

February 2024

**ILLINOIS STATE BOARD OF EDUCATION (ISBE)  
DEPARTMENT OF FUNDING AND DISBURSEMENTS**

**BUS DRIVER TRAINING  
CLAIM INSTRUCTIONS**

**GENERAL INFORMATION**

The enacted fiscal year 2024 budget included an additional \$80,000 in Bus Driver Training funding for a total \$150,000 appropriation.

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 remaining \$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)

**DEADLINES**

Completed claim forms reflecting FY 2023 activities should be emailed to Principal Consultant Mike Stier no later than May 1, 2024. No exceptions will be granted for late claims.

After the claims are reviewed for accuracy, payment will be vouchered and sent to the Office of the Comptroller in May.

## SPECIFIC INSTRUCTIONS

### (ISBE Form 54-37 Bus)

The claim form can also be found 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”.

#### **BUS DRIVER TRAINING COST REPORT**

1. Enter the Region-County-District-Type Code for the ROE/ISC.
2. Enter the ROE/ISC Name.
3. Enter the Contact Person who can answer questions regarding the claim.
4. Enter the Telephone Number where the Contact Person can be reached.
5. Enter the total amount requested for each function/object code on Lines 1 – 28. **Only enter amounts in the rows and columns that are designated with a blue cell. Cells inapplicable to the claim are grayed out to prevent any data entry.** Enter the total on Line 31. Each amount must foot to the detail expenditure breakdown. Expenditure amounts should be in whole dollar amounts only, no decimal points.
6. Once complete, print and have the ROE/ISC administrator sign at the bottom of the cost report. Scan and send both the cost report and expenditure breakdown worksheets to ISBE via email.

#### **BUS DRIVER TRAINING COST REPORT – EXPENDITURE BREAKDOWN**

All expenditures must be sufficiently and adequately described for each function and object. Please refer to the **DETAILED FUNCTION DESCRIPTORS AND SUB-CATEGORIES** section at the end of these instructions. It will assist you in properly classifying expenditures in their correct functions and objects.

**IMPORTANT:** All expenditures reported must be easily identifiable and properly allocated for the Bus Driver Training program only. Supporting documentation must be retained locally and made available to Illinois State Board of Education auditors upon request to support the allocation of salary and benefit cost for ROE/ISC staff involved with the Bus Driver Training program. Such documentation includes:

- Official time-and-effort worksheets for ROE/ISC employees,
- Salary rates that match to personnel records for ROE/ISC employees, and
- Verification that salaries and benefits of employees chargeable to more than one program are correctly allocated and supported by appropriate time distribution records with no overlap of reimbursement between programs.

#### **Approved expenditures may relate to the following:**

1. Salaries, benefits, and other fixed costs for approved full- and part-time personnel necessary for performing Bus Driver Training activities.
2. Administrative and clerical staff costs that are reasonable based upon the scope of the project. Costs must be properly allocated to the Bus Driver Training program and may be

February 2024

claimed as a direct cost (e.g., Function 2300). However, if an indirect cost rate and amount are utilized, then general administrative costs should not be claimed.

3. Materials and supplies necessary for program activities.
4. Operations and Maintenance expenditures, such as custodial services and utilities that are directly attributable to the Bus Driver Training program.
5. Subcontracts for services that cannot be provided by the continuing staff.
6. Travel expenses for personnel to carry out program functions. (Expenses must be paid in accordance with local policies.)
7. Other items properly chargeable to the operation of the program. If in doubt, please contact Funding and Disbursement Services at 217-782-5256 for clarification.

**DETAILED FUNCTION DESCRIPTORS AND SUB-CATEGORIES**

From [Title 23 Illinois Administrative Code-Part 100](#)

Function: The action or purpose for which a person or thing is used or exists. This includes activities or actions that are performed to accomplish the objectives of the project.

Functions not applicable to the Bus Driver Training Claim have been removed.

FUNCTION	DESCRIPTORS AND SUB-CATEGORIES
1000	<u>Instruction</u> : The teaching of pupils or the interaction between teacher and pupils. Included are activities of aides or assistants who assist in the instructional process. Teaching may occur in classrooms or other learning situations, such as those involving co-curricular activities, and may be conducted through a medium, such as television, radio, telephone, or correspondence.
2210	<u>Improvement of Instruction Services</u> : Activities for assisting instructional staff in planning, developing, and evaluating the instructional process.
2300	<u>General Administration</u> : Activities concerned with establishing and administering policy in connection with operating a Local Education Agency (LEA).
2510	<u>Direction of Business Support Services</u> : Activities concerned with directing and managing the business services area, such as those usually performed by the office of the chief school business official or business manager.
2520	<u>Fiscal Services</u> : Activities concerned with the fiscal operations of the LEA. This function includes budgeting, receiving and disbursing, bookkeeping, financial accounting, payroll, inventory control and internal auditing.
2540	<u>Operation and Maintenance of Plant Services</u> : Activities concerned with keeping the physical plant (e.g., grounds, buildings and equipment) in an effective and safe working condition. This includes activities of maintaining safety in building, on the grounds, and in the vicinity of the schools.
2570	<u>Internal Services</u> : Activities concerned with buying, storing, and distributing supplies, furniture and equipment; those activities concerned with internal duplicating and printing for the school system; and the pickup and transporting of cash from school facilities to the central administrative office or bank.
2640	<u>Staff Services</u> : Activities generally performed by an LEA's personnel office, such as recruiting and placement, staff transfers, in-service training (e.g., non-instructional training), health services, and staff accounting.
2660	<u>Data Processing Services</u> : Activities concerned with preparing data for storage, sorting it, and retrieving it for reproduction as information for management and reporting.
2900	<u>Other Support Services</u> : Activities of any support service or classification of general services that cannot be classified elsewhere in the 2000 series of accounts. (Describe and itemize.)
4000	<u>Payments to Other Districts and Governmental Units</u> : Payments to other public LEAs or in-state and out-of-state public entities (e.g., payments to public university/college, payments to public community colleges, payments to ROEs/ISCs, payments to special education cooperatives/Education for Employment centers).

**DETAILED OBJECT DESCRIPTORS AND SUB-CATEGORIES**

From [Title 23 Illinois Administrative Code-Part 100](#)

Object: Service or commodity obtained as a result of a specific purpose.

Objects not applicable to the Bus Driver Training Claim have been removed.

OBJECT	DESCRIPTORS AND SUB-CATEGORIES
100	<u>Salaries</u> : Amounts paid to permanent, temporary, or substitute employees on an LEA’s payroll. This includes gross salary for personal services rendered while on the payroll of the LEA.
200	<p><u>Employee Benefits</u>: Amounts paid by an LEA on behalf of employees; these amounts are not included in the gross salary, but are over and above it. Payments such as fringe benefits, while not paid directly to the employees, nevertheless are a part of the cost (to the applicable functional areas). These types of costs are not considered a cost to the board of education function and should not all be charged to one area. These costs apply to the same function number as the cost of the applicable salary.</p> <ul style="list-style-type: none"> <li>-- Retirement</li> <li>-- Teachers’ Retirement System (TRS)</li> <li>-- Illinois Municipal Retirement Fund (IMRF)</li> <li>-- Federal Insurance Contributions Act (FICA) for Social Security</li> <li>-- Insurance (e.g., health, life, medical, dental)</li> <li>-- Medicare Only</li> <li>-- Tuition Reimbursement</li> <li>-- “On-Behalf” Payments</li> </ul>
300	<p><u>Purchased Services</u>: Amounts paid for personal services rendered by personnel who are not on an LEA’s payroll and others services the LEA may purchase. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided in order to obtain the desired results.</p> <ul style="list-style-type: none"> <li>-- Professional and Technical Services</li> <li>-- Audit/Financial Services</li> <li>-- Legal Services</li> <li>-- Professional Services -- Administrative</li> <li>-- Professional Services -- Instructional</li> <li>-- Professional Employee Training and Development Services</li> <li>-- Property Services (e.g., services to operate, repair, maintain, and rent property owned or used by an LEA)</li> <li>-- Transportation Services</li> <li>-- Travel (e.g., transportation, meals, hotel, and other expenses associated with traveling or business for the LEA)</li> <li>-- Employer Insurance (e.g., workers compensation/unemployment compensation/liability insurance)</li> <li>-- Communication Services</li> <li>-- Printing/Binding Services</li> <li>-- Online Services</li> <li>-- Water/Sewer Services</li> <li>-- Software (e.g., license fees)</li> </ul>
400	<p><u>Supplies and Materials</u>: Amounts paid for material items of an expendable nature that are consumed, worn out, or deteriorated from use, or items that lose their identity through fabrication or incorporation into different or more complex units or substances.</p> <ul style="list-style-type: none"> <li>-- Consumable Supplies</li> <li>-- Library Books</li> <li>-- Software Package</li> <li>-- Energy (e.g., bottled gas, oil, coal, gasoline, natural gas, electricity)</li> <li>-- Textbooks</li> <li>-- Periodicals (printed or electronic)</li> <li>-- Equipment Costing &lt; \$500/Unit</li> </ul>