

**BUREAU OF INDIAN EDUCATION  
INDIAN SCHOOL EQUALIZATION PROGRAM (ISEP)  
STUDENT TRANSPORTATION**

TRANSPORTATION FORMS MUST BE CERTIFIED (SIGNED AND DATED) BY THE SCHOOL PRINCIPAL AND EDUCATION LINE OFFICER. DO NOT FORWARD TO WASHINGTON, DC, WITHOUT THE TWO REQUIRED SIGNATURES. ALL TRANSPORTATION FORMS ARE DUE IN WASHINGTON, DC, ON OR BEFORE THE FIRST WEEK IN NOVEMBER AFTER THE COUNT WEEK.

For each School Year, student transportation funds will be allocated to schools based on the following guidelines. Schools are to forward transportation forms to their respective Education Line Officer by Friday the first week in October after the count week. All transportation forms are due in Washington, DC, during the first week in November, after the count week, The Education Line Officer will certify the Transportation Program during the certification of the student membership count.

**RATES PER MILE**

A single rate will be used for all ground transportation miles. Since we are limited by the total amount reflected in the Budget Fiscal Year (BFY) budget request, the rate per mile cannot be ascertained until we know the actual total miles reported for the School Year after the count week. The rate in BFY 2014-2015 is \$3.20 per mile.

Mileage for after school programs such as athletics, band, detention and/or study hall, and extra curricular activities, such as arts and crafts programs, are considered part of the instructional program and not eligible for ISEP transportation funding.

Mileage for all day and boarding students to attend instructional programs less than full time at locations other than the school reporting the transportation mileage are considered part of the instructional program and are not eligible for ISEP transportation funding.

**DAY SCHOOL STUDENTS**

**DO NOT USE TRANSPORTATION TIME AS INSTRUCTION TIME TO MEET THE MINIMUM REQUIRED HOURS FOR ACADEMIC FUNDING.**

For each vehicle, report the following:

1. The total mileage separately by vehicle number.
2. Mileage from point of origin (school, home of bus driver, etc.) to students' homes or pick up points and return to school.

- 3 Mileage for vehicles that are used for several routes during one morning or afternoon, with no break in service, by recording only the beginning and ending odometer reading.
4. Mileage for each of the five days of count week, rounded to one decimal point. Funding will be based on the average of the Tuesday, Wednesday, and Thursday mileage.

Funds shall be allocated to each school which provides daily transportation of students between the students' residences (or other traditional pick up points on the reservation) and the school site. The following formula was used for the computation of funds in the previous BFY and will apply for the current BFY funding computation.

Average number of miles traveled by all buses on one day (including pick up and return, excluding field trips and extra curricular activities)

$$\text{_____} \times 180 \text{ days of school} = \text{Annual student transportation miles.}$$

$$\text{_____} \times \text{Rate per mile} = \text{Transportation funding for day school students}$$

A route, is from point of origin (school, home of bus driver, etc.) to students' homes or pick up points and return to school.

A run is one or more routes by a vehicle in the morning or the afternoon when there is no break in the transportation of students to and from school. Vehicle transportation size means the number of passengers the bus holds.

#### BOARDING SCHOOL STUDENTS

Funds shall be allocated to each boarding school to provide for students' arrival at school in the Fall, round trip home at Christmas, and their return home at the end of the school year, using the following formula:

Actual number of miles traveled by all buses, or other vehicles, to get students to school at the beginning of the year.

$$\text{_____} \times 4 \text{ one way trips per year} = \text{Annual student transportation miles}$$

$$\text{_____} \times \text{Rate per mile} = \text{Transportation funding for boarding school students}$$

Note that the rate is calculated against vehicle miles rather than miles per student. DO NOT REPORT ONE-WAY MILEAGE BY FOUR. To receive funding, a school must transport students.

#### PERIPHERAL DORMITORY STUDENTS

If BIE provides transportation to the public school, the day school student calculation may be used. Additionally, the boarding school student calculation shall be used to provide the student's

transportation between home and peripheral dormitory, but the dormitory must transport students to receive funding.

#### AIR MILES

A student may be flown to and from school at the discretion of the Education Line Officer, and the school will be reimbursed on the following formula:

Actual one way air fare at the most economical rate to the Government

\_\_\_\_\_ X Actual one way trips per year (not to exceed four) = Transportation funding for air miles

Ground mileage from airport arrival to school may be added to boarding school student mileage.

Schools may be reimbursed for actual chaperon expenses, excluding salaries, during the transportation of students to and from home at the beginning of the school year, Christmas, and end of the school year.

#### UNIMPROVED ROADS

Because of road conditions, annual student transportation miles on unimproved roads reported by schools are weighted by a factor of 1.2 before multiplying by the standard rate per mile.

For ISEP funding, unimproved roads are dirt roads that have not had sand, gravel, shale, or other materials applied, and do not have drainage ditches and/or shoulders.

**Paperwork Reduction Act:** The yearly collection of Student Transportation information will enable the BIA to allocate funds equitably as a part of the Indian School Equalization Program. Response to this request is required to obtain a benefit in accordance with Public Law 95-531. The data collected is not confidential in nature and is not covered by the FOIA/Privacy Act. Public reporting burden for this collection is estimated to average 2 hours per response, including the time for reviewing instructions, gathering data, completing, and reviewing the information. An agency may not collect or sponsor and a person is not required to respond to, a collection of information unless it displays a valid OMB Control Number. You may send comments concerning this information collection to Attn: Information Collection Clearance Officer – Indian Affairs, 1001 Indian School Road NW, Suite 229, Albuquerque, NM 87104.

**BUREAU OF INDIAN EDUCATION  
 INDIAN SCHOOL EQUALIZATION PROGRAM (ISEP)  
 DAY STUDENT TRANSPORTATION**

SCHOOL: \_\_\_\_\_ LOCATION CODE: \_\_\_\_\_

For each additional vehicle, please photocopy this page. You are to report mileage for each day. Only mileage on Tuesday, Wednesday, and Thursday will be used for calculation of average. A map to illustrate and document this route must be maintained at the school in the Principal's or Transportation Director's Office. Do not submit the maps to Washington, DC.

VEHICLE IDENTIFICATION  
 NUMBER.: \_\_\_\_\_

VEHICLE TRANSPORTATION  
 SIZE: \_\_\_\_\_

**MORNING BUS ROUTE(S)**

---1st Route -- Route Name:				---Additional Route--- Route Name:			
Day	Date	Odometer		No. Of	Odometer		No. Of Miles
September		Begin	End	Miles	Begin	End	
Mon	9/						
Tue	9/						
Wed	9/						
Thu	9/						
Fri	9/						
<b>Total Miles (Tue, Wed, Thur.)</b>							

**AFTERNOON/EVENING BUS ROUTE(S)**

---1st Route -- Route Name:				---Additional Route--- Route Name:			
Day	Date	Odometer		No. Of	Odometer		No. Of Miles
September		Begin	End	Miles	Begin	End	
Mon	9/						
Tue	9/						
Wed	9/						
Thu	9/						
Fri	9/						
<b>Total Miles (Tue, Wed, Thur.)</b>							

Total morning and afternoon miles for this vehicle (Tue., Wed., Thur.): \_\_\_\_\_ divided by 3 = \_\_\_\_\_

**BUREAU OF INDIAN EDUCATION  
 INDIAN SCHOOL EQUALIZATION PROGRAM (ISEP)  
 SUMMARY DAY STUDENT TRANSPORTATION  
 GRAND TOTAL FOR ALL VEHICLES**

If additional pages are required, please photocopy, but all totals must be recorded on a single form/page.

SCHOOL: _____				LOCATION CODE: _____	
Vehicle ID No.		Average Day's mileage	Road Condition		
			Unimproved Miles	Improved Miles	
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
Total Miles					

<b>DAY STUDENT TRANSPORTATION CERTIFICATION</b>	
_____ <b>Principal's Signature</b>	_____ <b>Education Line Officer's Signature</b>
Date _____	Date _____

**BUREAU OF INDIAN EDUCATION  
 INDIAN SCHOOL EQUALIZATION PROGRAM (ISEP)  
 BOARDING/DORMITORY STUDENT TRANSPORTATION**

SCHOOL: \_\_\_\_\_ LOCATION CODE: \_\_\_\_\_

If Bureau-owned or leased vehicles are used, report actual miles traveled by each vehicle. If additional pages are required, please photocopy this page, but all totals must be recorded on a single form/page.

Vehicle I.D. # & Vehicle Transportation Size	Total Miles Traveled	Unimproved Roads	
		Unimproved Miles	Improved Miles
1.			
2.			
3.			
4.			
5.			
6.			
7.			
<b>TOTAL MILES:</b>			

<b>BOARDING/DORMITORY STUDENT TRANSPORTATION CERTIFICATION</b>	
_____ <b>Principal's Signature</b>	_____ <b>Education Line Officer's Signature</b>
Date _____	Date _____

**BUREAU OF INDIAN EDUCATION  
 INDIAN SCHOOL EQUALIZATION PROGRAM (ISEP)  
 BOARDING/DORMITORY STUDENT TRANSPORTATION CONTINUED  
 CHARTER/COMMERCIAL BUS TRANSPORTATION**

If chartered buses are used, report actual cost of each charter. If commercial bus transportation is used, report actual cost of the ticket. If additional pages are required, please photocopy this page, but all totals must be recorded on a single page. Records for vehicles, charters, and air trips need not be submitted, but must be available for an audit.

	<u>FROM/TO</u>	<u>COST</u>
1.	_____	\$ _____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
	<b>TOTAL COST</b>	\$ _____
	<b><u>AIR TRANSPORTATION</u></b>	

	<u>STUDENT'S NAME, GRADE, FROM/TO</u>	<u>ONE WAY FARE</u>
1.	_____	\$ _____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____

CHARTER/COMMERCIAL AND/OR AIR TRANSPORTATION CERTIFICATION	
_____ Principal's Signature	_____ Education Line Officer's Signature
_____ DATE	_____ DATE