

**GENERAL INSTRUCTIONS AND GUIDELINES FOR FORM CDE-40
PUPIL SCHOOL TRANSPORTATION FUND
REIMBURSEMENT CLAIM**

[Note: Refer to the Audit Resource Guide for detailed explanations, including guidance and clarification regarding COVID-19 considerations.](#)

**Public School Transportation Act - Article 51 of Title 22, CRS
State Board of Education Rules 301-14**

LINE 1 Total current operating expenditures for pupil transportation

Include only actual expenditures; do not include encumbrances. Records, schedules, allocations and all other supporting documentation used to prepare and justify reimbursement claim must be retained until audited by CDE.

The following guidelines for eligible and ineligible reimbursable expenditures are not all inclusive. Eligibility of specific expenditures can be confirmed with Adam Williams or e-mail: williams_a@cde.state.co.us in the Public School Finance Unit. Subsequent submission of a written request by the district for approval from CDE provides the best method of documenting these expenditures for audit purposes. Districts should retain all such correspondence for auditing purposes.

Current operating expenditures include, but are not limited to the following.

1. Employment costs, including fringe benefits, for bus drivers.
2. Employment costs, including fringe benefits, for personnel paid exclusively for pupil transportation supervision and support services.
3. The allocated share of employment costs attributable to pupil transportation for employees with both pupil transportation and non-pupil transportation responsibilities. Costs claimed must be supported by auditable documentation such as timesheets or work schedules showing method of allocation.
4. Fuel, oil and other supplies for pupil transportation and pupil transportation support.
5. Utility expenditures for pupil transportation facilities. When facilities are shared with non-pupil transportation functions and

separate expense information is not available, expenses should be allocated to the various cost centers. The allocation method must be supported by auditable documentation to include these expenses for reimbursement.

6. Repairs and maintenance on vehicles, equipment and facilities used for pupil transportation only to the extent of restoration to **original** condition. CDE approval for this type of repair is not necessary since it is not considered capital outlay for reimbursement purposes.
7. Insurance premiums related to pupil transportation, the equivalent value of commercial insurance premiums of a self-insurance program contribution, and the net cost of self-insured repairs and replacements. Each year, the district should obtain a statement from its insurance provider specifically detailing which portion of premiums paid apply to pupil transportation for the applicable fiscal year.
8. Reimbursements to district-approved persons for transportation of pupils due to the absence of a district-established bus route.
9. Contract services less the capital outlay exclusion calculated by CDE. District-approved persons who transport pupils due to the absence of a district-established bus route **are not** considered independent contractors when they only transport members of their immediate family or themselves.
10. Reimbursements to pupils who use public transportation.
11. Certain costs of additions and alterations to vehicles. Vehicles must have been owned by the district for a minimum of three years for costs of additions and alterations to be reimbursable. The following types of additions or alterations are allowable without prior approval from CDE:
 1. manual transmission to automatic transmission;
 2. gas engine to diesel engine;
 3. reflective tape on the outside of vehicle;
 4. electromagnetic or hydro magnetic retarder;
 5. heated mirrors;
 6. engine compartment noise reduction package (diesel engine front engine transit only);
 7. driver seat belt to current standards (locking retractor type);
 8. air brake drying system;
 9. mirror system to provide a seated driver an unobstructed view of the front and front sides of a

- bus;
- 10. wheelchair lifts and other special modifications which are necessary to equip a school bus in order to transport children with disabilities;
- 11. automatic tire chains;
- 12. video surveillance cameras;
- 13. other additions or alterations with prior written approval by CDE which increase efficiency and or safety or are necessary to meet minimum standards.

Current operating expenditures do not include:

1. Purchase, rent, lease, or lease purchase of capital outlay items such as vehicles, facilities acquisition and improvement, or new equipment: (a) believed to have a useful life of more than one year, (b) costing in excess of \$1000, and (c) not for the purpose of restoring or repairing existing vehicles, equipment, or facilities to their original condition.
2. Administrative, maintenance, personnel, supply, or other expenses applicable to non-pupil transportation related vehicles, facilities, or personnel. When vehicles, facilities, or personnel are shared, expenditures must be allocated. Allocation methods and other auditable supporting documentation must be retained until audited.
3. Liability claims incurred and paid in providing pupil transportation.
4. Expenditures for school field trips, extracurricular trips, etc.

For districts that separately track expenditures for these types of transportation services, the actual expenses relating to these services are known. Districts that commingle all pupil transportation expenditures must prorate current operating expenditures by the percentage of total miles attributable to pupil transportation using the following allocation formula. The mileage figures used in the formula are for pupil transportation vehicles only. Do not include pupil transportation support vehicle mileage in this calculation.

Total Current x $\frac{\text{(total odometer miles - miles for activity trips, etc.)}}{\text{total odometer miles}}$
 Operating Expense
 Subtotal

Other deductions from current operating expenditures

1. Revenue received for pupil transportation. Any revenue that the district receives related to pupil transportation activities, except transportation fees and transportation override levies approved at

an election shall be deducted from current operating expenditures.
This includes revenues from but not limited to:

1. Payments received for summer and preschool pupil transportation programs.
2. Payments received from other school districts to furnish transportation.
3. Revenue for transportation from federal sources.

LINE 2 Mileage scheduled for regular pupil transportation on the mileage count date

Total mileage on count date consists of:

1. Route mileage scheduled to be traveled by the district on the mileage count date for pupil transportation, for the purpose of transporting pupils from home to school, from school to school, and from school to home. Include loaded and unloaded round trip route-miles. Do not include mileage traveled for field trips, activity trips, athletic trips, music trips, trips for the elderly, public bus miles, service vehicle miles, or driver training miles. Do not include miles traveled at other times during the year which were not scheduled to be traveled on the mileage count date.
2. Route mileage scheduled to be traveled by independent contractors on the mileage count day for pupil transportation for the purpose of transporting pupils from home to school, from school to school and from school to home. Include loaded and unloaded round trip route-miles. Do not include mileage traveled by independent contractors for field trips, activity trips, athletic trips, music trips, trips for the elderly, public bus miles, service vehicle miles, or driver training miles.
3. Actual miles traveled on the count date by district-approved persons due to the absence of a district established bus route. Please be sure this is actual miles traveled and not scheduled miles.

LINE 3 Days of school held when pupils were transported in the 2019-20 school term

Number of days pupils are actually transported. Do not include snow days, conference days, or any other days pupils are not transported. When different schools or programs within a district have a different number of days pupils were transported and the difference is less than four days, report the greater number of days. When different schools or programs have more than a three-day discrepancy between days pupils were transported, report scheduled route mileage and number of days pupils were actually transported for each school or program separately.

LINE 4 Number of days for which board was paid for pupils in lieu of transportation

The number of days for which the district paid room and board for pupils in lieu of furnishing transportation. Districts are reimbursed at a rate of one dollar per day for this expense.

LINE 5 Capital Outlay

Districts that contract for home to school/school to home student transportation are required to obtain the necessary information from the company providing student transportation, and complete the required Capital Outlay transportation schedule – ensuring the correct Capital Outlay figure is submitted on the CDE-40 Form.

- Gather the information needed to complete the Capital Outlay Depreciation Schedule which is available on the CDE website, from independent transportation vendor
 - List of all vehicles used to transport kids from home to school, school to school, and school to home
 - Age of Vehicles
 - VIN number of Vehicles
 - Purchase Price of Vehicles
 - Percentage of time vehicle is used to transport kids from home to school, school to school, and school to home (*typically 100%*)
 - Complete the Capital Outlay [Depreciation Schedule](#) available on the CDE website
- Enter the calculated depreciation figure on the CDE-40 Transportation Reimbursement Form, when that form is completed on-line every August
- The formula used to calculate the exclusion is based on the valuation of the contractor's bus fleet and any other consideration described in the contract. The year of manufacture, and acquisition cost are required for each bus less than 10 years old.

LINE 6 Number of pupils scheduled to be transported to and from public school on the mileage count date

Total rider eligibility

If a student is sick and home on the mileage count date, the student is still eligible and should be counted. If a student drives his/her car into school, that student is still eligible and should be counted.

LINE 7 Total actual miles traveled for activity trips, field trips,

athletic trips

LINE 8 Total actual miles traveled for any purpose by pupil transportation vehicles

“Line” 9 Supporting CDE audit documentation – at the time of CDE-40 form completion, all districts are required to electronically upload supporting documentation for lines 1, 2, 3, 7, and 8.

ADDITIONAL INFORMATION

Record Retention Accounting records, correspondence, and all other documentation supporting the district's claim must be retained for four years or until audited by CDE, whichever occurs first. This includes district-prepared worksheets used to allocate costs, descriptions showing mileage of individual bus routes, and lists of pupils by route as of mileage count date.

Deadline The FY 2019-20 Form CDE-40 is due by September 15, 2020. This is a hard deadline – the CDE-40 system closes on September 15th, 2020 – In order to accommodate CDE’s statutory payment deadline of October 15th, 2020, NO data changes submissions can be made after September 15th, 2020, and no changes to submitted data can be made after September 15th, 2020.

CDE is required to pay the FY 2019-20 transportation reimbursement claims by October 15, 2020.

Questions or comments regarding this program can be referred to:

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