STARS Transportation Reports

Reference Guide

August 2021

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Department of Public Instruction
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www.nd.gov/dpi

Table of Contents

1 Introduction

The intent of this booklet is to help State Automated Reporting System (STARS) users at the district level, manage their Transportation reports. STARS Transportation Reports are our primary tool for collecting transportation data from the school districts. The accuracy, completeness and timeliness of these reports, directly affects funding and many other decision-making factors. Below are the types of reports to be submitted, along with their submission deadlines.

Transportation   Jun 30

For complete list of STARS Reports, visit our website at:

https://www.nd.gov/dpi/data/STARS/reports/

1.1 State and Federal Updates

During the 2020 Legislative Session two significant bills were passed

SB 2097 – This brought the ND Highway Patrols definition of a school bus in alignment with the federal guidelines and standards adopted by ND DPI (via NDAC 67-12-01)

It updated the school bus to include 10 passenger and above.

This further codified the elimination of the non-complying 10 -15 passenger vans for student transportation. NDAC 67-12-01 phased them out in 2008.

HB 1027 – this re-codified the factors used to calculate transportation reimbursement into NDCC 15.1-27.

It disallowed districts from claiming additional route (run) miles for transporting **Open Enrolled** and **Tuition Waived** students. Districts can still transport them, and they can be counted as riders on the route.

Federal updates

The Federal Motor Carrier Safety Administration (FMCSA) set an implementation deadline for the new Entry-Level Driver Training (ELDT) of **February 07, 2022**.

The regulations set the baseline training requirements for entry-level drivers and applies to drivers who want to:
- Obtain a Class A or Class B CDL for the first time;
- Upgrade an existing Class B CDL to a Class A CDL; or
- Obtain a **school bus (S),** passenger (P), or hazardous materials (H) **endorsement for the first time**.

The FMCSA has a webpage set up to help prepare for the new requirements - https://tpr.fmcsa.dot.gov/Provider.

This page includes several resources in a box to the right to include: the eLearning Training Providers Guide to ELDT, factsheet, countdown checklist, curricula summary, training overview and a March 4 webinar for training providers. There are several other resources on the page as well.

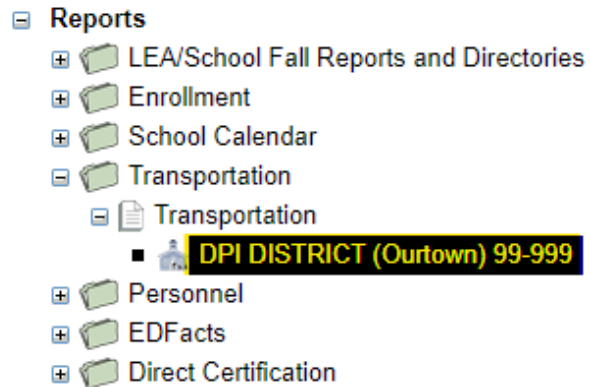Please contact Steve Snow (701) 328-2236 / fsnow@nd.gov with any questions

2 Vehicle Inventory

2.1 Import Vehicle Inventory from Last Year

Step 1. Select 'Fill Out Reports' from the left menu of STARS
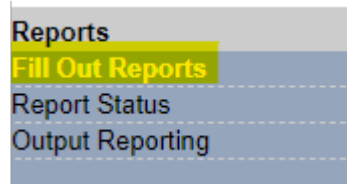
Step 2. Expand the 'Transportation' section by hitting the small plus to the left until you see your district listed

Step 3. Select the proper year and hit 'Select'

Step 4. You will have two reports to choose from on the menu on the left.

Vehicle Inventory

Routes

Step 5. Select Import

Step 6. Select Use Last Year

2.2 Delete a Vehicle from the Inventory

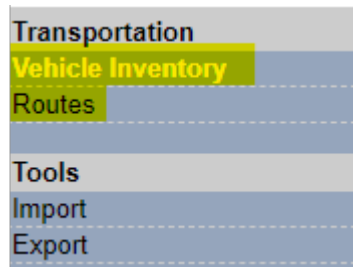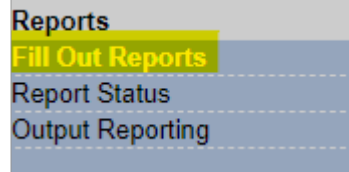|	
Step 1. Select 'Fill Out Reports' from the left menu of STARS	**Reports** **Fill Out Reports** Report Status Output Reporting
Step 2. Expand the 'Transportation' section by hitting the small plus to the left until you see your district listed	⊟ **Reports** 　⊞ 📁 LEA/School Fall Reports and Directories 　⊞ 📁 Enrollment 　⊞ 📁 School Calendar 　⊟ 📁 Transportation 　　⊟ 📄 Transportation 　　　■ 🏠 **DPI DISTRICT (Ourtown) 99-999** 　⊞ 📁 Personnel 　⊞ 📁 EDFacts 　⊞ 📁 Direct Certification
Step 3. Select the proper year and hit 'Select'	Educational Unit:　DPI DISTRICT School Year:　2020-2021 ⌄　**Select** _____ Due Date:　Jun 30 Contact Name:　Steve Snow Email:　fsnow@nd.gov Phone:　701-328-2236 Notes:
Step 4. You will have two reports to choose from on the menu on the left. **Vehicle Inventory** **Routes**	**Transportation** **Vehicle Inventory** Routes **Tools** Import Export

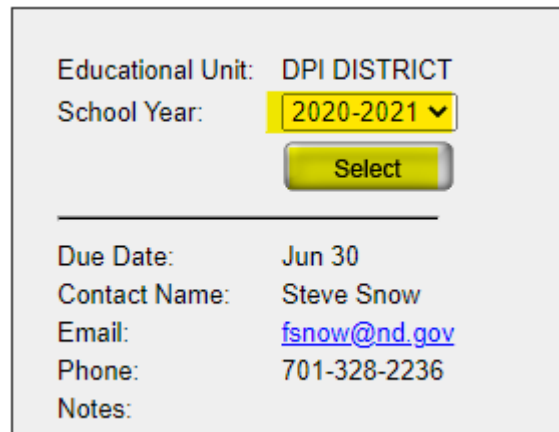|	
Step 5. Check out the Report	Transportation **Vehicle Inventory** Routes **Tools** Import Export **Functions** Check Out Validate Submit Generate PDF
Step 6. Select the trash can beside the vehicle you want to delete	## Vehicle Inventory Vehicle inventory should include all district-owned a curricular activities should be included. To view all d Add Vehicle **License** NDGov12 NDGov99
Step 7. Check in the Report	**Functions** Check In Validate Submit Generate PDF
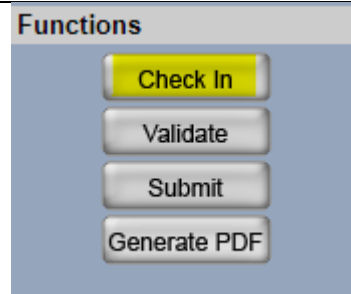
2.3 Edit an Existing Vehicle in the Inventory Report

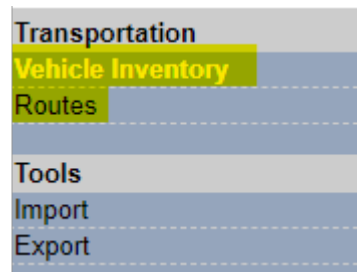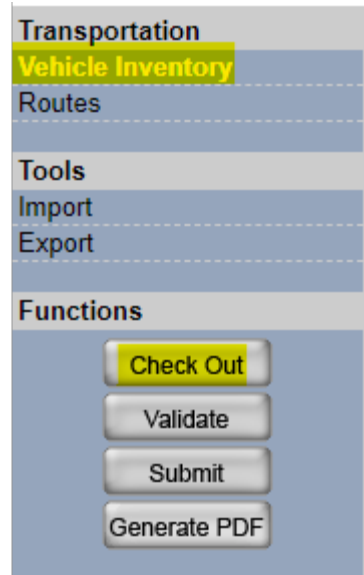|	
Step 1. Select 'Fill Out Reports' from the left menu of STARS	Reports **Fill Out Reports** Report Status Output Reporting

Step 2. Expand the 'Transportation' section by hitting the small plus to the left until you see your district listed	⊟ Reports
	  ⊞ 📁 LEA/School Fall Reports and Directories
	  ⊞ 📁 Enrollment
	  ⊞ 📁 School Calendar
	  ⊟ 📁 Transportation
	    ⊟ 📄 Transportation
	      ▪ 🏫 **DPI DISTRICT (Ourtown) 99-999**
	  ⊞ 📁 Personnel
	  ⊞ 📁 EDFacts
	  ⊞ 📁 Direct Certification

Step 3. Select the proper year and hit 'Select'	Educational Unit: DPI DISTRICT School Year: 2020-2021 ▼ Select _____ Due Date: Jun 30 Contact Name: Steve Snow Email: fsnow@nd.gov Phone: 701-328-2236 Notes:
Step 4. You will have two reports to choose from on the menu on the left. **Vehicle Inventory** **Routes**	Transportation **Vehicle Inventory** Routes Tools Import Export

Step 5. Select 'Vehicle Inventory' and Check Out the report

Transportation
Vehicle Inventory
Routes

Tools
Import
Export

Functions

Check Out
Validate
Submit
Generate PDF

**Step 6.** Select the License number of the vehicle you want to edit and make the changes

Vehicle Inventory

Vehicle inventory should include all district-owned a
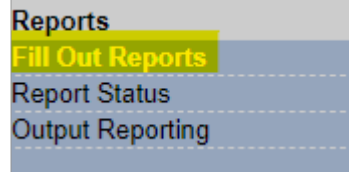curricular activities should be included. To view all c

Add Vehicle

	License
	NDGov12
	NDGov99

Step 7. Check in the Report

Functions

Check In
Validate
Submit
Generate PDF

2.4 Add a New Vehicle to the Inventory Report

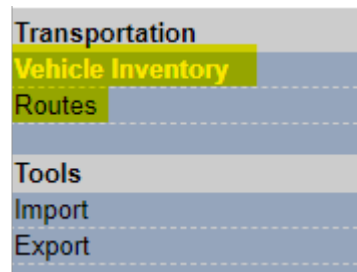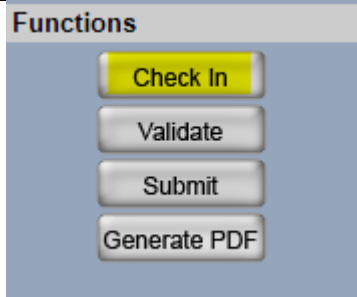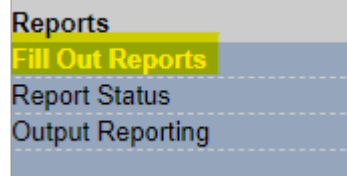|	
Step 1. Select 'Fill Out Reports' from the left menu of STARS	**Reports** **Fill Out Reports** Report Status Output Reporting
Step 2. Expand the 'Transportation' section by hitting the small plus to the left until you see your district listed	**Reports** ⊞ LEA/School Fall Reports and Directories ⊞ Enrollment ⊞ School Calendar ⊟ Transportation ⊟ Transportation ▪ DPI DISTRICT (Ourtown) 99-999 ⊞ Personnel ⊞ EDFacts ⊞ Direct Certification
Step 3. Select the proper year and hit 'Select'	Educational Unit: DPI DISTRICT School Year: 2020-2021 ⌄ Select Due Date: Jun 30 Contact Name: Steve Snow Email: fsnow@nd.gov Phone: 701-328-2236 Notes:
Step 4. You will have two reports to choose from on the menu on the left. **Vehicle Inventory** **Routes**	Transportation Vehicle Inventory Routes Tools Import Export

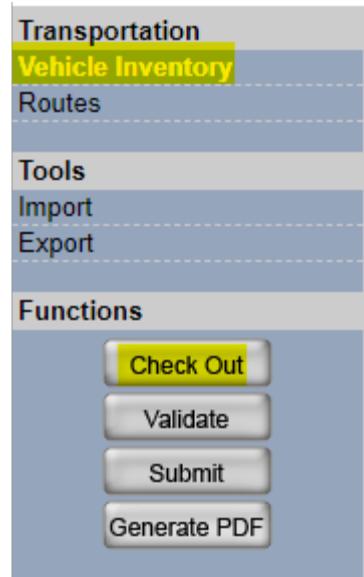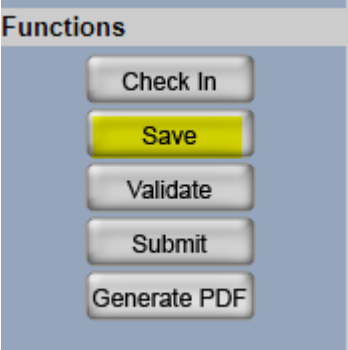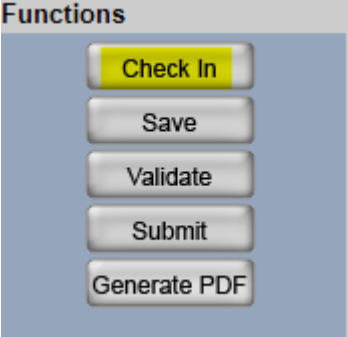|	
Step 5. Select 'Vehicle Inventory' and Check Out the report	**Transportation** **Vehicle Inventory** Routes **Tools** Import Export **Functions** Check Out Validate Submit Generate PDF
Step 6. Select 'Add Vehicle'	**Vehicle Inventory** Vehicle inventory should include all district-owne curricular activities should be included. To view a Add Vehicle License No Vehicles have been added.
Step 7. Enter information about the vehicle You can also import any vehicles from last year (see section)	**Add Vehicle** Click on Return to Vehicle List to view the list of vehicles in inventory. Return to Vehicle List License Number: Capacity: Year Manufactured: Year Purchased: VehicleType: [Select] Vehicle Purpose: [Select] Ownership Type: [Select] Fuel Type: [Select] Transmission Type: [Select] Special Ed Equipped: ☐ District Vehicle ID: Annual Inspection Date: Inspecting Official: Inspecting Organization: Out of Service (OOS) Fault(s): ☐ Date OOS Fault(s) corrected:
License Number:	Enter the license number for each vehicle.
Vehicle Capacity:	Enter the manufacturers rated capacity of the vehicle, including the driver.
Year Manufactured	Enter the year in which the vehicle was manufactured

Year Purchased	Enter the year in which the district purchased the vehicle. For contracted vehicles, leave blank
Vehicle Type:	School Bus - Regular school bus body on a truck chassis, school bus yellow and meets national school bus equipment standards and is designed to carry 10 or more persons including the driver. Transit - A vehicle like a Greyhound Bus that is not school bus equipped. Non-Conforming Vans - Does not meet national school bus standards and is designed to carry from 11-15 passengers including the driver. (**THESE ARE NO LONGER ALLOWED TO BE USED FOR STUDENT TRANSPORTATION**) Other Vehicle - Automobiles, station wagons, etc., with a rated capacity of 10 passengers or less, including the driver.
Purpose of Vehicle	Regular Activity Special Ed Standby
Type of Ownership:	District - Vehicles owned by the school district. Contracted - Vehicles owned by a contractor or an individual. Leased - Vehicles that are being leased by the school district. BIA - Vehicles that are owned by the Bureau of Indian Affairs
Type of Fuel	Gasoline • Diesel • Propane • Natural Gas • Dual (Gasoline and Propane)
Type of Transmission	• Standard • Automatic
Special Education Equipped	Yes (checked box) No (no check in box)
District Vehicle ID	Enter the local ID used
Annual Inspection Date	Enter the date the vehicle was inspected. The inspections need to be done a certified mechanic or ND Highway Patrol. Recommend getting the vehicle inspected in the Fall prior to using for the year.

Inspecting Official	Name of person inspecting the vehicle
Inspecting Organization	The organization the inspector works for
Out of Service (OOS) Faults	Indicate if the inspector found any faults put the vehicle out of service. Yes (checked box) No (no check in box)
Date OOS Fault(s) corrected	If there were any faults found, when were they corrected
Step 8. Select 'Return to Vehicle List' and add any remaining vehicles (repeating steps 6-8)	**Add Vehicle** Click on Return to Vehicle List Return to Vehicle List
Step 9. Hit 'Save'	**Functions** Check In Save Validate Submit Generate PDF
Step 10. Hit 'Validate'. Correct any validation issues	**Functions** Check In Save Validate Submit Generate PDF
Step 11. Hit 'Check In'	**Functions** Check In Save Validate Submit Generate PDF

3 Routes

This section is used to collect the transportation routes operated by a district for transporting students to and from school or from school to school.

The Inventory section listed all the vehicles in your district fleet. The Routes section list information on the actual transportation of students.

There are two important terms to understand.

Runs refers to the 'running' of the route. It collects the **actual** miles of the route. Generally, a route is 'run' twice per day (home to school and school to home)

Rides refers to the 'riders' of the route. It collects the **actual** number of students transported on the route.
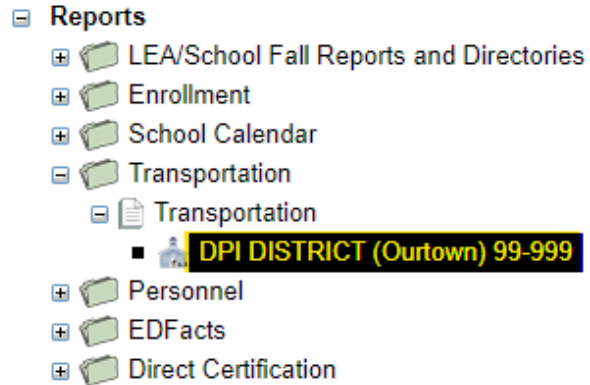
3.1 Export Routes

Step 1. Select 'Fill Out Reports' from the left menu of STARS
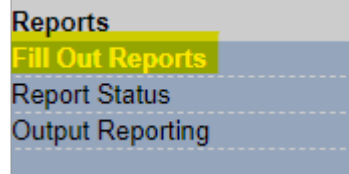
Reports
Fill Out Reports
Report Status
Output Reporting

Step 2. Expand the 'Transportation' section by hitting the small plus to the left until you see your district listed

□ **Reports**
   ⊞ 📁 LEA/School Fall Reports and Directories
   ⊞ 📁 Enrollment
   ⊞ 📁 School Calendar
   ⊟ 📁 Transportation
      ⊟ 📄 Transportation
         ▪ 🏫 **DPI DISTRICT (Ourtown) 99-999**
   ⊞ 📁 Personnel
   ⊞ 📁 EDFacts
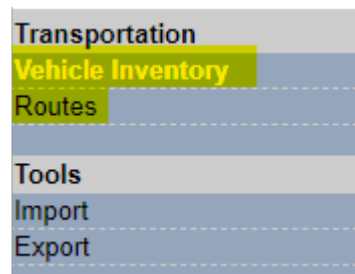   ⊞ 📁 Direct Certification

Step 3. Select the year and hit 'Select' (Select the previous year if you want to export last year's routes)

Educational Unit: DPI DISTRICT
School Year: 2020-2021 ⌄
        Select

Due Date: Jun 30
Contact Name: Steve Snow
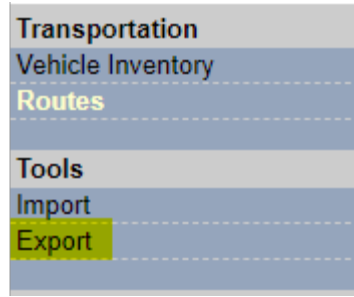Email: fsnow@nd.gov
Phone: 701-328-2236
Notes:

Step 4. You will have two reports to choose from on the menu on the left.

Vehicle Inventory

Routes

Transportation
Vehicle Inventory
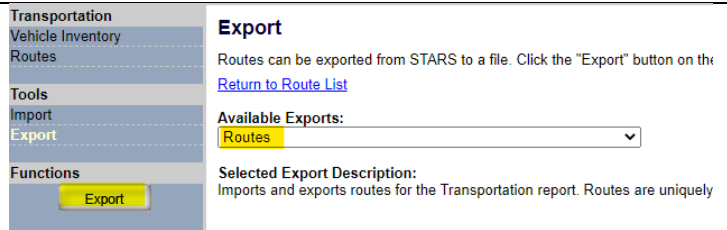Routes

Tools
Import
Export
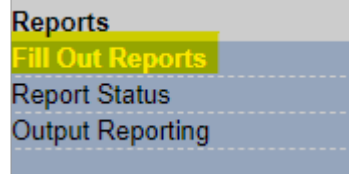
Step 5. Select 'Export'

Step 6. Make sure Routes is selected on the download under 'Available Exports' and hit 'Export'

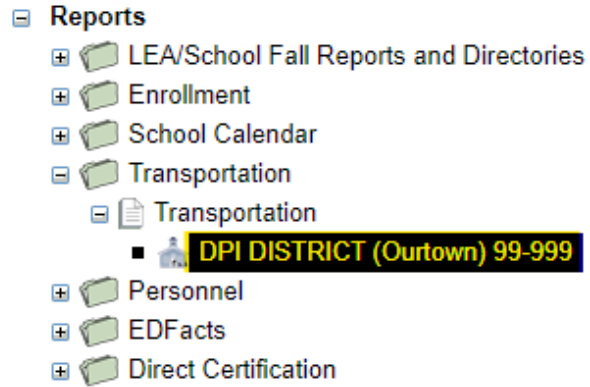Make sure you know where you saved the exported file
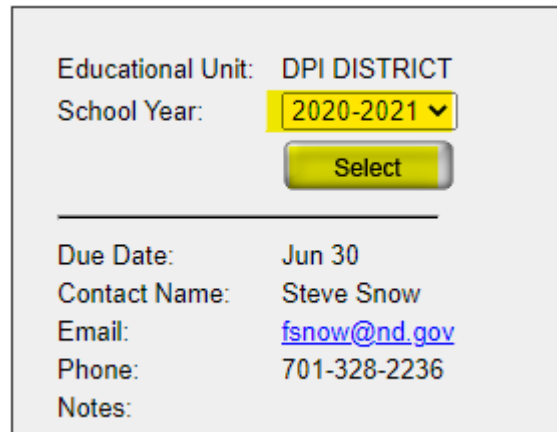
3.2 Import Routes

|	
Step 1. Select 'Fill Out Reports' from the left menu of STARS	**Reports** **Fill Out Reports** Report Status Output Reporting

Step 2. Expand the 'Transportation' section by hitting the small plus to the left until you see your district listed	**Reports**
	⊞ LEA/School Fall Reports and Directories
	⊞ Enrollment
	⊞ School Calendar
	⊟ Transportation
	    ⊟ Transportation
	        ▪ DPI DISTRICT (Ourtown) 99-999
	⊞ Personnel
	⊞ EDFacts
	⊞ Direct Certification

Step 3. Select the proper year and hit 'Select'	Educational Unit: DPI DISTRICT School Year: 2020-2021 ▾ **Select** Due Date: Jun 30 Contact Name: Steve Snow Email: fsnow@nd.gov Phone: 701-328-2236 Notes:
Step 4. Select 'Import'	**Transportation** **Vehicle Inventory** Routes **Tools** Import Export
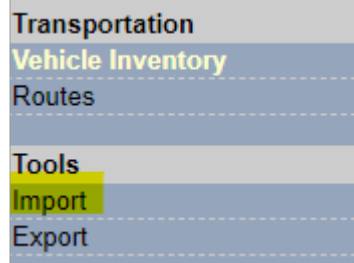
Step 5. Make sure Routes is selected on the download under 'Available Exports' and hit 'Next' on the far right of the screen

Import

Routes can be imported from a file. To import from a file, follow the steps in the wizard below. To roll last year report.

Return to Route List

Step 1 - Select Import

Select the import you would like to work with from the drop down below and then click "Next".

Available Imports:

Routes

Selected Import Description:
Imports and exports routes for the Transportation report. Routes are uniquely identified by the route number.

Step 6. Select 'Choose File' and navigate to where you saved the exported file and hit 'Next' on the far right of the screen

Import

Routes can be imported from a file. To import report.

Return to Route List

Step 2 - Select File for Upload

Click the "Browse" button to locate the file yo

Import Selected in Step 1: Routes

File:
Choose File   No file chosen

Step 7. The system loads the file. Hit 'Next' on the far right of the screen

Import

Routes can be imported from a file. To import from a file, follow the steps in the wizard below. To roll l report.

Return to Route List

Step 2 - Select File for Upload

The file has been uploaded successfully to DPI. Below are the details of the uploaded file:

Import Selected in Step 1: Routes

Uploaded File Name: Routes (2).csv
Uploaded File Size: 129 bytes
Uploaded File Type: application/vnd.ms-excel

The file is now ready to be validated for proper structure. Please click the "Next" button to continue.

Step 8. The system evaluates the file. Hit 'Import' on the far right of the screen

Import

Routes can be imported from a file. To import from a file, follow the steps in the wizard below. To ro report.

Return to Route List

Step 3 - Validate File Structure

The structure of the file was validated successfully. Click "Import" to import the data into STARS.

Import Selected in Step 1: Routes
File Uploaded in Step 2: Routes (2).csv

Step 9. To see the results, select 'Check for Results' (you may need to hit it a few times depending on the size of the file)

Import

Routes can be imported from a file. To import from a file, follow the steps in the wizard below. To roll last year's transportation routes & vehicle inventory into this report click report.

Return to Route List

Step 4 - Import Data

Import Selected in Step 1: Routes
File Uploaded in Step 2: Routes (2).csv

The import is being processed...
Click on the "Check for Results" link periodically to see if the import processing is complete.
Check for Results

It will show you the number of imported (inserted) or updated routes

Import

Routes can be imported from a file. To import from a report.

Return to Route List

Step 4 - Import Data

Data imported successfully!
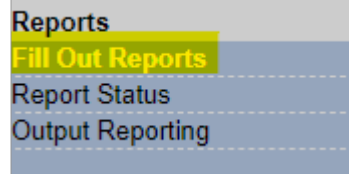
Import Selected in Step 1: Routes
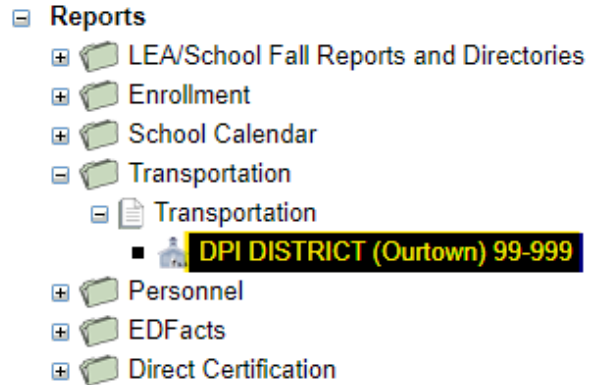**File Uploaded in Step 2:** Routes (2).csv

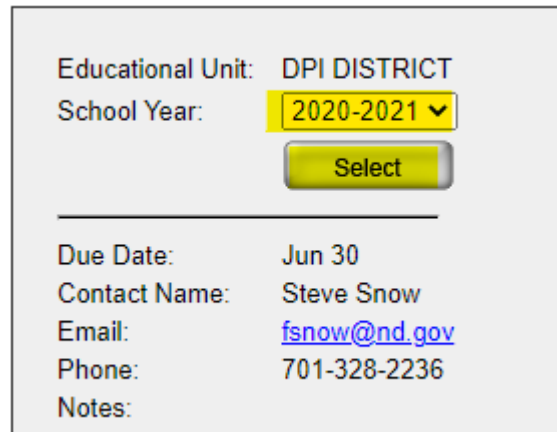**Records Inserted:** 0
Records Updated: 0

3.3 Add Routes

Step 1. Select 'Fill Out Reports' from the left menu of STARS

Reports
Fill Out Reports
Report Status
Output Reporting

Step 2. Expand the 'Transportation' section by hitting the small plus to the left until you see your district listed

Reports
- LEA/School Fall Reports and Directories
- Enrollment
- School Calendar
- Transportation
    - Transportation
        - DPI DISTRICT (Ourtown) 99-999
- Personnel
- EDFacts
- Direct Certification

Step 3. Select the proper year and hit 'Select'

Educational Unit: DPI DISTRICT
School Year: 2020-2021

Select
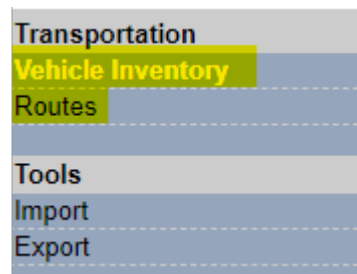
Due Date: Jun 30
Contact Name: Steve Snow
Email: fsnow@nd.gov
Phone: 701-328-2236
Notes:

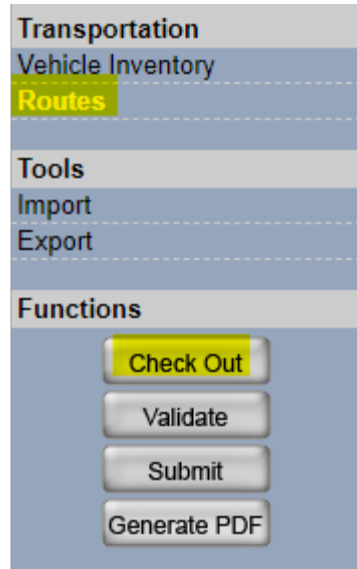**Step 4.** You will have two reports to choose from on the menu on the left.

Vehicle Inventory

Routes

Transportation
Vehicle Inventory
Routes

Tools
Import
Export

Step 5. Select 'Routes' and Check Out the report	
Step 6. Select 'Add Route'	
Step 7. Enter the information requested (hit 'Save' once done)	
Route Number	A unique 4-digit number (or character combination) developed by the district and assigned to this route.
Route Type	**Rural Routes** are those established for transporting students between home and school that are out-side the incorporated limits of the city in which the district is located. **In-City Routes** are those established for transporting students between home and school within the

incorporated limits of the city in which the district is located.

Family to School Routes are those where family members are reimbursed for transporting students within their care to and from school.

Family to Bus Routes are those where family members are reimbursed for transporting students within their care to and from a bus stop.

Special Education (Spec. Ed.) Routes are those established for the sole purpose of transporting students with disabilities between home and school, or from school to school.

Vocational Education (Voc. Ed.) Routes are those established for the sole purpose of transporting students between home and school, or from school to school for vocational programs.

Extended Year Routes are those established for transporting students to and from school programs provided out-side the regular school year.

Public Transit Routes are used for situations where a public transit system is used to transport students to and from school.

Other Purpose Routes are those not properly identified under any of the choices above. An example would be transporting students between schools during the school day.

Primary Vehicle	Select the license number of the primary vehicle used for this route. The vehicle must be added to the vehicle inventory to appear in the drop-down list.
Miles Per Run	Report the actual number of miles for this route. These are the miles for the one-way trip beginning from the point where the driver initially gets in the bus, includes the miles driven to pick up or drop off students, end ends at the point where the driver parks the bus. You probably make the run twice per day (once to pick up students, once to drop off students), but only count the one-way miles

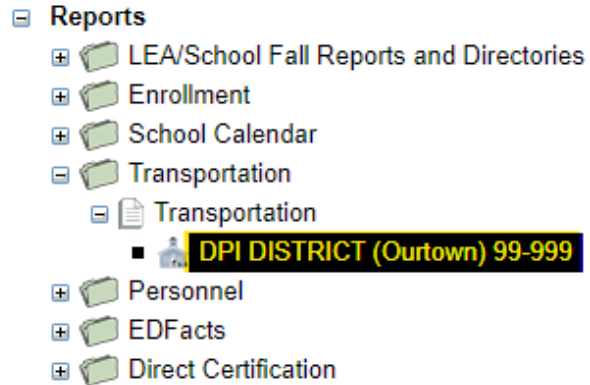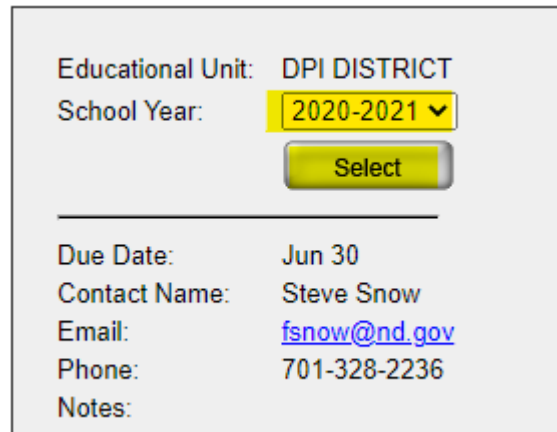|	
Max Ride Time	Enter the maximum time in minutes that any student will be on the bus during a one-way trip
Total Annual Rides	This should be the actual number of students transported on that route for the year.
Total Annual Runs	Indicate the total number of runs (trips) that this route will make during the school year. Example: A regular bus route transports students to school in the morning and back home at night for the full school year. [175 route days x 2 runs per day = 350]
Comments	This field is optional
Step 8. Select 'Return to Route List' and repeat steps 6 – 8 for any additional routes you need to add	**Add Route** Click on Return to Route List to view the list of transportation routes. Return to Route List Route Number: Route Type: [Select] Primary Vehicle: [Select] Miles Per Run: Max Ride Time (minutes): Total Annual Rides: Total Annual Runs: Comments:

3.4 Modify Routes

Step 1. Select 'Fill Out Reports' from the left menu of STARS
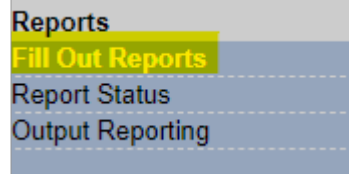
Reports
Fill Out Reports
Report Status
Output Reporting

Step 2. Expand the 'Transportation' section by hitting the small plus to the left until you see your district listed

⊟ Reports
   ⊞ 📁 LEA/School Fall Reports and Directories
   ⊞ 📁 Enrollment
   ⊞ 📁 School Calendar
   ⊟ 📁 Transportation
      ⊟ 📄 Transportation
         ■ 🏫 DPI DISTRICT (Ourtown) 99-999
   ⊞ 📁 Personnel
   ⊞ 📁 EDFacts
   ⊞ 📁 Direct Certification

Step 3. Select the proper year and hit 'Select'

Educational Unit: DPI DISTRICT
School Year: 2020-2021 ⌄
Select

Due Date: Jun 30
Contact Name: Steve Snow
Email: fsnow@nd.gov
Phone: 701-328-2236
Notes:

Step 4. You will have two reports to choose from on the menu on the left.

Vehicle Inventory

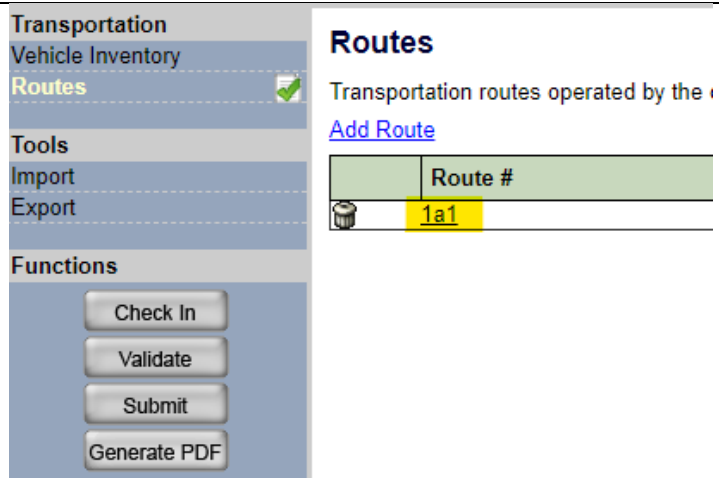**Routes**

Transportation
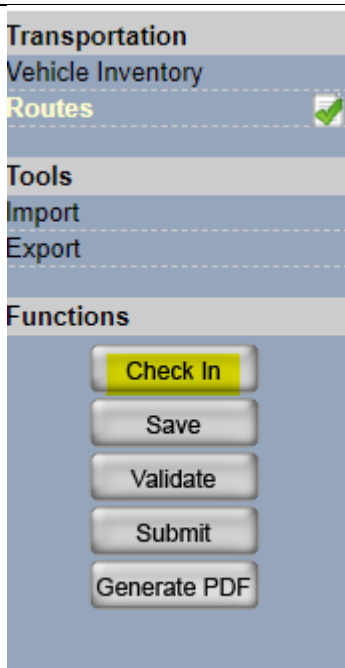Vehicle Inventory
Routes

Tools
Import
Export
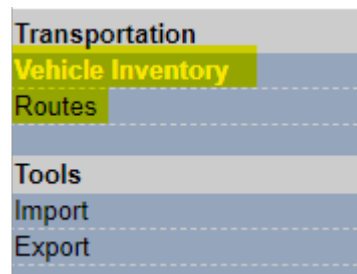
Step 5. Select 'Routes' and Check Out the report

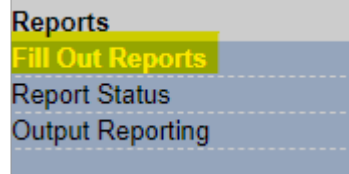**Step 6.** Select the route number you want to modify

Step 7. Make modifications as needed (refer to section 3.3, step 7 for explanations of sections) and hit 'Check In'
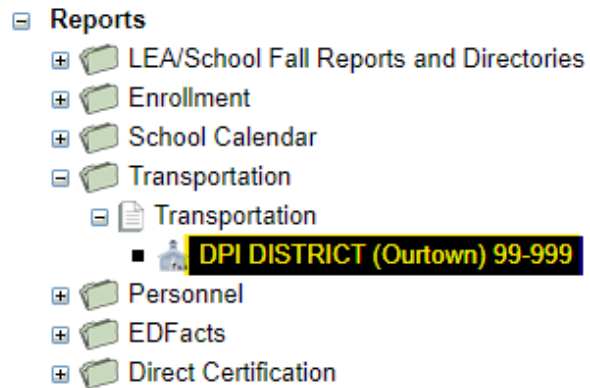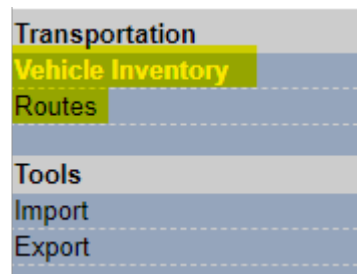
3.5 Delete Routes

Step 1. Select 'Fill Out Reports' from the left menu of STARS

Reports
Fill Out Reports
Report Status
Output Reporting

Step 2. Expand the 'Transportation' section by hitting the small plus to the left until you see your district listed

- Reports
  - ⊞ LEA/School Fall Reports and Directories
  - ⊞ Enrollment
  - ⊞ School Calendar
  - ⊟ Transportation
    - ⊟ Transportation
      - ▪ DPI DISTRICT (Ourtown) 99-999
  - ⊞ Personnel
  - ⊞ EDFacts
  - ⊞ Direct Certification

Step 3. Select the proper year and hit 'Select'

Educational Unit: DPI DISTRICT
School Year: 2020-2021 ✔
Select

Due Date: Jun 30
Contact Name: Steve Snow
Email: fsnow@nd.gov
Phone: 701-328-2236
Notes:

Step 4. You will have two reports to choose from on the menu on the left.

Vehicle Inventory

Routes

Transportation
Vehicle Inventory
Routes

Tools
Import
Export

Step 5. Select 'Routes' and Check Out the report
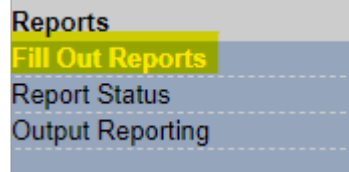
Step 6. Select the trashcan beside the route you want to delete

Step 7. Hit 'Check In'

4 Generate Reports

Step 1. Select 'Fill Out Reports' from the left menu of STARS
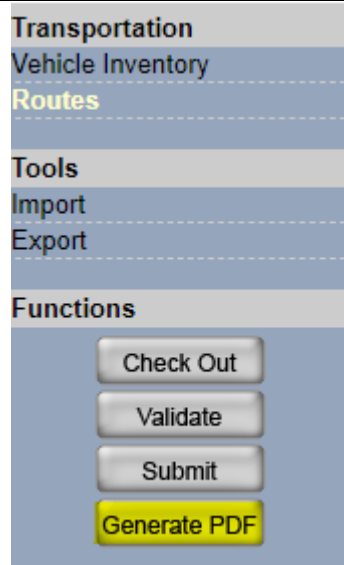
Reports
Fill Out Reports
Report Status
Output Reporting

Step 2. Expand the 'Transportation' section by hitting the small plus to the left until you see your district listed

Reports
- ⊞ LEA/School Fall Reports and Directories
- ⊞ Enrollment
- ⊞ School Calendar
- ⊟ Transportation
  - ⊟ Transportation
    - ■ **DPI DISTRICT (Ourtown) 99-999**
- ⊞ Personnel
- ⊞ EDFacts
- ⊞ Direct Certification

Step 3. Select the proper year and hit 'Select'

Educational Unit: DPI DISTRICT
School Year: 2020-2021 ▾
Select

Due Date: Jun 30
Contact Name: Steve Snow
Email: fsnow@nd.gov
Phone: 701-328-2236
Notes:

Step 5. Select 'Generate PDF'

Transportation
Vehicle Inventory
Routes

Tools
Import
Export

Functions
Check Out
Validate
Submit
Generate PDF

Step 6. Select either 'Transportation Report' or 'Vehicle Inventory Report' and then select 'PDF'

Transportation
Vehicle Inventory
Routes

Tools
Import
Export

Functions

Transportation Report

Select Report: Transportation Routes ▾   PDF
                Transportation Routes
                Vehicle Inventory Report