09/11/2020	09/27/2022	05/07/2022

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Email your RTC with an explanation if you still have active drivers out of compliance.

*no medical or driver-sensitive details

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Check the Boxes

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- Enter the District, Your First and Last Name & Email
- Remember to Click the “Submit”

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The 1799 is a Training Record

***Intentional falsification
of school bus driver training records
may result in
permanent revocation of your
school bus driver instructor authorization***

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The 1799 Report
Will Be Verified by RTC



**PLEASE MAKE SURE
YOUR DATES ARE UPDATED & CORRECT**



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Any Questions?

Thanks
for all you do to keep kids safe



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