

**Texas Education Agency
Transportation Division**

District Name _____

County-District No. _____

Register of Eligible Riders
FY 20__ - __

Route _____ Trip _____ A.M. _____ P.M. _____

No.	A	B	C					D
	Name of Pupil	Campus Attended	School Month					Remarks
			Oct	Nov	Dec	Jan	Feb	
1								
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37								
38								
39								
40								
E.	Total 2 mile eligible riders (Code E)							
F.	Total riders from hazardous area (Code X)							
G.	Total of two highest months (2 mile eligible)							
H.	Average ridership 2 mile eligible (highest two months)							
I.	Total of two highest months (eligible hazardous area)							
J.	Average ridership for hazardous areas (highest two months)							

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FY 20____ - ____

Planned Use of Data: Computation of Average Pupil Ridership for the Annual Transportation Report and Field Audits.
Instructions: Students should be recorded, by the bus driver, on the 1st Wednesday of each month from October through February. For routes which have more than one trip per day, a separate report must be kept for each trip. The larger of the routes may be used on completing the Annual Transportation Report. The completed report must be signed and dated by the bus driver, and retained at the local district central administration office for audit purposes. For further information, contact the Transportation Division at (512) 463-9185.

INSTRUCTIONS:

- A. List the names of **all** bus riders including those residing in hazardous areas. Ineligible bus riders are **not** to be listed.
- B. Indicate the name of the campus the student attends.
- C. The information in these columns should reflect the student's status on the 1st Wednesday of the reporting month. Record the appropriate code for each student on the bus route, from the list below:
 - Enter "E" for students who reside two or more miles from the school;
 - Enter "X" for students who reside less than two miles from the school, but in hazardous areas;
 - Leave blank if student did not ride the bus on the 1st Wednesday of the reporting month.
- D. This column is provided to record pertinent or explanatory information for students. Example: Indicate if a student rides more than one bus to reach his campus. **A bus rider shall ONLY be counted on one bus.**
- E. Enter the total number of two mile eligible riders (Code E) for the reporting month.
- F. Enter the total number of riders from hazardous areas (Code X) for the reporting month.

The following computation should be made after all the information for the five reporting months have been completed.

- G. Enter the sum of the highest two months of two mile eligible riders (Code E) from Line E.
- H. Divide the total on Line G by 2 to compute the average ridership for students residing two or more miles from their school.
- I. Enter the sum of the highest two months of eligible hazardous area riders (Code X) from Line F.
- J. Divide the total on Line I by 2 to compute the average ridership for pupils residing in hazardous areas.

_____ Driver's Signature	_____ Date	_____ Driver's Signature	_____ Date
_____ Driver's Signature	_____ Date	_____ Driver's Signature	_____ Date
_____ Driver's Signature	_____ Date	_____ Signature of Authorized School Official	_____ Date