samegoal

Transportation Coordination

Document and coordinate transportation arrangements

Steps *Document and coordinate transportation arrangements:*

1. **Member of the IEP team:** Fill out transportation arrangement information in section 8 of the IEP.
2. **Member of the IEP team**: Create a **Transportation Request** document.
    - The IEP should be marked complete prior to creating the Transportation Request in order for information to automatically pull from the IEP.
3. **Member of the IEP team**: Set the status as **"Pending"**.
4. **Member of the IEP team**: Once transportation information has been populated in the Transportation Request, enter in contact information so the transportation coordinator can reach out if there are any questions.
5. **Transportation coordinator**: Go to **Reports** > **Transportation Coordination** and run either the **Transportation Requests** or **Bus Routes** report to determine which documents need to be worked.
    - An administrative user can create a user role that will give non-administrative users access to these reports.
6. **Transportation coordinator**: Update the **Transportation Use Only** section in the Transportation Request.
7. **Transportation coordinator**: Set the status as **"Complete"** and complete the document.
8. **Transportation coordinator**: If your district uses a third party to coordinate transportation, communicate this information with the third party.

Reports

SameGoal includes many standard reports that users can run, including several transportation reports. Special education transportation reports can be found in the **Reports** tab under:

- **Transportation Coordination**: These reports pull information from Transportation Requests and transportation coordinators can run these reports to determine which students need transportation coordination.
- **SHARS Coordination**: The SHARS Transportation report pulls information from IEPs and can assist with billing to receive reimbursement.
- **Special Education** > **Administration**: Transportation reports found here pull information from IEPs and can be used for general reporting purposes.