

DISTRICT REPORT OF TRANSPORTED RESIDENT STUDENTS (DRTRS)
October 2022 Computer Vendor Instructions

The October 2022 DRTRS will be completed over the internet via the Homeroom. Districts will access the DRTRS program and either upload route and/or student data files, use last year's rolled up data, or manually enter data before certifying the report is accurate.

District Profile

Completed Fields

County Code

District Code

Operating Type

Questions

Does your district have a routing vendor? (Y/N)

Name of Routing Vendor _____

Does your district have a subscription busing program for nonresident students? (Y/N):

If your district has a subscription busing program for nonresident students, how many nonresident subscription students do you transport?

DATA DEFINITIONS

A. RESIDENT DISTRICT (Applies to both the Route file and Student file)

RESIDENT COUNTY	The county in which the resident school district is located. (Codes for all New Jersey counties can be found in the Public School Directory or http://www.state.nj.us/njded/directory/ .) [CO]
RESIDENT DISTRICT	The name of the resident school district. (Codes for all New Jersey school districts can be found in the Public School Directory or http://www.state.nj.us/njded/directory/ .) [DIST]
SUBSCRIPTION BUSING PROGRAM	<p>A program in which a student's parent/guardian or the municipality pays for transportation services. This transportation includes:</p> <ul style="list-style-type: none">▪ Any transportation not required by law.▪ <u>Resident Students</u> Non-mandated transportation services to resident public and nonpublic school students who reside less than remote from school, nonpublic school transportation beyond 20 miles (excluding those counties required to transport up to 30 miles).▪ <u>Nonresident Students</u> Public and nonpublic school students who reside less than remote from school, nonpublic school transportation beyond 20 miles (excluding those counties required to transport up to 30 miles) and nonpublic school students whose parents received aid-in-lieu of transportation from their resident district. <p>NOTE: These students will be reported in the student data file by the resident district.</p>

B. ROUTE AND VEHICLE (creates the "route file")

ROUTE ID NUMBER	<p>The identification number assigned to this route, not to exceed eight (8) characters. Entry required. [ROUTENO]</p> <p>AIL and CCC are special route designations and CANNOT be entered as routes in the route file. These designations can be entered in the STUDENT FILE ONLY.</p>
LICENSE PLATE NUMBER	The license plate number of the vehicle used for this route. The entry must be at least 6 but not more than 8 alpha-numeric characters only. Do not enter any special characters or spaces. Entry required. [LICENSE]
VEHICLE CAPACITY	The actual number of passengers the vehicle is <u>capable</u> of carrying, <u>excluding</u> wheelchair passengers and excluding the driver. Entry of a number between 4 and 54 required. [VEHCAP]

VEHICLE OPERATOR/OWNER	Entry of a single digit one (1) through five (5) required. Choose only one category from the following selection. [OPCAT]
1 - District Owned	The resident district board of education owns/leases the vehicle and provides the transportation.
2 - Contracted	The resident district board of education provides transportation through a contract with a school transportation vendor.
3 - Host District	The resident district board of education is the joiner district and another board of education owns/leases the vehicle <u>or</u> contracts with a vendor for this route.
4 - Host ESC	The resident district board of education is the joiner district and an Educational Services Commission (or Jointure Commission) owns/leases the vehicle <u>or</u> contracts with a vendor for this route.
5 - Parent	The resident district board of education contracts with the parent for the transportation of his/her own child/children. When creating the routexx.dat file for importing, the county and district codes used for a parental contract are 99-9997.

OPERATED BY

County	The 2 digit code of the county in which the operator/owner is located. [OPCO]
District	The 4 digit code of the operator/owner. [OPDIST]
Ownership	The name of the operator/owner of the vehicle. [OPNAME]

ROUTE COST

The total annual cost to the resident district board of education for this route, excluding administrative fees, must be entered. This includes the actual or best estimate for district operated routes. [ROUTE COST]

NOTE:

- The annual cost of a contract awarded on a per diem basis should be determined by multiplying the per diem contract cost by 180 days, regardless of the number of days this route will actually run.
- A host district must enter the full cost of the route.
- The joiner district will enter only their share of the cost of the route.

HOST ROUTE

If this is a host route then this field must have an entry from one (1) to nine (9) indicating the number of joiner districts who have students riding on this route. If this is not a host route then the entry must be zero (0). [OT_DIST]

C. STUDENT INFORMATION

LAST NAME Enter the student's last name – entry required. [LASTN]
FIRST NAME Enter the student's first name – entry required. [FIRSTN]
ADDRESS Enter the student's street address – entry required. [ADDRESS]
CITY Enter the name of the city in which the student lives – entry required. [CITY]
GRADE Entry required. [GRADE]

1. The grade designations for regular education shall be reported as: PK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, and 12.
2. The grade designation for special education students classified in accordance with NJSA 18A:46-23 shall be reported as:

S1 (elementary: PK-08)
S2 (high school: 09-12)

NOTE: S1 and S2 grade designations shall ONLY BE USED for students attending Public Schools, Private Schools for Students with Disabilities, Charter Schools, and Early Childhood Community Providers. S1 and S2 grades shall NOT BE USED for students attending Nonpublic Schools. (Nonpublic School students shall be reported only in grades PK-12.)

SHARED TIME ½ DAY PROGRAM A program in which the student attends a program for ½ day at one school, then attends another program for the 2nd ½ of the day at another school. [MORELOC]

SCHOOL TYPE The type of school the student attends.
1 = Public School
2 = Nonpublic School
3 = Private School for Students with Disabilities
4 = Charter School
5 = Early Childhood Community Provider
6 = Other/Not Listed School
7 = Naples Placement

Entry required. Must be between one (1) and seven (7).
[SCHTYPE1, SCHTYPE2]

SCHOOL LOCATION - COUNTY The county in which the school the student attends is located.
Exception: Consult the Early Childhood Community Providers directory to locate the county and county code. Entry required. See School Type for data validation requirement. [ATCO1, ATCO2]

School codes can be found at <http://www.state.nj.us/njded/directory/>. Public schools have an odd county code. Nonpublic and Private Schools for Students with Disabilities have even county codes.

SCHOOL LOCATION - DISTRICT

The school district in which the school the student attends is located. **Exception:** Consult the Early Childhood Community Providers directory to locate the district and district code. Entry required. See School Type for data validation requirement. [ATDIST1, ATDIST2]

Consult your Public School Directory for codes for New Jersey school districts. Nonpublic and Private Schools for Students with Disabilities are located at the end of this directory. For schools located in New Jersey which cannot be found in the directory, use the code for the district in which the school is located.

SCHOOL CODE

The school the student attends. Consult your Public School Directory for codes for New Jersey schools. Nonpublic and Private Schools for Students with Disabilities are located at the end of this directory. For schools located in New Jersey which cannot be found in the directory, select "Other/Not Listed School". Entry required. See School Type for data validation requirement. [ATSCH1, ATSCH2]

Consult the Early Childhood Community Providers directory to locate the school and school code.

- Out of State Schools:
County Code = 99
District Code = 9999
School Code = 999
- In State Schools Not Found in the Public School Directory: Use the county and district codes where the school is located and School Code = 999

MILEAGE

The shortest one-way distance between the student's home and the school. The home to school mileage reported for each student shall be measured by the shortest route along public roadways or walkways from the entrance of the student's home nearest such public roadway or walkway to the nearest public entrance of the school which the student attends (NJAC 6A:27-1.2). Entry required. Must be between 0.1 and 99.9 miles. [MILEAGE1, MILEAGE2]

HAZARDOUS BUSING

Enter "Y" for Yes if this student is transported according to the resident district's hazardous busing policy in accordance with NJSA 18A: 39-1.5. Otherwise, enter "N" for No. [HAZARD1, HAZARD2]

ROUTE ID NUMBER

The identification number assigned to the route this student rides. Entry required and the route ID and license plate number pair must exist in route file unless the route ID is "AIL" or "CCC",

Enter "**AIL**" as the route ID number for nonpublic, charter, and choice school students whose parents receive aid in lieu of transportation.

Enter "**CCC**" as the route number for students who receive bus tickets for public transit use.

OLD DISTRICT CODE	If part of a merged district, enter the old district code (see Merged District Listing). [OLDDISTCODE]
SUBSCRIPTION BUSING PARTICIPANT	A student whose parent/guardian or municipality pays for the provision of non-mandated busing for that student. [SUBSCRBS1, SUBSCRBS2]
SPECIAL NEEDS TRANSPORTATION	Enter "Y" for Yes if the student's IEP requires any of the following: wheelchair, aide or nurse, or an extended year program. Otherwise, enter "N" for No. [SPEQIP1a, SPEQIP2a]
DOES THE IEP REQUIRE TRANSPORTATION	Enter "Y" for yes when the student has an IEP, resides less than remote from school, is being transported, and the IEP requires transportation. Otherwise, enter "N" for No. [IEP1, IEP2]
DATE OF BIRTH	Enter the student's date of birth using two digits for the month and day, and four digits for the year with no spaces. (Example: August 31, 1990 should be entered as 19900831 .) NOTE: Computer vendor files must report the date of birth as yyyymmdd. Entry required. [DOB]
STATE IDENTIFICATION NUMBER	The Department of Education will assign a unique 10-digit identification number to each student. This number will remain with the student as the student moves from school to school and school district to school district. DO NOT use a local district identification number in this field. Nonpublic students are not issued state identification numbers. Therefore, it is a required 10 digit entry unless school type = 2. [SID]
IEP QUESTION	Enter "Y" for Yes if the student has an IEP, otherwise enter "N" for No. Entry required. [IEP] If IEP = Y, then grade must be S1 or S2 and SCHTYPE1 and/or SCHTYPE2 cannot = 2.

Note: Students that have an IEP requiring speech-only services will no longer be reported as having an IEP on the DRTRS.

In the case of a student that has an IEP requiring speech-only services, answer the question: "Does this student have an IEP?" as "N" for No.