

School Year 2023-24 Bus Driver Training Reimbursement Claim Now Available

The enacted fiscal year 2025 budget included \$150,000 for bus driver training. 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 \$1.14 per driver trained during FY 2024. The total distributed using this calculation totaled \$70,000. Payment was made to ROEs/ISCs in October 2024.

The remaining \$80,000 will be distributed based upon a claim submitted to the Illinois State Board of Education (ISBE) by each ROE/ISC seeking further reimbursement. The total operating costs of each ROE/ISC bus driver training program **during FY 2024** 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 2024. It submitted a claim identifying that it spent \$6,000 on bus driver training.

- First Reimbursement: \$1,273.60
 - \$1,000 base **PLUS**
 - \$273.60 at per driver rate (240 drivers * \$1.14)
- Second Reimbursement: \$2,326.40
 - \$6,000.00 in FY 2024 costs **MINUS**
 - \$1,273.60 initial disbursement **MINUS**
 - \$2,400.00 in collected fees (240 drivers * \$10.00)

Access the [claim form](#). Or it can be found by clicking on “Finance, Budgets & Funding” in the “Learning Conditions” box on the [ISBE homepage](#). 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 2024 activities are due to ISBE no later than May 1, 2025. Payment will be vouchered in May.