**Tips for the Transportation Mileage form**

The Transportation Mileage form is due July 30th.

All districts must submit this form via the [SEEK District Data Webform application](https://opsupport.education.ky.gov/webforms/).

Vehicles mileage that transports students from home to school and back should be reported accurately. This includes the mileage for leased vehicles.

There are three items listed on the web form.

1st- No data to report (this option is for a couple districts and should not be checked unless it applies to your district)

2nd- Overall mileage should include all mileage that from July 1st to June 30th. This includes all vehicles used in school transportation whether it be training, vocational transportation, field trips, etc. and privately owned vehicles used in the purpose of transporting students to and from school. This section mileage should be more than board owned and privately owned vehicles mileage.

3rd- Total miles with/without pupils on board, there are two types of vehicles that can be considered for this section. (Mileage reported in this section should be less than the mileage reported in the overall mileage.)

1. Board owned vehicle
   1. Mileage is what it takes to transport children to school and home on one day.
   2. Multiply the daily total mileage of all board owned vehicles by transported days.
   3. Board-owned vehicles include buses, vans, or other approved board owned vehicles.
2. Privately owned vehicle
   1. Mileage is what it takes to transport a child to-and-from school daily.
   2. Multiply the daily total mileage by the transported days for the district.
   3. Privately-owned vehicles are vehicles owned by individuals that have been approved and routinely inspected by district transportation to transport children to-and-from school only.

The mileage for the board owned vehicle and the privately owned vehicles are added together and compared to the overall mileage to make sure that the numbers do not equal.

**When finished “save” and then “submit”**