

STARS Student Transportation Allocation Reporting System

Ridership Training Workshop
September 2026



1

Today's Topics

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



2

The Official References

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



3

The Official References

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



4

Funding Data Reports

- Basic & Special Student Counts
- School Bus/Vehicle Route and Stop Report
- Non-High Transportation



5

Report Periods

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



6

Report Schedule

- Fall, Winter, Spring
- Due Dates
 - o October 30th
 - o February 1st
 - o May 3rd



7

Funding Schedule

- Apportionment payments through January are based on previous school year allocation
- Apportionment adjusted to current school year allocation happens in February
- Refer to WAC 392-141 Transportation – State Allocation for Transportation Operations



8

Route Types School Bus or District Vehicle

- 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?
 - o Would the route still exist if the special program students weren't there?
 - ✓ If yes, it's a basic route.



10

Route Categories

Do you have a question on a route?

Call your
Regional Transportation
Coordinator



11

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)



12

General Instructions 1022D

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



13

Student Count

Basic Program Counts

- All basic students transported in a district vehicle by an authorized bus driver
- On Basic Routes
- Total students picked up within the district defined walk area
- Students provided with transit passes
 - Only if paid for by the district



14

District Defined Walk Area

- Definition: Less than one road mile from school & a safe route to walk
 - o You can pick up within the safe walk area, but you must report that count
 - o 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.



15

Student Count-Special Program Routes

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



16

Student Count at Transfer Points

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



17

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)



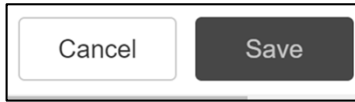
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Entering Student Counts



Remember to SAVE



22

Vehicles

District vehicle (non-school bus) routes can now be entered into STARS

- Home-to-school transportation only
 - Must be driven by an authorized school bus driver
- State Vehicle Number: Operating permit number or Local Number.
- No other changes to route numbering or vehicle numbering.



23

School Bus/Vehicle Route Information

Route Information is used for:

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



24

School Bus/Vehicle Route Reporting

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



28

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



29

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



30

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



31

In Lieu Contracts

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



32

Private Party Contracts

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



33

Non-Funding Reports
(Prior School Year Data)

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

These reports can be completed NOW



34

Non-Funding Reports

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Report Date: 9/8/2026 District: All Regions Region: All Regions

2025-2026 Aberdeen Route Status

Route	Routes	Buses	Destinations	Any Students	Status	Last Update	Update By	Box
Fall	0	0	0	0	In Process at District	9/8/2026	stark	
Winter	0	0	0	0	In Process at District	9/8/2026	stark	
Spring	0	0	0	0	In Process at District	9/8/2026	stark	

2025-2026 Aberdeen Non-Funding Data

Homeless Transportation

Student Trips: 0
Mileage: 0
Cost: \$ 0

School Bus Mileage

For Prior: 0
Field Trip: 0
Extracurricular: 0
Inter-district: 0
Other: 0
Total: 0

Bus/Vehicle Transportation Fuel

Amount: 0 Total Distance: 0 Total Cost: 0
Gallons: 0 Miles: 0
Other: 0

Electron High School Status

Has a High School: Yes No
Priority High School Transportation: Yes No



35

McKinney-Vento Homeless
Transportation Report

- Prior year data (2025-26 SY)
- All transportation provided
- Number of **student trips** means each kid, each day, each way (two trips per day)
- Number of miles
- Cost



36

Non-Funding Reports

McKinney Vento, Fuel, Mileage

Remember to SAVE



2025-2027 Absorption Non-Funding Data

Homeless Transportation		School Transportation Fund	
Student Type	0	Student	0
Mileage	0	Gasoline	0
Cost	0.0	Other	0

School Bus Mileage

School Bus Mileage		District High School Status	
To From	0	High School	0
Field Trip	0	High School	0
Extracurricular	0	High School	0
Inter-Government	0	High School	0
Other	0	High School	0
Total	0	High School	0



37

School Bus/ Vehicle Mileage Report

2025-26 School Year Data

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



38

School Transportation Fuel Report

All To-From not just home-to-school (2025-26 SY)

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



39

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 initial step 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 school operations. There is a separate worksheet (one tab below) for each fuel type. Do not submit this workbook. All values must be entered into the STARS program.

School Bus Mileage Report

Fuel Non-Mileage	
Fuel Trip Mileage	
Extracurricular Mileage	
Inter-governmental Mileage	
Other Mileage	
Total Mileage	
Percentage of Mileage in Fuel non	0.00

School Transportation Fuel Report

	Gallons	Cost
Total Fuel non (Diesel)	-	-
Total Fuel non (Gas)	-	-
Total Fuel non (Other Fuel)	-	-

Put in data in the Yellow cells. Green cells indicate calculations and are LOCKED.

Submit these values into the STARS Bus Mileage Report

Submit these values into the STARS Fuel Report

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

40

Future Planning!

School Bus/ Vehicle Mileage Report

2026-27 School Year Data

- Next years mileage non-funding report for will include mileage from Vans and MPVs.
- As with school buses, separate out mileage in these categories
 - To-and-from
 - Field Trips
 - Extracurricular
 - Inter-governmental
 - Other

41

Future Planning!

Fuel Non-Funding Report

2026-27 School Year Data

- Next years (2027-2028) fuel non-funding report will include cost of electricity for EV bus charging

42

Submitting STARS Reports

Select "Period" "Edit"

Remember to SAVE

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43

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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44

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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45

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



46

Verifying Route Accuracy

Once route data is "Accepted by OSPI":

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



47

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



48

Where do I get help?

STARS Info Center

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52

STARS Info Center

ALL USER'S MANUALS REQUIRE UPDATING
CONTACT YOUR RTC

STARS Reference Manuals, Training and Support Files	
User Manuals	
User Manual	This primary user manual is for the STARS application.
Tips & Tricks	Rodney's helpful tips and tricks for common STARS functionality.
Workshop Training Videos	
Introduction	Welcome and introduction by Dan Payne, Regional Coordinator ES2D 105
Login and Landing Page	Logging into STARS and a overview of the district landing page.
District Pages	Overview of the the district status, efficiency, reporting and other center pages.
Bus Route Map	Overview of the Bus Route Map.
Import Bus Routes	How to import routes from reporting periods or files.
Creating and Editing Routes	How to create and edit a bus route using the map.
Submitting Routes and Student Data	How to submit and submit route and student data to your regional coordinator.
Route Resources	
District ES2D Codes	A Excel reference document containing the District County District (ES2D) and OrganizationID codes.
Route Types	A Excel reference document containing the different route types that can be used by a route.
STARS Destinations	Download an Excel document detailing all the STARS Destinations that can be assigned to a bus route.
Request Add Destination	Online form used to submit a request to add or update a STARS destination.
Excel Route Import Files	
Excel Route Import	A blank Excel route file used to import a District's route.
Excel Long Route Import	A blank Excel route file used to import a District's route with more than 5 destinations.
Example Excel Route File	A sample Excel route file that has been filed out correctly.
XML Route Import Files	
XML Route Import	A blank XML route file used to import a District's route.
Example XML Route File	A sample XML route file that has been filed out correctly.
ES2D XML Validator File	The XML validator file used by districts with their own XML Software to validate a XML route file.

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53

STARS PUBLIC WEBSITE

Student Transportation Allocation Reporting System (STARS)	
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.	
Funding reports and Efficiency ratings are released at the end of February each year and are found at the links below.	
Operations Allocation Detail Report 1026A	
School district transportation operations funding for the 2025-26 school year.	
Efficiency Detail Reports	
Annually, the efficiency of each school district's transportation operations is rated using a statistical process data management analysis that uses data returned from STARS and other available data that describe the district characteristics.	
Key Performance Indicators (KPIs)	
While not directly related to the STARS efficiency rating system, Key Performance Indicators (KPIs) are a valuable resource for evaluating a school district's transportation operations.	
Quarterly Reports	
The student source reports are the primary drivers of student transportation funding. School districts report student ridership counts and other data three times per year: Fall, Winter, and Spring. Counts consist of combined All + PM ridership.	
Annual Non-Funding Reports	Expand all
STARS Reporting Reference Material	+
Other (Optional) Forms	+



Contact Information
 Addressing for STARS
 Rick Hoffman
 509-325-6141
 Office STARS-Related Questions
 Mandy Smith
 509-325-6142

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54

School Bus Driver Verification Report

- Due by October 31, 2026
- 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



58

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



59

If drivers are out of compliance, designate as temporary on leave. If you have questions contact your RTC.



60

Check the Boxes

OSPI

On an annual basis, this form needs to be completed and submitted by 09/01 no earlier than this report due and no later than November 1st of each year.

Washington Administrative Code (WAC) 172-020-0100 requires each school district to annually self-assess and submit a report to OSPI regarding compliance with the Washington School Bus Driver Training and Compliance Act (WSDCA). Compliance with this statute is a condition of a school district's authorization to operate school buses.

PLEASE NOTE: If an authorized school bus driver is not a holder of a license (valid or suspended), this driver is required to meet all the requirements of an authorized school bus driver and a holder of a license is required to complete this form.

Please indicate completion of items by checking the box on the left.

☐ (1) School district has a policy in place to ensure the safety of students on school buses.

☐ (2) School district has a policy in place to ensure the safety of school bus drivers.

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☐ (100) School district has a policy in place to ensure the safety of school bus drivers.

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61

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

Annual School Bus Driver Compliance Report

District:

First Name:

Last Name:

Email address:

By submitting this form, I certify (declare) that the foregoing is true, correct and accurate to the best of my ability.

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62

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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63

The 1799 Report
Will Be Verified by RTC

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



64

Any Questions?

Thanks
for all you do to keep kids safe



65
