

## School Year 2022-23 Bus Driver Training Reimbursement Claim Now Available

The enacted fiscal year 2024 budget included an additional \$80,000 in Bus Driver Training funding for a total \$150,000 appropriation. This memo serves as a notice of how the Illinois State Board of Education (ISBE) intends to distribute the funding.

First, Regional Offices of Education (ROEs) and Intermediate Service Centers (ISCs) were reimbursed in a manner consistent with previous years. Each ROE/ISC was provided a base \$1,000, and then a per driver rate of \$1.25 per driver trained during FY 2023. The total distributed using this calculation totaled \$70,000.

The remaining \$80,000 will be distributed based upon a claim submitted to ISBE by each ROE/ISC seeking further reimbursement. The total operating costs for the Bus Driver Training program of each ROE/ISC **during FY 2023** should be accounted for in this claim document. The final \$80,000 will be distributed to fully cover the operating costs after discounting the first distribution of funding and the assumed \$10 charged per driver as per Article 3, Section 3-14.23 of the School Code (105 ILCS 5/3-14.23). Proration will be applied if there is insufficient appropriation to make full reimbursement to all ROEs/ISCs.

### **Example:**

ROE A trained 240 total bus drivers in FY 2023. It submitted a claim specifying that it spent \$6,000 on bus driver training.

- First Reimbursement: \$1,300
  - \$1,000 base **PLUS**
  - \$300 at per driver rate (240 drivers \* \$1.25)
- Second Reimbursement: \$2,300
  - \$6,000 in FY 2023 costs **MINUS**
  - \$1,300 initial disbursement **MINUS**
  - \$2,400 in collected fees (240 drivers \* \$10)

The claim form can also be found [at this link](#), or by browsing to “Finance, Budgets & Funding” under “Learning Conditions” on the ISBE home page. From there, select “Transportation” under the “Funding & Disbursements” header. Scroll down to find the PDF form under “School Bus Driver Training Reimbursement Claim”.

Completed claim forms reflecting FY 2023 activities are due back to ISBE no later than May 1, 2024. Payment will be vouchered in May.