



Transportation Reporting and Special Situations

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April 10, 2025

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Transportation Reporting

Transportation Data Gathered on Three Reports

- Used to calculate state aid
- Pupil Transportation Annual Report
 - Now reported in Transportation Reporting System (TRS)
- MARSS
 - Student Accounting (Automated)
- UFARS
 - Financial Accounting (Automated)
 - Data Syncs up between the three reporting systems

Key District Personnel

It's important that all departments communicate.

- Transportation Supervisor
- School Bus Contractor
- MARSS Coordinator
- Business Manager/Bookkeeper
- Homeless Liaison
- Special Education Staff

MARSS Transportation Reporting

- The Transportation Category indicates what type of transportation the student receives to and from school.
- The Transporting District indicates which district provides the student's "to-and-from" transportation for the regular school term.
- "To-and-from" school transportation is defined as the student's trip to school at the beginning of the school day and trip home at the end of the school day. Minnesota Statutes 123B.88

MARSS Transportation Categories

- MARSS Transportation Categories are:
 - 00 – Walker or transportation field does not apply.
 - No transportation provided
 - Students served in home
 - Student not part of reporting requirement (attends summer school only)
 - Surrendered bus riding privileges
 - Nonpublic shared time students
 - Foster Care
 - 01 – Regular
 - Elementary students who live one mile or more from school
 - Secondary students who live two miles or more from school

MARSS Transportation Categories (con't)

- 02 – Excess
 - All students who live less than one mile from school and who are transported because of traffic, drug or crime hazards
- 04 – Desegregation
 - Students attend a school outside their normal attendance area under a Transportation Achievement Integration Plan.
- 05 – Ineligible
 - Students do not qualify under any of the other categories,
 - Students who pay for transportation services.

- Students must have an IEP that specifies special education transportation adaptations or accommodations.
- Students that cannot ride on regular bus routes with the majority of the district's students because of the location of their classes, disabling conditions or the unique time schedules of their programs.
- Special Accommodations:
 - Students with disabilities can ride regular bus routes if special accommodations are made to the regular bus routes such as using buses with lifts or ramps or having aides ride the regular bus routes.
 - If district did not make these special accommodations, the students with disabilities would have to be transported on special routes.

- Students must be receiving transportation services to and from:
 - Homeless or unaccompanied youth
 - Declared homeless under the McKinney Vento Act.
 - Attending care and treatment facility
 - Has a temporary disability or a 504 accommodation plan

Transportation Category 07 – Shelter Care Facility

Shelter Care Facility – 07

- Students must be receiving transportation services to and from:
- Legislation passed in the 2023 session to include additional cost of transporting a student in a shelter care facility as defined in Minnesota Statutes, section 260C.007, subdivision 30.
 - There will be an FAQ posted.
 - This would include only students who are not homeless, not placed for care and treatment, and not receiving special education transportation due to their IEP.
 - The miles, hours or routes on the Pupil Transportation Annual Report would be reported under UFARS Finance code 728.

08 – Pregnant and Parenting Teen

- 08 – Pregnant and Parenting Teen
 - Students who are receiving to and from transportation to an approved program.
 - Students who participate in a program that provides academic instruction, at least four hours per week of parenting instruction, offers a high quality child care on site during the education day with the capacity to serve all children of enrolled pupils.
 - District will need to be identified in the program area as having a program for pregnant and parenting teens transportation costs under legislation passed during the 2019 session. The additional cost of transporting students to these programs can be reimbursed under an appropriation.

Relationship Between MARSS and UFARS

MARSS	UFARS
00-Walker.....	None or 715, 719, 721, 723
01-Regular.....	720-Regular
02-Excess.....	720-Regular
03-Disabled.....	723-Special Ed
04-Desegregation.....	714 or 313 Achievement and Integration
05-Ineligible.....	737-Ineligible
06-Special.....	728-Special
07-Shelter Care.....	728-Special
08-Preg.&Par Teen.....	720-Regular

Minnesota Statutes 123B.92 subdivision 5 allows for some Cost Allocations

- Salary and fringe benefit limitations
- Standard basis for both district and contract bus service – miles, hours or routes
- Direct charge cost to appropriate category if reasonable
- Some expenditures are not allocated
- Further allocation on a cost per student may need to be done.

Special Education Transportation Funding

Special education transportation and special transportation, costs reported in UFARS 723 and 728 are reimbursable under the state Special Education aid formula

- Aid is based on prior year costs. If an LEA spends more in the current year than they did in the prior year on just special education transportation, the tuition billing system will bill the difference/increase by creating a rate using the total students reported in MARSS as receiving special education transportation (category 03) and then billing that rate to all non-resident students.

Transportation Reports

- MARSS Local Secure Reports
 - MARSS #20 (local report) Total Public Students Transported by Category
 - Shows the district total count of students reported with each of the transportation categories.
 - Data Center/Secure Reports/MARSS Local Secure Reports
- MARSS Statewide Secure Reports
 - MARSS #47 Total Public Students Transported by Category
 - Shows the number of students reported by category for the past four years.
 - MARSS #48 Pupil Transportation – Totals by School
 - Shows the breakdown of students transported by category for each school.
 - MARSS 49 Transportation Detailed Report
 - This report will list student transportation by resident and serving district.

What Needs to be Done to Receive the Funding?

- Accurately report transportation expenditures in UFARS with the appropriate MARSS Transportation Category and the number of miles, hours or routes.
 - MARSS
 - UFARS
 - Pupil Transportation Report in TRS
 - Fix errors on Data Verification Report (DVR)
- Check various transportation reports for accuracy.
 - MARSS WES # 20, 47 and 48
 - MARSS Secure Report 49
 - DVR
 - Generated immediately in TRS

Reporting for Special Education funds

What is the criteria to select the appropriate Special Ed Finance Code?

- If the purpose of the trip is to bring/take the student to his/her instructional environment and the student has special transportation adaptations or accommodations in his/her IEP, use Finance Dimension 723 - Special Education Transportation.
- If the purpose of the transportation is to take the student to a care and treatment site or to return the student to the school of origin, then the appropriate Finance Dimension is 728 - Special Transportation.
- If the student is being transported to a care and treatment site even if the student has special transportation in his/her IEP, the appropriate Finance Dimension 728 - Special Transportation.

Who should report?

Generally, the district that provides the transportation should be reported as the Transporting District in MARSS and claim the cost in UFARS. The district is statutorily obligated to provide the transportation.

- At times, another district may be fiscally responsible. For example, special education transportation of nonresident students.
- Districts can mutually agree to have another district provide the transportation. Be clear on what district is going to claim the cost for state aid.

Who is Responsible?

- Open Enrolled Students (Enrollment Options Students)
 - The enrolling district is obligated to transport the open enrolled student within the district.
 - If the open enrolled student has a disability and the pupil requires special education transportation to get to and from school, the enrolling district may provide transportation for the student from the student's home to the education site, based on the student's IEP.
- District Places Student for Special Education
 - District arranges an appropriate education program through an agreement with the serving district.
 - If the student requires special education transportation, the placing district provides transportation to the education site. Based on the student's IEP.

Transportation Responsibility of Students that attend Care and Treatment Programs

- Residential Facility - district where facility is located
- Day Treatment – student's resident district.
- Minnesota Statutes 125A.15 and 125A.51

504 Accommodation Plan - enrolling district.

- Section 504 of the Rehabilitation Act of 1973 is a federal civil rights statute that assures individuals will not be discriminated against based on their disability

Transporting Students Experiencing Homelessness - Responsibility

- The district where the student was attending when they became homeless, will be responsible for the transportation.
 - School of origin
- For charter schools, the district or charter school currently providing transportation for all other students must provide transportation.
- For cooperative and intermediate school districts, the resident district is responsible for providing transportation. The statutes was amended to include students with an IEP in a program offered by the intermediate or cooperative for the remaining of the school year.
 - Legislation passed in the 2019 session makes the district that placed a homeless student with an IEP in a program offered by an intermediate school district, special education cooperative, service cooperative or education district responsible for transporting that student for the remainder of the school year. The amendment allows the original district and the current serving district to mutually agree that the current serving district is responsible for transporting the homeless pupil
- Transportation funding – through the Special Education Aid Entitlement Formula.

Foster Care and Shelter Care Transportation Reporting

- Under ESSA - each school district is to have a written transportation plan with their respective county or tribal child welfare agencies.

Written agreement must include

- how transportation will be provided and
 - what entity will be responsible for the costs of the transportation.
- Reporting
 - If the district is using regular transportation to transport a student living in a foster home to-and-from, they would report the cost in UFARS under Finance Code 720. The student would be reported as 01-Regular.
 - If the county is either providing or reimbursing the district, the cost would be reported in Finance Code 715 and the student would be reported as 00-Walker or Transportation doesn't apply.
 - If the student has an IEP and there is transportation written into the IEP as an accommodation the district would transport. Report the student in MARSS with Transportation Category 03-Disabled and claim the cost in UFARS finance code 723. And report the miles under 723 on the Pupil Transportation Annual Report in TRS.
 - NEW If the student is transported to a family foster care, and the above descriptions do not apply, the district or charter school may report the cost in UFARS in Finance Code 728. The student's Transportation Category would be 07-Shelter Care. This is available only if other funding streams have been exhausted and it is the student's best interest to remain enrolled in the school of origin.

Transportation of Early Childhood Special Education (ECSE) Students

- The IEP team would write in the IEP that the child will be receiving the related service of transportation. Special education transportation will be provided because of the timing or location of the classes.
- The district claims the cost of the trip in special education transportation because of the special routing.
- Code the student's 03-Disabled. Report the cost in UFARS, Finance Code 723.
- Early Childhood Students that don't have special education transportation written into their IEPs, may ride regular bus routes.
- The MARSS Transportation Category would be 01-Regular.

ECSE students are eligible to receive transportation just like any other student.

For more information on student transportation, from the MDE homepage: Districts, Schools and Educators/Business and Finance/School Finance

- Transportation
 - [Q&A: Care and Treatment Placements and Transportation](#)
 - [Minnesota Homeless Transportation Frequently Asked Questions](#)
- By Student Type
 - [Transportation of Students Experiencing Homelessness](#)
 - [Transportation of Public School Enrollment Options Students](#)
 - [Foster Care Transportation Guidance](#)

Other sources: [MARSS Manual](#), [UFARS Manual Chapter 13](#) and [Frequently Asked Questions \(FAQ\) – Foster Transportation](#)

Thank you!

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