



UNITED STATES DEPARTMENT OF THE INTERIOR  
 Bureau of Indian Education  
 1849 C Street NW, MIB-3610  
 Washington, DC 20240

## ATTACHMENT: Transportation Reporting Guidance

### Mileage Submission Guidance:

**Tribally Controlled Schools:** To report your transportation bus mileage for your school, use the web-based application (WebET) at <https://webet.bie.edu/webet/>.

**Bureau Operated Schools:** To report your transportation bus mileage for your school, go to <https://webisep.bie.edu/webisep/>.

A current BIE User ID and password is required to access WebET. If you require a password reset, call the Indian Affairs Service Center at 866-703-7100, or email the IA Service Center ([servicecenter@bia.gov](mailto:servicecenter@bia.gov)).

If you are a new user and need to establish a password and User ID, complete sections 1 and 3 of the Bureau of Indian Education Systems Access Request Form (see attached) and your Information Management Training (IMT) certificate, and submit it to the BIE Transportation Team at [studenttransportation@bie.edu](mailto:studenttransportation@bie.edu). Your IMT Training certificate can be obtained at <https://doiu.doi.gov/trainingcds/IMTFISSA2021audio/>. Your email should identify whether the request is for a data entry or certifier role.

Each school must identify a person for data entry and certification of mileage data.

Mileage eligible for reporting during count week includes:

- Bus routes from home to school and return (25 CFR 39.700(a))
- Mileage for transportation of Special Ed student from home to a treatment center and return (25 CFR 39.705)
- Mileage for transportation of students at peripheral dormitories from the dormitory to the public school and return (25 CFR 39.706)
- Ground mileage that the school drives to deliver the students or their luggage from the bus, train, or plane terminal to the school (25 CFR 39.703) \*RESIDENTIAL PROGRAMS ONLY\*

As a reminder, mileage for other trips is not counted (25 CFR 39.707). For example:

- Fuel and maintenance runs
- Field trips
- Medical emergencies
- Athletics and after-school activities



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School bus route maps must be submitted as a PDF file to [studenttransportation@bie.edu](mailto:studenttransportation@bie.edu). At minimum, school bus route maps should identify unimproved mileage, ownership of roads (e.g., tribal, county, state, federal, BIA, private), route name/number, and school bus stops.

Commercial Cost Submission Guidance:

For residential programs that incur commercial transportation expenses, information is reported on the attached spreadsheet and is submitted to [studenttransportation@bie.edu](mailto:studenttransportation@bie.edu).

Commercial costs eligible for funding include:

- Cost of commercial ticket for airplane, train, bus, or other commercial modes of transportation for students
- Chaperone expenses excluding salaries