STARS Transportation Reports

Reference Guide

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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](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

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.** Check out the Report

**Step 6.** Select the trash can beside the vehicle you want to delete

**Vehicle Inventory**

Vehicle inventory should include all district-owned and curricular activities should be included. To view all of them:

**Add Vehicle**

<table>
<thead>
<tr>
<th>License</th>
</tr>
</thead>
<tbody>
<tr>
<td>NDGov12</td>
</tr>
<tr>
<td>NDGov99</td>
</tr>
</tbody>
</table>

**Step 7.** Check in the Report
2.3 Edit an Existing Vehicle in the Inventory Report

**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 ‘Vehicle Inventory’ and Check Out the report

**Vehicle Inventory**

Vehicle inventory should include all district-owned and curricular activities should be included. To view all of them:

<table>
<thead>
<tr>
<th>License</th>
</tr>
</thead>
<tbody>
<tr>
<td>NDGov12</td>
</tr>
<tr>
<td>NDGov99</td>
</tr>
</tbody>
</table>

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

**Step 7.** Check in the Report
2.4  Add a New Vehicle to the Inventory Report

**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 ‘Vehicle Inventory’ and Check Out the report

Step 6. Select ‘Add Vehicle’

Step 7. Enter information about the vehicle

You can also import any vehicles from last year (see section)

<table>
<thead>
<tr>
<th>License Number:</th>
<th>Enter the license number for each vehicle.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle Capacity:</td>
<td>Enter the manufacturers rated capacity of the vehicle, including the driver.</td>
</tr>
<tr>
<td>Year Manufactured</td>
<td>Enter the year in which the vehicle was manufactured</td>
</tr>
<tr>
<td><strong>Year Purchased</strong></td>
<td>Enter the year in which the district purchased the vehicle. For contracted vehicles, leave blank</td>
</tr>
<tr>
<td>-------------------</td>
<td>---------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| **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) |
<p>| <strong>District Vehicle ID</strong> | Enter the local ID used |
| <strong>Annual Inspection Date</strong> | 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. |</p>
<table>
<thead>
<tr>
<th>Inspecting Official</th>
<th>Name of person inspecting the vehicle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspecting Organization</td>
<td>The organization the inspector works for</td>
</tr>
<tr>
<td>Out of Service (OOS) Faults</td>
<td>Indicate if the inspector found any faults put the vehicle out of service. Yes (checked box) No (no check in box)</td>
</tr>
<tr>
<td>Date OOS Fault(s) corrected</td>
<td>If there were any faults found, when were they corrected</td>
</tr>
</tbody>
</table>

**Step 8.** Select ‘Return to Vehicle List’ and add any remaining vehicles (repeating steps 6-8)

**Add Vehicle**

- Click on Return to Vehicle List

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**Step 9.** Hit ‘Save’

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**Step 10.** Hit ‘Validate’. Correct any validation issues

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**Step 11.** Hit ‘Check In’
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 lists 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

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

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

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

- Vehicle Inventory
- Routes
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

**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.** Select ‘Import’
Step 5. Make sure Routes is selected on the download under ‘Available Exports’ and hit ‘Next’ on the far right of the screen.

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

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

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

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 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

It will show you the number of imported (inserted) or updated routes.
3.3 Add Routes

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 ‘Routes’ and Check Out the report

**Step 6.** Select ‘Add Route’

**Step 7.** Enter the information requested (hit ‘Save’ once done)

---

<table>
<thead>
<tr>
<th>Route Number</th>
<th>A unique 4-digit number (or character combination) developed by the district and assigned to this route.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Route Type</strong></td>
<td><strong>Rural Routes</strong> 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.</td>
</tr>
</tbody>
</table>
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 outside 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.

<table>
<thead>
<tr>
<th>Primary Vehicle</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miles Per Run</td>
<td>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</td>
</tr>
<tr>
<td><strong>Max Ride Time</strong></td>
<td>Enter the maximum time in minutes that any student will be on the bus during a one-way trip</td>
</tr>
<tr>
<td>-------------------</td>
<td>------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Total Annual Rides</strong></td>
<td>This should be the actual number of students transported on that route for the year.</td>
</tr>
<tr>
<td><strong>Total Annual Runs</strong></td>
<td>Indicate the total number of runs (trips) that this route will make during the school year.</td>
</tr>
</tbody>
</table>

**Example:** A regular bus route transports students to school in the morning and back home at night for the full school year.

\[175 \text{ route days} \times 2 \text{ runs per day} = 350\]

| **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.
3.4 Modify Routes

**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 ‘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

**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 ‘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

**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 5.** Select ‘Generate PDF’
**Step 6.** Select either ‘Transportation Report’ or ‘Vehicle Inventory Report’ and then select ‘PDF’